



## **CITY OF JACKSONVILLE**

206 N. 5<sup>th</sup> Street, P.O. Box 7  
Jacksonville, OR 97530  
(541) 899-1231 ext. 313  
Fax (541) 899-7882  
[www.jacksonvilleor.us](http://www.jacksonvilleor.us)

**POLICE OFFICER (Lateral Preferred):** Full-time position

Salary \$33,156 - \$38,436/yr D.O.Q.

Excellent benefit package including medical, dental and vision coverage, city paid PERS and vacation / sick leave accrual.

Applicants are required to complete and submit an official City application form.

Complete job description and application form may be obtained from our website [www.jacksonvilleor.us](http://www.jacksonvilleor.us) or at City Hall, 206 N. 5<sup>th</sup> Street, Jacksonville, OR 97530.

Application deadline: The position will remain open until filled.

Applications must be submitted to:

City of Jacksonville  
PO Box 7  
206 N. 5<sup>th</sup> Street  
Jacksonville, OR 97530  
Attn: Stacey Bray / HR



# APPLICATION FOR EMPLOYMENT CITY OF JACKSONVILLE

Position Desired \_\_\_\_\_ Date \_\_\_\_\_

Name \_\_\_\_\_  
Last First Middle

Street Address \_\_\_\_\_  
Street City State Zip

Mailing Address \_\_\_\_\_  
Street City State Zip

Home Phone \_\_\_\_\_ Message Phone \_\_\_\_\_ E-Mail \_\_\_\_\_

### EDUCATION TRAINING RECORD

Name of School / Location	Total No of Credit Hrs		Type of Training or Major	Name of Certificate or Degree Received
	Sem	Qtr		

### LIST DRIVER'S LICENSE OR OTHER LICENSES OR CERTIFICATES REQUIRED BY THE ANNOUNCEMENT

Title of License or Certificate	Number	Issuing Agency	Date Issued/Date Expired

### SKILLS AND ABILITIES: LIST ANY SKILLS YOU HAVE WHICH ARE PERTINENT TO THE POSITION

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### REFERENCES: WORK RELATED

1. Name Address Phone Occupation

2. Name Address Phone Occupation

3. Name Address Phone Occupation

**List All Work Experience Including Military, Volunteer and Intern Experience**  
**(Attach Additional Pages if Necessary)**

Name of Present Employer		Kind of Business		Address	
Starting Date Month    Year	Leaving Date Month    Year	Salary \$		Phone	
		Volunteer		Reason for Leaving	
Job Title (Present or Last)		Name of Supervisor	Supervisor's Job Title		May we Contact?

Job Duties:

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Name of Next Previous Employer		Kind of Business		Address	
Starting Date Month    Year	Leaving Date Month    Year	Salary \$		Phone	
		Volunteer		Reason for Leaving	
Job Title (Present or Last)		Name of Supervisor	Supervisor's Job Title		May we Contact?

Job Duties:

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		Volunteer		Reason for Leaving	
Job Title (Present or Last)		Name of Supervisor	Supervisor's Job Title		May we Contact?

Job Duties:

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Starting Date Month    Year	Leaving Date Month    Year	Salary \$		Phone	
		Volunteer		Reason for Leaving	
Job Title (Present or Last)		Name of Supervisor	Supervisor's Job Title		May we Contact?

Job Duties:

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Signature \_\_\_\_\_ Date: \_\_\_\_\_

**CITY OF JACKSONVILLE**  
**CONFIDENTIAL APPLICANT INFORMATION**

The following information is necessary for the City of Jacksonville to monitor its hiring practices consistent with its commitment to further the principle of Equal Employment Opportunity and to prepare reports required by law for the State and Federal Government. **Providing this information is voluntary and will be kept confidential.**

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Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Middle Name \_\_\_\_\_

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Position Applying For \_\_\_\_\_ Application Date \_\_\_\_\_

Sex: Male \_\_\_\_\_ Female \_\_\_\_\_

**ETHNIC IDENTIFICATION** (Please check the one category that best represents your ethnicity):

\_\_\_\_\_ **WHITE** (Not of Hispanic origin): All persons having origins in any of the original peoples of Europe, North Africa or the Middle East.

\_\_\_\_\_ **BLACK** (Not of Hispanic origin): All persons having origins in any of the black racial groups.

\_\_\_\_\_ **HISPANIC**: All persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.

\_\_\_\_\_ **AMERICAN INDIAN or ALASKAN NATIVE** : All persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.

\_\_\_\_\_ **ASIAN or PACIFIC ISLANDER**: All persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. This area includes, for example, China, Japan, Korea, the Philippine Islands and Samoa.

**HOW DID YOU LEARN OF THIS EMPLOYMENT OPPORTUNITY?** (Please specify source name)

\_\_\_\_\_ Newspaper: \_\_\_\_\_

\_\_\_\_\_ Website: \_\_\_\_\_

\_\_\_\_\_ State Employment Office: \_\_\_\_\_

\_\_\_\_\_ College Placement Office: \_\_\_\_\_

\_\_\_\_\_ Jacksonville Bulletin Board: \_\_\_\_\_

\_\_\_\_\_ Jacksonville Employee: \_\_\_\_\_ Walk-in: \_\_\_\_\_

\_\_\_\_\_ Other: \_\_\_\_\_

# **JACKSONVILLE POLICE DEPARTMENT**

## **JOB DESCRIPTION**

### **POLICE OFFICER**

(Eligible for Overtime)

#### **DEFINITION**

Under limited supervision, and consistent with general orders, performs general duty and investigative police work in the protection of life and property through the enforcement of laws and ordinances. Work normally consists of routine patrol, preliminary investigations and traffic control on assigned shift in a designated area (district). Incumbents may be assigned to work on special assignments, which necessitate specialized abilities and knowledge. Special assignments can be of short or long duration and are subject to reassignment or cancellation at the sole discretion of the Police Chief, who may assign officers for cross training purposes or for reasons of departmental efficiency. If specialty premiums are authorized, they would only apply while the incumbent is actually performing in the specialty assignment.

#### **ESSENTIAL FUNCTIONS**

(Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills, and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.)

#### **OFFICER TASKS**

Prevents and discovers commission of crimes; apprehends criminals and offenders; makes presence known consistent with community policing and in a manner that contributes to deterrence and solving of crime. Answers calls/radio complaints involving traffic, fire, vehicle accidents, robberies, domestic violence, neighborhood disturbances and other misdemeanors, felonies or service calls; secures accident and/or crime scene. Writes reports and completes forms providing record of police activity and documentation for legal action reviewed by supervising officer. Administers first aid, conducts preliminary investigations, gathers evidence, identifies witnesses and issues citations or makes arrests if appropriate; interviews witnesses and victims, gathers information and prepares detailed reports; prepares cases for trial, including reviews of information, preparing physical evidence, conferring with attorneys and testifying.

Participate in annual and other regular training programs in police methods and procedures, weapons training, proficiency skills and related subjects.

Performs specialized duties such as DARE/GREAT Officer, FTO Instructor, Firearms Instructor, Emergency Response Team, training officer, traffic control, crime prevention, community relations, community police academy instructor/advisor and other specialized activities; participates in annual and other regular training programs. Perform public relations duties such as problem resolution, comforting distraught citizens, offering information and guidance, participating in community activities and events, mediating disputes and demonstrating crime prevention techniques. Perform other duties in support of the department as required, logical or assigned by direct supervisor.

#### **SUPERVISION EXERCISED: NONE**

#### **KNOWLEDGE, SKILLS, ABILITIES, AND OTHER CHARACTERISTICS**

- Knowledge of the geography and streets of the City of Jacksonville
- Ability to perform basic police methods, practices and procedures, with the ability to recall and apply in specific situations
- Ability to deal courteously, but firmly, with people

- Ability to apply good judgment and make effective decisions under pressure
- Ability to use firearms and other police equipment
- Ability to prepare clear, comprehensive and accurate reports and complete forms and documents
- Ability to administer first aid and CPR
- Memory skill sufficient to remember factual or visual information as well as past events, activities and training
- Ability to read and write English at a level adequate to comprehend complex laws, rules, policies, reports and other materials
- Ability to understand and anticipate problems and to reach logical conclusions from information
- Ability to use computer
- Ability to perform simple math
- Ability to convey information orally
- Ability to interact positively with co-workers and public
- Ability to operate motor vehicle safely
- Ability to concentrate on and complete tasks, despite distractions and interruptions
- Ability to work under heavy stress
- Ability to meet attendance schedule with dependability and consistency

### **WORKING CONDITIONS**

Work ordinarily consists of routine patrol in assigned vehicles, foot patrol, preliminary or ongoing investigations or assignment to special duty areas such as motorcycle, school resource units, or training. Work may involve personal danger.

### **PHYSICAL REQUIREMENTS**

Employee must have ability to use hands, arms and legs to handle large objects, defend self or subdue persons; ability to write legibly and spell accurately and handle small objects with skilled ease; ability to quickly respond to cues and to locate their origin; ability to push or pull heavy objects and apply force with upper and lower body; ability to climb over obstacles, including walls, automobiles, window surrounds or fences; ability to stand or sit for long periods; ability to walk over uneven ground; ability to rapidly reach, bend, stoop, kneel, twist and turn; ability to maintain balance; ability to sprint, including over obstacles; ability to judge distance, see detail of small objects or print material within arm's distance, read traffic signs while driving and see obstructions to movement; ability to hear and distinguish direction of sounds.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

### **HAZARDS**

- Exposure to bodily fluids and infectious diseases;
- Routine exposure to violent or short-tempered people and to inclement weather, including extreme heat and rain;
- Occasional exposure to airborne particles and fumes

*\*The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the City or requirements of the job change.*