



# Sunriver Service District

## Sunriver Police Department

Position: **POLICE OFFICER**

SALARY

\$ 33.33 - \$ 35.09 Hourly

Job Code: 203

\$ 6,082.35 - \$ 6,403.93 Monthly

\$ 72,988.19 - \$ 76,847.16 Yearly

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### Summary

FLSA: Non-Exempt

This is a certified law enforcement position. While the work is generally routine, it may be performed in stressful situations. The applicant is required to interpret and apply federal, state, and local laws and regulations, which apply to assignment. Specific tasks are governed by established rules and regulations, policies, procedures and statutes. Position works under supervision of a sergeant or higher. Activities are reviewed for adequacy of judgment, compliance with rules and regulations, policy and procedures, and achievement of results consistent with goals and objectives. The position is regularly required to deal with the public, with frequent exposure to confrontational language. Work is performed both in an office and outdoor setting, depending on the nature of the assignment. Work may be performed independently or in a team situation. Certain aspects of work assignments can result in significant legal ramifications if not performed properly.

Protects life and property in Sunriver Service District (Sunriver, OR), Deschutes County, through the enforcement of state criminal laws, traffic laws, administrative rules, and Sunriver Rules and Regulations. Provides deterrence, detection and investigation of crimes and apprehension of criminal suspects.

### Supervision

This classification works under the direction of the Patrol Sergeant.

### Distinguishing Characteristics and Essential Functions

*Essential duties, as defined under the Americans with Disabilities Act, may not include any of the following representative duties and responsibilities performed by employees in this job. It is not intended to serve as a comprehensive list of all duties performed by all employees in this classification; specific position assignments may change and will vary depending on the business needs of the assigned department. The job description does not constitute an employment agreement and is subject to change at any time by the employer.*

### Essential Duties and Responsibilities

The duties and responsibilities listed should not be construed to be all-inclusive. The essential job duties will include other responsibilities as assigned and required:

- Carries out the mission of the agency as defined in the mission statement; models and promotes the core values of the organization.
- Maintains normal availability by radio or telephone for consultation on major emergencies or precedent. Carries out duties in conformance with Federal, State, County, and District laws and ordinances.
- Works on rotating shifts performing security patrols, traffic control investigation and first aid at accidents, detection, investigation, and arrest of persons involved in crimes or misconduct.

- Proactively patrols roads, pathways and business areas, in an assigned area, for the enforcement of traffic and criminal laws; responds to a variety of misdemeanor and felony reports.
- Responds to emergency radio calls and investigates accidents, robberies, civil disturbances, domestic disputes, fights, drunkenness, missing children, prowlers, abuse of drugs, etc. Takes appropriate law enforcement action
- Interrogates suspects, witnesses, and drivers. Preserves evidence. Arrests violators. Investigates and renders assistance at scene of vehicular accidents. Summons ambulances and other law enforcement vehicles. Takes measurements and draws diagrams of scene.
- Conducts follow-up investigations of crimes committed during assigned shift. Seeks out and questions victim, witnesses, and suspects. Develops leads and tips. Searches scene of crimes for evidence. Analyzes and evaluates evidence and arrests offenders. Prepares cases for giving testimony and testifies in court proceedings.
- Effectively addresses traffic safety through enforcement actions and public education.
- Maintains records and prepares accurate police reports necessary for effective investigations, crime prevention, prosecution and office procedures.
- Investigates automobile accidents and crimes; administers first-aid as needed; conducts investigations and interrogations, identify, collect, process evidence, take photographs, and take statements of offenders.
- Intervenes in disputes and maintains order. Respond to hazardous situations performed in stressful and dangerous environments.
- Issues citations to violators; makes arrests; transports offenders in custody to jail, institutions or extraditions.
- Coordinates activities with other officers or other District departments as needed, exchanges information with officers in other law enforcement agencies, and obtains advice from the District Attorney, Court Administrator, Circuit Court, and Justice Court Office regarding cases, policies, and procedures, as needed and assigned.
- Informs the public and answers inquiries regarding laws, ordinances, rules and regulations.
- Serves warrants of arrest and civil papers; takes personal property into possession.
- Prepares a variety of reports and records including officer's daily Log, reports of investigation, field interrogation report, alcohol reports, influence reports, intoxilyzer, check list, bad check form, vehicle impoundment form, traffic hazard report, etc.
- Trains other employees in specific areas with expertise. Familiarizes new employees in departmental policies and procedures, the geographical and cultural characteristics of the assigned area, and in general methods to use in various situations.
- Participates in department meetings and attends in-service training classes and other training as assigned.
- Renders assistance to the public.
- Assists other law enforcement agencies.
- In an emergency or an officially declared State of Emergency, responds as directed to ensure the restoration of essential public services, facilities and infrastructure.
- Provides credible and truthful testimony in a court of law as well as any other legal proceeding.
- Performs other related duties as required to achieve position objectives.

### **Knowledge, Skills, and Qualifications**

*The individual in this position is expected to possess and exhibit the following knowledge, skills, and abilities.*

Knowledge of or experience with:

- Requires a basic working knowledge of administrative procedures, laws, and ordinances sufficient to carry out duties.

- Requires sufficient writing skills to prepare technical reports; sufficient human relation skills to employ lines of questioning and resolve confrontation.
- Requires the ability to carry out the full scope of the position.
- Ability to exercise sound judgment when acting in routine and stressful situations.
- Ability to operate handgun, rifle, shotgun, cameras, automotive, and radio equipment; to obtain information through interrogations and observation; and to prepare information suitable for court cases.
- Ability to cope with stressful situations with respect to individual rights.
- Ability to communicate clearly and effectively, both orally and in writing.
- Ability to establish and maintain effective working relationships with fellow employees and with citizens from varied backgrounds.
- Requires sufficient hand/eye coordination to operate police equipment, weapons and apparatus; visual acuity necessary for performing necessary functions of the job; ambulatory ability to walk while at work; ability to subdue a resistive or combative individual.
- Requires speech and auditory abilities sufficient to carry on conversations and project voice among large crowds. Sufficient hand/eye coordination to operate a computer keyboard and recognize words and numbers.
- Physical ability to affect an arrest.
- Ability to learn the applicable laws, ordinances, and department rules and regulations; to perform work requiring good physical condition; to communicate effectively orally and in writing; to establish and maintain effective working relationships with the public, peers and supervisors; to exercise sound judgment in evaluating situations and in making decisions; to follow verbal and written instructions; to meet the special requirements listed below; to learn the District's geography; to meet Department's physical standards.

### **Education, Experience, Certifications, and Licenses**

*The following are the minimum qualifications for this position.*

Applicants must:

- Must have graduated from a high school or equivalent.
- Must have successfully completed the National Testing Network Frontline test completed within the last twelve (12) months or prior to hire date.
- Must have successfully completed the ORPAT physical fitness test within the last twelve months or prior to hire date.
- Possession of or ability to acquire within one year, a Department of Public Safety Standards and Training (DPSST) Basic Police Certificate.

### **Certifications & Licenses:**

- Must have a valid Oregon Driver's License, or have ability to obtain within 30 days from date of hire without record of suspension or revocation in any state.

### **Working Conditions**

Work is performed in an office environment and in the field in a variety of high-risk emergency and non-emergency situations, which may involve exposure to potential danger. Work duties may require working at any time of the day or night. This position requires the Corporal to perform the duties of police officer and be able to satisfactorily pass the Oregon Physical Abilities Test (ORPAT).

- Must be willing to work 8, 10, or 12-hour shift assignments.
- Must be willing to work day, swing, graveyard shift assignments including weekend and holiday work.
- Job may require working a 7 or 9 day work cycle.

## Requirements

- Must be at least 21 years of age.
- Must pass a Criminal History and valid Driver's License check prior to an interview.
- Must pass Background Investigation prior to employment.
- Must pass a Pre-Employment Medical and Psychological Evaluation.
- SRPD requires all applicants to complete the criminal history fields on their application. Applicants with incomplete criminal history fields will not be considered for a position.

## Hiring Process & Testing

Applicants for the Police Captain position will be required to complete the following:

1. Application submission to the Sunriver Police Department
2. Application review and pre-screening
3. Criminal Background Check
4. Interviews
  - a. Oral Board Interview
  - b. Final Chief Interview
5. Statement of Personal History Background Investigation
6. Conditional Job Offer
7. Medical Evaluation & Psychology Evaluation
8. Formal Job Offer

*If you are a veteran and would like to apply for Veteran's Preference, please select the attached form and submit with your application.*

**Department Overview:** The Sunriver Police Department is a full-service police department with twelve sworn officers and one civilian employee. We are a progressive, accredited agency committed to working in partnership with the residents and businesses we serve. Enhanced customer service is a priority. During the summer months, the department employs a seasonal Bike Team to work special events and to patrol 35 miles of paved bike paths.

**Area Information:** Sunriver is a resort community with a multitude of outdoor recreational activities such as water sports, hiking, skiing and cycling. There are approximately 1700 permanent year-round residents. During the summer months, the population surges to 20,000+ visitors. Sunriver is located in the center of Oregon, approximately 15 miles south of Bend.

## Contact Information:

Please email completed applications to:

Katie Warren, Executive Assistant

[Katie.warren@sunriverpd.org](mailto:Katie.warren@sunriverpd.org) / 541-593-1014