



CITY OF GRANTS PASS
invites applications for the position of:

Police Officer

SALARY: \$26.71 - \$36.37 Hourly
\$4,629.73 - \$6,304.13 Monthly
\$55,556.80 - \$75,649.60 Annually

OPENING DATE: 02/05/18

CLOSING DATE: 03/05/18 05:00 PM

ABOUT THE POSITION:



Written Exam: Thursday, March 29, 2018 @ 7:00 am
Oral Boards: Afternoon of March 29 and Friday, March 30
*****These dates are firm and no additional dates will be added for this recruitment.*****

As a member of the Grants Pass Department of Public Safety you have an opportunity to join an exciting, dynamic department where your law enforcement skills will help protect and serve nearly 38,000 citizens. Our career avenues are wide open. Opportunities include Patrol, Motors (Traffic), Detectives, Crime Prevention and School Resource Officer. There are tremendous opportunities for career advancement. You can go as far as your ambition and skills take you. We will provide the training and opportunities. There has never been a better time to join the Grants Pass Department of Public Safety !

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. This recruitment is to establish an eligibility list for future potential openings.

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

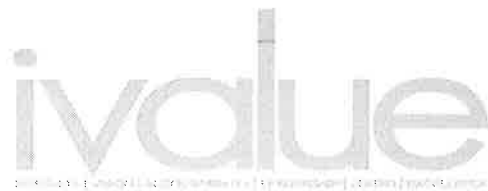
- Associate Degree 2%
- Bachelor Degree 4%
- Second language 1.25%
- DPSST Intermediate Certificate 2.25%
- DPSST Advanced Certificate 2.25%

Lateral Officer Incentives:

- **Relocation Allowance:** Up to \$1,500 if required to move to meet residency requirements of living 45 minutes from City limits as it exists within the Urban Growth Boundary. Expenses must be documented per City Policy.
- **Signing Bonus:** \$1,000 at the time of hire for a Lateral Officer 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.

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 perform the essential duties of the job as those listed. The Police Officer job description can be read in [full here](#).
- Must be 21 years of age at time of hire.
- Meet physical standards as set by the Department of Public Safety on Standards and Training (DPSST).



The City of Grants Pass is a High Performance Organization that has a well-defined Mission, Vision and Values which provides the framework for our organizational culture. We believe that the best solutions come from empowered teams with the knowledge and shared vision of our community's goals. We promote a legacy of excellence through a culture of trust, collaboration, and encouragement of personal growth and the celebration of our achievements. We seek to attract adaptable, creative and motivated individuals who share our community pride and dedication to exceptional public service.

If you are an individual who appreciates a working team environment, which focuses on trust, crucial communications, commitment, accountability and results, then the City of Grants Pass may be a great place for you!

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 online, hand delivered or post-marked by the application deadline. **Any application that is missing a cover letter, resume, or supplemental questionnaire will not be considered.** No late, incomplete or faxed applications will be accepted.

The required materials to be turned in for this recruitment are:

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

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:

1. Application review
2. Driver's License(when applicable) and criminal history inquiry
3. Written examination
4. Oral interview
5. Chief's interview

The final selection process following interview includes the following steps:

1. Tentative offer
2. Extensive background investigation
3. Psychological evaluation
4. Physical examination and drug testing
5. Final offer of employment

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

The City's Veterans's Preference Form is available on the City's website or by clicking [here](#).

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

EEO/AA

Recreation

The recreational opportunities of the Rogue River are many: jet-boat trips, rafting, kayaking, paddle boarding, fishing, water skiing, swimming, hiking, and gold panning. In addition to the world famous white water Rogue River, nearby mountains provide high-mountain recreational experiences, including show skiing at Mt. Ashland. Cultural activities center around the Shakespeare Festival in Ashland and the historic town of Jacksonville. Other scenic attractions include: Crater Lake National Park, Oregon Caves National Monument, and the Redwoods that stretch from San Francisco to Southern Oregon. Grants Pass' year round calendar of events offers something for everyone. And once the sun goes down, the region takes on a life of its own with fine restaurants, theaters and a performing arts center.

Visitor information: www.travelgrantspass.com

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

Position #18-5
POLICE OFFICER
AS

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

Police Officer Supplemental Questionnaire

- * 1. List your college education, if any.
- * 2. Do you possess current law enforcement certification? If so, indicate the type and level of certification, certifying agency, and any other pertinent information.
- * 3. Give an example of when you were asked to divulge confidential information or to do something that was unethical. How did you handle this dilemma?
- * 4. Give an example of an important goal that you set in the past and how you achieved it.
- * 5. Tell about something new or different that you did in your previous job that improved customer service, productivity, quality, teamwork or performance.
- * 6. Describe your work experience which you feel has helped prepare you to be a police officer.
- * 7. Describe your level of experience in dealing with emergency situations.
- * 8. Tell us what experience you have learning and adapting to new software.
- * 9. 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.
- * 10. Describe your current level of physical fitness and what you do to maintain it.
- * 11. You must be 21 years of age to be a police officer with a valid drivers license. Do you meet this requirement or will you at time of hire?
 Yes No

* 12. Have you ever been convicted of a felony?

Yes No

* 13. If you answered 'yes' to the previous questions, 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 text box.

* 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	
Nickname or preferred name	Best way to reach you? Home Phone Cell Phone E-mail	

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

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

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		
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		
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		
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

