



## ***RESERVE POLICE OFFICER***

### ***A VOLUNTEER POSITION***

The McMinnville Police Department is recruiting for Reserve Police Officers. Individuals who are looking for varied opportunities in law enforcement and to serve a growing community are encouraged to apply.

Reserve Police Officers may perform law enforcement and crime prevention work including investigation, report preparation, and patrol. Reserve Officers patrol streets, businesses, and residential areas to enforce traffic and criminal laws; issue warnings or citations for violations; and perform security checks for suspicious persons or vehicles. The Reserve Officer responds to calls, including major crimes, civil complaints, thefts, assaults, family disputes, etc., and takes appropriate action. The Officer directs traffic at accident/crime scenes and performs CPR/First Aid as necessary. The person in this position maintains written records and prepares reports regarding investigations, which are reviewed by a supervisor and used for crime prevention, prosecution, and office activities; and testifies in court as necessary. The Reserve Officer conducts crowd control and security at high school sporting functions and other community events. He/She conducts case/incident investigations and related follow-up activities; gathers and preserves evidence; interviews and takes statements from victims and witnesses; interrogates suspects; and, prepares related reports and logs. The Reserve Officer maintains effective working relationships between co-workers and other law enforcement agencies and provides

assistance and back up as requested. S/he facilitates the release of appropriate information to other law enforcement agencies, social service agencies, the media, and citizens in regards to on-going investigations, department policies, officer safety information, criminal activity, gang documentation, etc. Reserve Officers perform community policing activities such as meeting with individuals and groups to discuss crime prevention techniques; collaborate with citizens, businesses and other community resources to jointly solve crime and livability problems; and, participate in public relations programs, which may include speaking to citizen and school groups, and public service efforts. The Reserve Officer makes arrests, conducts searches, transports and releases prisoners; and, follows all safety rules and procedures established for work areas.



# ***Required Qualifications for the Reserve Officer***

## ***Required Qualifications***

- ✓ Must be at least 21 years of age;
- ✓ Must possess a valid driver's license;
- ✓ Must be a U.S. Citizen;
- ✓ Must be a High School graduate or equivalent; and
- ✓ Must pass an extensive background and criminal history investigation and pre-employment drug screen.

## ***Abilities***

The Solo Reserve Officer will have the ability to:

- ✓ Project a professional image while managing changing demands on time, skills, and resources;
- ✓ Make decisions necessary to safeguard life and property under stressful conditions;
- ✓ Establish and maintain effective working relationships with diverse individuals and groups.
- ✓ Remain flexible and adapt to changing circumstances and demands.
- ✓ Identify a problem or potential problem through the exercise of personal initiative, use of problem solving skills, and the knowledge of community resources.

## ***Experience and Training***

The Reserve Officer will have graduated from high school (or the equivalent), and, **after selection**, will attend and successfully complete a DPSST Reserve Academy.

## ***Preferred Experience and Training***

- ✓ College-level training or experience in law enforcement.
- ✓ Knowledge of community and surrounding areas.
- ✓ Training in the use of police equipment or operations.
- ✓ Bilingual English/Spanish.



# ***Working Conditions and Physical Demands***

Work locations are in all types of indoor and outdoor environments. Police Reserves have contact with individuals who may become violent and/or combative, may be under the influence of drugs/alcohol, may be mentally ill, or may have communicable diseases. Reserves will operate police vehicles and may be required to sit/stand for extended periods while performing various duties.

While performing the duties of Reserve, persons are frequently required to sit, stand, communicate, reach and manipulate objects, tools, or controls. The position of Reserve requires mobility and the ability to operate a motorized vehicle. Duties involve moving or wearing materials weighing up to 25 pounds on a regular basis and moving adults weighing up to 200 pounds on an infrequent basis. Manual dexterity and coordination are required over 50% of the work period while operating equipment such as computer keyboard, motorized vehicle, firearms, etc. Reasonable accommodation will be made to otherwise qualified individuals with disabilities and known limitations in order to perform the essential job functions.

# ***The Application Process***

The McMinnville Police Department offers full testing services for the position of Recruit and Lateral Police Officer through National Testing

Network, Inc. To fill out an application and schedule a test, go to: [www.nationaltestingnetwork.com](http://www.nationaltestingnetwork.com), select "Law Enforcement Jobs" and sign up for the McMinnville Police Department.

What to expect at the [www.nationaltestingnetwork.com](http://www.nationaltestingnetwork.com) website:

- Completion of the application process;
- Review all information related to the McMinnville Police Department Recruit and Lateral Officer positions, including minimum requirements, salary, and benefits;
- Detailed information about the testing process for both the entry level test and ORPAT testing;
- Opportunity to take online practice tests at: [www.frontlinetest.com](http://www.frontlinetest.com) ;
- Schedule your own convenient test time. Tests are offered multiple times per week, including Saturdays;
- Take high quality job simulation tests in a standardized, fair testing environment.

Upon completion of the entry level exam and ORPAT testing, all candidate scores are automatically forwarded to the McMinnville Police Department. Candidates who attain a passing score on both the entry level exam and the physical abilities test will be placed on the Department's eligibility list. McMinnville Police Department will contact candidates on the list and will invite them to continue to participate in other stages of the Department's selection process. ***PLEASE NOTE: The written test, PHQ (Personal History Questionnaire) and the ORPAT must be completed prior to the end of day on Monday, August 1, 2016.***

National Testing Network is a service provided to conduct entry level testing and CPAT testing in a standardized, professional environment. National Testing Network does not replace the McMinnville Police Department's responsibility and decision-making in the testing process. All candidate results are provided to McMinnville Police Department where the final decisions are made.



## *Recruitment Schedule*

### April 1, 2016

- Recruitment opens for Recruit Police Officer.

### August 1, 2016

- The NTN written test, PHQ, and ORPAT must be completed by end of day.

### Oral Boards/Chief's Interviews

- ***Oral Boards and Chief's Interviews will be held after August 1, 2016***



***Note: This announcement is intended only as a general description of the Police Reserve Officer position and recruitment process and is subject to change. It does not constitute either an expressed or implied contract.***

*The City of McMinnville is an equal opportunity employer. Applicants with disabilities who need accommodation to participate in the recruitment and selection process should request assistance by calling Rose Lorenzen at (503) 434-7405 or by e-mailing her at [lorenzr@ci.mcminnville.or.us](mailto:lorenzr@ci.mcminnville.or.us)*