



City of Umatilla



The City of Umatilla is recruiting for a Certified Police Officer - School Resource Officer (SRO). The SRO works closely with school staff, students and parents and are included in discussions related to school safety and disorder. The primary activities of the SRO are problem solving, education, mentorship and crime prevention. In addition to SRO functions, this position may also perform general law enforcement and crime prevention work that includes patrolling designated areas, investigating criminal matters and enforcing federal, state and local ordinances. This position requires police officer certification through the Department of Public Safety Standards and Training (DPSST). This position also requires the SRO to reside within 30 minutes of the Umatilla city limit boundary and to meet the minimum required standards established for a Umatilla Police Officer. Must have a safe driving record, possess a valid driver's license and pass an extensive criminal history and background check. Salary \$55,944-\$63,840/yr. DOQ plus excellent benefits. City is asking applicants to turn in a resume and application. Information and job description can be found on City of Umatilla's website www.umatilla-city.org. Complete packets can be mailed to City of Umatilla, Attn: Human Resources, PO Box 130, Umatilla, OR 97882 or turned in directly at City Hall, 700 6th St, Umatilla, OR. Closing date: June 9, 2020. EOE/AA.



Umatilla Police Department

Job Title:	<i>Certified Police Officer – School Resource Officer</i>	
Reports To:	<i>Police Lieutenant</i>	
Department:	<i>Police Department</i>	
Location/Base:	<i>Police Department/Umatilla High School</i>	
Full-time		Nonexempt

Job purpose

The Police/School Resource Officer (SRO) works closely with school staff, students and parents and are included in discussions related to school safety and disorder. The primary activities of the SRO are problem solving, education, mentorship and crime prevention. In addition to SRO functions, this position may also perform general law enforcement and crime prevention work that includes patrolling designated areas, investigating criminal matters and enforcing federal, state and local ordinances. Work is generally performed under the direct supervision of the Lieutenant who assigns and reviews work for conformance to laws, departmental policies and procedures.

Duties and responsibilities

The primary job duties and responsibilities listed are illustrative only and are not all inclusive of this position.

- Provide classroom presentations on crime prevention and fundamental concepts and structure of the law.
- Conduct courses and workshops for students, staff and parents to promote social awareness, relationship skills, self-management, self-awareness and responsible decision making.
- Work closely with the principal and staff of the school to foster a better understanding of the law enforcement function to maintain a secure learning environment. Proactively work with the school's leadership team and collaborate with them on safety protocols and procedures.
- Take law enforcement action to protect against unwanted person(s) and to identify and prevent (through counseling and referral) delinquent behavior.
- Work with and coordinate cases that involve the Community Accountability Board and Truancy Board.
- May be required to patrol streets, businesses and residential areas to enforce traffic laws, criminal laws and city ordinances.
- May be required to respond to calls which may include major crimes, civil complaints, thefts, assaults, family disputes, juvenile complaints and other service-related instances and take appropriate action to remedy those situations.

- Maintain written records and prepare reports necessary for accidents, criminal investigations, crime prevention, prosecution and other department requirements.
- May be required to investigate traffic crashes which include checking for injured persons, administering emergency first aid and controlling the crash scene to ensure the safety of all persons.
- Conduct investigations and interrogations by gathering evidence and taking statements of victims, suspects, witnesses, bystanders, and any other persons who may be involved in the situation.
- May be required to serve criminal warrants, court orders, subpoenas and testify in court matters as needed.
- May be required to perform crime prevention activities which may include surveillance patrols and dissemination of information to the public.
- May be required to make arrests, book, search, transport and release prisoners.
- Maintain proficiency in the use of police related equipment which includes firearms and motor vehicles.

Qualifications

Qualifications include:

- Knowledge of applicable Federal, State and local laws and ordinances
- Knowledge of adult and juvenile judicial procedures
- Knowledge of department policy and procedures
- Knowledge of school policies and procedures
- Ability to communicate both orally and in writing in English
- Ability to understand and appropriately act on English oral and written instructions.
- Ability to make decisions quickly based on the knowledge and training available
- Prepare complete, accurate forms and reports
- Deal tactfully with the public in a courteous, respectful manner
- Maintain effective working relationships with other employees, supervisors, other city departments, other law enforcement agencies and the general public
- Ability to adapt to changing situations and priorities

Working conditions

This job requires a person to work in special working conditions such as various hours of work, including weekends and holidays. Other special working conditions may include a range of circumstances from regular evening and weekend work, shift work, working outdoors and working with challenging and potentially violent clients and situations.

Physical/Special requirements

- At times, this job can be physically demanding and may be required to carry, drag or restrain individuals from 50-300 pounds and lift in excess of 50 pounds.
- Specific vision abilities required include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.
- This position requires police officer certification through the Department of Public Safety Standards and Training (DPSST).
- Must have a safe driving record and possess a valid driver's license.

- Must reside within 30 minutes of the Umatilla city limit boundary.
- Must meet minimum required standards established for a Umatilla Police Officer.

Direct reports

Although supervision is not normally a responsibility of this position, the SRO may be requested to provide work guidance and/or training to other personnel.

Approved by:	<i>Chief Darla Huxel</i>
Date approved:	<i>12-02-2019</i>
Reviewed:	<i>01-06-2020</i>

CITY OF UMATILLA



APPLICATION FOR EMPLOYMENT

D I S C L A I M E R

The City of Umatilla is committed to providing an equal opportunity for all individuals who are seeking employment. The objective of the City of Umatilla is to select the most qualified individuals for the job. We encourage you to provide us with complete and accurate information that demonstrates your qualifications to perform the duties of the job you are applying. Please turn in this application, resume, and references together.

Any applicant with a disability who needs reasonable accommodation in any step of the hiring process may request assistance to demonstrate his or her qualification to perform the duties of the job for which the applicant is applying. The applicant who needs reasonable accommodation for disability should inform the City Manager at P.O Box 130, Umatilla, OR 97882 or call (541) 922-3226.

You must complete all of the inquiries on the application accurately and truthfully. Any incomplete applications will be rejected. If you believe the question or information sought is not applicable, put "N/A" for a response in the space provided. If you report false or inaccurate information, we will reject your applications or terminate your employment if we discover false or inaccurate information after the date of hire.

P E R S O N A L	Last Name		First	MI	Date
	Street Address				Home/Mobile Telephone
	City, State Zip				Business Telephone
	Have you ever applied for employment with us? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes: Month and year _____				Social Security #
	Position Desired				Expected Salary
	Apart from absence for religious observance, are you available for full-time work? <input type="checkbox"/> Yes <input type="checkbox"/> No If not, what hours can you work? _____				Will you work overtime if asked? <input type="checkbox"/> Yes <input type="checkbox"/> No
	Are you legally eligible for employment in the United States?				When will you be available to begin work? _____

E D U C A T I O N	School	Name and Location of School	Course of Study	No. of years completed	Did you Graduate?	Degree or Diploma
	Graduate				<input type="checkbox"/> Yes <input type="checkbox"/> No	
	College				<input type="checkbox"/> Yes <input type="checkbox"/> No	
	Business/Trade Technical				<input type="checkbox"/> Yes <input type="checkbox"/> No	
	High School				<input type="checkbox"/> Yes <input type="checkbox"/> No	
	Elementary				<input type="checkbox"/> Yes <input type="checkbox"/> No	

ADDITIONAL INFORMATION

Clinical experience, Honors & Awards, Interests & Activities, Military Service, Personal, Professional Associations, Professional Memberships, Publications, Technical, Volunteer Experience, Other/Miscellaneous.

PREVIOUS EMPLOYMENT

Please give accurate, complete full-time and part-time employment record. Start with your present or most recent employer.

1	Company Name	Telephone	()
	Address	Employed – (Month and year)	
	Name of Supervisor	From	To
	Job Title and Work Description	Pay	
		Start	Last
		Reason for Leaving	
2	Company Name	Telephone	()
	Address	Employed – (Month and year)	
	Name of Supervisor	From	To
	Job Title and Work Description	Pay	
		Start	Last
		Reason for Leaving	
3	Company Name	Telephone	()
	Address	Employed – (Month and year)	
	Name of Supervisor	From	To
	Job Title and Work Description	Pay	
		Start	Last
		Reason for Leaving	
4	Company Name	Telephone	()
	Address	Employed – (Month and year)	
	Name of Supervisor	From	To
	Job Title and Work Description	Pay	
		Start	Last
		Reason for Leaving	

We may contact the employers listed above unless you indicate those you do not want us to contact.	DO NOT CONTACT
	Employer Number(s) _____ Reason _____

V E T E R A N	<p>This is a voluntary question; however if you are interested in consideration as a veteran, under Oregon's veterans' preference hiring law, we need to know if you qualify. More information about this law, is available by going to BOLI's FAQ: www.oregon.gov/boli/TA/pages/t_faq_veterans_preference_2012.aspx For purposes of veteran's preference hiring, a veteran defined as: a person who served 178 days or less, but were discharged or released under honorable conditions because of service-connected disability (or who have a disability rating from VA), or who served at least one day in a combat zone and were discharged or released under honorable conditions. Finally, the veterans' preference law applies to veterans who received combat or campaign ribbon or an expeditionary medal for service in the U.S. armed forces and were discharged or released under honorable conditions.</p> <p>I meet this definition of a veteran and I am asking for veterans' preference consideration: <input type="checkbox"/> Yes <input type="checkbox"/> No</p>
	<p>This is a voluntary question; however, if you are interested in consideration as a disabled veterans, under Oregon's veterans' preference for hiring law, we need to know if you qualify. More information about this law, is available by going to BOLI's FAQ: www.oregon.gov/boli/TA/pages/t_faq_veterans_preference_2012.aspx For purposes of veterans' preference hiring, a disabled veteran is a person who has a disability rating through the U.S. Department of Veterans Affairs, one whose discharge or release was for a disability incurred or aggravated in the line of duty, or a recipient of the Purple Heart for wounds received in combat.</p> <p>I meet this definition of a Disabled Veteran and I am asking for veterans' preference consideration: <input type="checkbox"/> Yes <input type="checkbox"/> No</p>

A C K N O W L E D G M E N T S I G N A T U R E	<p>I understand the purpose of this application form is to give me the opportunity to provide the City with information about my skills, experience, abilities, and other personal attributes that meet the qualifications requirements for the job position that is available. I understand that it is in my best interest to be thorough, accurate, and descriptive in providing this information. I also understand that a number of interviews maybe required for consideration beyond the application form.</p>
	<p>In submitting this application for employment, I understand that the City will investigate the information that I provided. If the City selects me for an interview, I understand that the City will require me to provide the City with a release and waiver form so that the City may contact a representative for each former employer, educational institution, and/or personal reference that I list on the application form or provide in an interview.</p>
	<p>I understand that part of the application process at the City of Umatilla includes a controlled substance exam. I understand that if the City considers me for employment then the City will request a signed consent and waiver before I take the exam. I understand that if I refuse to sign the form or if my results are presumptively positive, then the City will not consider me for employment.</p>
	<p>I understand that if the City of Umatilla offers me employment, I will complete a Form I-9 before I commence work provide the City with proper documentation that proves I am authorized to work in the United States. I understand that if I do not provide the City with proper documentation I will no longer qualify for an employment opportunity. I understand that I may obtain information about the documentation by contacting the City's Human Resource Department at P.O Box 130, Umatilla, OR 97882 or call (541) 922-3226. I can also contact the United States Citizenship and Immigration Services at 1-800-255-7688 or by visiting the website www.justice.gov/crt/about/osc</p>
	<p>The information provided in this Application for Employment is true, correct and complete. If employed, any misstatement or omission of fact on this application may result in my dismissal. I acknowledge that the City will verify accuracy and completeness of the information I have provided and I authorize each employer, school, or person I have named to provide information regarding my employment education, character, and qualifications, and release each employer, school, or person from all liabilities for any damages that may result from furnishing information to the City. I understand that acceptance of an offer of employment does not create a contractual obligation upon the employer to continue to employ me in the future.</p>
	<p>I, hereby authorize the City of Umatilla to make an investigation of my personal employment history and education. I understand that these investigations will include information of public record, which could include DMV records; civil and criminal courts; and other records as may be appropriate. If a report is obtained, the City must provide, at my request, the name of the agency so I may obtain from them the nature and substance of the information contained in the report.</p>
<p>I, hereby fully waive any rights or claims I have or may have against all current and/or former employers and their agents, employees, and representatives, as well as any damages that may directly or indirectly result from the use of the disclosure, or release of any information by any person or party whether such information is favorable or unfavorable of me. I, further waive any claim against the City and any outside agency utilized by the City as a result of any information, which is obtained in this investigation.</p>	
<p>_____</p> <p style="text-align: center;">Date</p>	<p>_____</p> <p style="text-align: center;">Signature</p>