



CITY OF GRANTS PASS
invites applications for the position of:

Police Officer

SALARY: \$26.18 - \$35.67 Hourly
\$4,537.87 - \$6,182.80 Monthly
\$54,454.40 - \$74,193.60 Annually

OPENING DATE: 07/14/17

CLOSING DATE: 08/04/17 05:00 PM

SUMMARY OF POSITION:

The City of Grants Pass is accepting applications for the position of Police Officer for the Public Safety Department. The Department utilizes Patrol, Motors (Traffic), K-9's, SWAT, School Resources Officers, Crime Prevention and Community Service Officers to provide our community with a safe environment.

The Police Division of the Grants Pass Department of Public Safety strives to provide a safe environment for our community through delivery of professional public safety services. We believe our in-service training is exceptional and continue to train our employees year after year by utilizing the latest techniques and lessons that law enforcement has to offer. Combining our highly trained and skilled police officers, their on-going training, and the technology available to them, allows us to be very successful at policing our city in the most efficient manner possible.

This position works rotating shifts including, days, nights, and weekends. High call volume and a fast paced environment are part of being a City of Grants Pass Police Officer.

Testing and Interview Information

Written Exam Date: Tuesday, August 22, 2017 at 7:00 am.

Report Writer: 8/22/17 at approximately 9:30 am.

Physical Fitness Test (weather permitting): 8/22/17 at approximately 10:45 am.

Oral Boards: 8/22/17, will begin approximately at 12:30 pm, BPAD to immediately follow.

Oral Boards Continued (if needed): Wednesday, August 23, 2017.

****Times are subject to change****

Lateral Officer Incentives *New for 2017*

Relocation Allowance: Up to \$1500 if required to move to meet residency requirements of living 45 minutes from City limits as it exists within the UGB. Expenses must be documented per City policy.

Signing Bonus: \$1000 at the times of hire for a Lateral with 5 years or more as a sworn, full-time officer.

Step at hire and accrual lump sums: Based on years worked as a sworn, full-time officer. Please inquire with Human Resources for more information.

In addition to base salary, incentives available to Police Officers include:

- Associate Degree 2%
- Bachelor Degree 4%
- Second Language 1.25%
- DPSST Intermediate Certificate 2.25%
- DPSST Advanced Certificate 2.25%

MINIMUM QUALIFICATIONS:

- Graduation from high school or GED and 1 year of work experience are required; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job as those listed.

- Must be 21 years of age.

- Meet physical standards as set by the Department of Public Safety on Standards and Training (DPSST).

HOW TO APPLY:

Application materials must be turned in by the closing date in order to be considered for this position. Applications can be completed on-line, hand delivered, or post-marked by the application deadline. Applicants with minor errors on their application materials may be contacted for corrections. However, any application that is missing items will not be considered. No late, incomplete, or faxed applications will be accepted.

The **required materials** to be turned in by the application deadline for this recruitment are:

1. City Application
2. Cover Letter
3. Resume
4. Supplemental Questionnaire

The cover letter and resume may be uploaded and attached to your application when applying online.

RANKING AND SELECTION:

The ranking and selection of applicants to proceed in the process for our Public Safety Department includes: experience, education, responses to supplemental questionnaire, and meeting minimum qualifications of the position. The initial selection process includes the following steps: application review, driver's license (when applicable) and criminal history inquiry, oral interview and testing. The final selection process following interview includes the following steps: tentative offer, extensive background investigation, psychological evaluation (Sworn and Dispatch positions), physical examination, drug testing, and final offer of employment.

Applicants for this position who fail the pre-employment background investigation will not be considered for any position for which such a background investigation is required for a minimum of twelve (12) months from the date of notification. Applicants who fail the psychological examination will not be considered for any position for which such an examination is required for a minimum period of thirty-six (36) months from the date of notification.

Reasonable accommodations may be made upon request prior to the application deadline to enable individuals with disabilities to participate in the job application process.

All candidates will be notified of the status of their application after the closing date.

Veteran's Preference

A Veteran's Preference Form is available on the City's website at www.grantspassoregon.gov or by contacting the Human Resources Department at 541.450.6050.

EEO/AA

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.grantspassoregon.gov>

101 N.W. "A" Street
Grants Pass, OR 97526
541-450-6050
541-450-6000

humanresources@grantspassoregon.gov

Position #17-33
POLICE OFFICER
AS

Police Officer Supplemental Questionnaire

- * 1. Do you possess current certification as a police officer in Oregon or any other State?
 Yes No

- * 2. If you answered "yes", indicate the type and level of certification, certifying agency, and any other information pertinent to your certification.

- * 3. What program of physical fitness do you currently maintain on a regular basis in order to keep yourself at a level of fitness sufficient to perform the duties of police officer?

- * 4. What education and experience do you possess which will qualify you as a police officer?

- * 5. Describe specific jobs that you have held in the past which might qualify you as a police officer. Describe specific duties which you feel are applicable to the duties of police officer.

- * 6. Describe your level of experience in dealing with emergency situations. Give a specific example of an emergency you were involved in.

- * 7. What experience have you had in the field of public contact or customer service? These experiences can include public speaking, teaching, group leadership, youth work, service clubs, retail sales, etc.

- * 8. Police Officers at Grants Pass Department of Public Safety may be called upon to assist during fires and medical emergencies. Describe the length and type of experience or training you possess in firefighting and/or basic rescue techniques.

- * 9. Explain your level of experience using computers and specific software programs, both work and personal. What experience do you have learning and adapting to new software in a work environment?

- * 10. Why do you desire a position with the Grants Pass Department of Public Safety as a police officer?

- * 11. Have you ever been convicted of a felony?
 Yes No

- * 12. If you answered 'yes' to the previous question, please provide specific details for each occurrence including: 1) Date; 2) Location; 3) Charge and a description of the offense; 4) Penalty/Disposition. If this is not applicable please type "NA" in the box below.

* 13. I certify that each of the answers given above is correct and true to the best of my knowledge. I understand that any untruthfulness on this form will be grounds for subsequent disqualification or dismissal in the event that I am hired for the position of Police Officer.

Yes No

* Required Question



101 Northwest A Street
 Grants Pass, Oregon 97526
 541-450-6000

For Office Use Only # _____
 Date _____
 Application Reviewed _____

Employment Application

EQUAL OPPORTUNITY / AFFIRMATIVE ACTION EMPLOYER

POSITION APPLIED FOR : _____

PLEASE PRINT OR TYPE CLEARLY:

 Last Name First Initial

 Street Address City & State Zip

 Mailing Address City & State Zip

 Telephone Home Work Cell Message

 Electronic Mail Address Driver's License Number/ State Issued / Expiration Date

Best way to reach you? Home Phone Cell Phone E-mail

 Nickname or preferred name

Answer all of the questions listed below:

1. Are you 18 years of age or over? Yes No
2. If applying for a sworn Police Officer position, are you 21 years of age or over? Yes No
3. Can you demonstrate that you are a Citizen of the United States or that you are legally authorized to work in the United States? Yes No
4. Have you previously been employed by the City of Grants Pass? Yes No
 If so, when and what position/s? _____
5. Have you ever been a member of a State of Oregon Public Employees Retirement System (PERS or OPSRP)? Yes No
6. Have you ever been convicted of a felony or a misdemeanor other than a minor traffic violation? Yes No
7. Do you have any relatives working here? Yes No
 If yes, please provide their name, department and relationship to you below:

8. Do you have a High School Diploma? Yes No

Name of School	Location (City & State)

9. If not, do you have a General Equivalency Degree/Certificate? (GED) Yes No

Name of School	Location (City & State)

Skills and Abilities:

Using a scale of 0 to 5 (0 is low and 5 is high) please indicate your skill level for the following:

_____ Typing / Keyboarding (____wpm)	_____ Computer Use
_____ Email	_____ Internet Use
_____ Microsoft Office Applications	_____ Multi-Line Phone
_____ 10-Key	_____ Spreadsheet Software
_____ Public Speaking	_____ Interpersonal Communication Skills
_____ Defensive Driving	_____ Other _____

List any special training, certificates, professional, vocational licenses, registrations, languages, or additional job-related skills specific to the position you are applying for:

Education / Specialized Training:

List additional Education beyond High School (college, universities, military schools, trade schools etc).

Name of School	Location (City & State)	Major	Credits Completed	Certificates or Degrees

Employment History:

Starting with your present or last employer, please list your work experience during the last 10 years, including all non-paid or volunteer work. If you need more space, please attach additional sheets. Explain gaps in employment. A resume will not be accepted as a substitute for employment history.

Job Title _____	Start Date _____	End Date _____
Employer _____	Address _____	
Phone _____	Direct Supervisor _____	
Were you a supervisor? Yes No If so, # supervised? _____ May we contact this employer? Yes No		
Starting Salary _____	Ending Salary _____	
Duties/Responsibilities _____		
Reason for leaving : _____		
Job Title _____	Start Date _____	End Date _____
Employer _____	Address _____	
Phone _____	Direct Supervisor _____	
Were you a supervisor? Yes No If so, # supervised? _____ May we contact this employer? Yes No		
Starting Salary _____	Ending Salary _____	
Duties/Responsibilities _____		
Reason for leaving: _____		

Job Title _____ Start Date _____ End Date _____
 Employer _____ Address _____
 Phone _____ Direct Supervisor _____
 Were you a supervisor? Yes No If so, # supervised? _____ May we contact this employer? Yes No
 Starting Salary _____ Ending Salary _____
 Duties/Responsibilities _____

 Reason for leaving : _____

Job Title _____ Start Date _____ End Date _____
 Employer _____ Address _____
 Phone _____ Direct Supervisor _____
 Were you a supervisor? Yes No If so, # supervised? _____ May we contact this employer? Yes No
 Starting Salary _____ Ending Salary _____
 Duties/Responsibilities _____

 Reason for leaving : _____

Job Title _____ Start Date _____ End Date _____
 Employer _____ Address _____
 Phone _____ Direct Supervisor _____
 Were you a supervisor? Yes No If so, # supervised? _____ May we contact this employer? Yes No
 Starting Salary _____ Ending Salary _____
 Duties/Responsibilities _____

 Reason for leaving : _____

If more space required for Employment History, please attach an additional sheet.

AGREEMENT: I understand any misrepresentation or deliberate omission may be justification for termination or refusal of employment. I agree to undergo psychological screening (when applicable), physical examination and drug screening. I fully understand employment is contingent upon meeting the City's physical requirements. (Note: Physical requirements will be assessed only as they relate to the position applied for. The City does not discriminate on the basis of handicap.) Candidates unsuccessful in any part of the testing process may reapply to test for future openings after waiting six months, unless it was for failure to pass the background or psychological examination, which requires the applicant to wait to retest for three (3) years. I HEREBY AUTHORIZE THE EMPLOYERS, SCHOOLS OR PERSONS NAMED ON THIS APPLICATION TO GIVE ANY ADDITIONAL INFORMATION REGARDING MY QUALIFICATIONS AND CHARACTER. I HEREBY AUTHORIZE THE CITY TO REVIEW MY DRIVING RECORD AS WELL AS CRIMINAL HISTORY.

Please read the above and sign _____
 Signature Date

CITY OF GRANTS PASS
AFFIRMATIVE ACTION QUESTIONNAIRE

NOTE TO APPLICANT: The City of Grants Pass is an equal opportunity employer. For the purposes of satisfying State and Federal requirements, your cooperation in volunteering the following information is appreciated. This form will be removed from your employment application and kept separate and confidential.

Name: _____

Position Applied For: _____

Age: _____ Gender: Male Female

Please check the appropriate box:

Ethnic Origin (select one):

- White** (not of Hispanic origin)- having origins in any of the original peoples of Europe, North Africa or the Middle East.
- Black** (not of Hispanic origin)- having origins in any of the Black racial groups of Africa
- Hispanic**- all peoples of Cuban, Mexican, Puerto Rican, Central or South America or other Spanish culture or origin regardless of race.
- Asian or Pacific Islanders**- having origins in any of the original peoples of the Far East, southeast Asia, Indian subcontinent or the Pacific Islands.
- American Indian or Alaskan Native**- having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.

Optional Survey:

I learned about this position through the following source(s):

- Newspaper (please specify) _____
- Organization or Group (please specify) _____
- Newsletter or Journal (please specify) _____
- City Employee Employment Office
- City Web Site Other (please specify) _____