

Application Packet:

RESERVE POLICE OFFICER

The City of Hillsboro is recruiting for several Reserve Police Officer positions. These are non-compensated volunteer positions. Applicants must be 21 years of age, have a valid Driver's License, safe driving record and no criminal history. All successful applicants will be required to attend a Reserve Police Officer Academy to be held two evenings per week and several Saturdays over a five-month period.

To Apply: A signed, completed City of Hillsboro employment application form including responses to the supplemental questionnaire **must be turned into the Human Resources Office no later than 5:00 p.m., Friday, February 19, 2010.** Application packets should be sent by mail, personal delivery, or overnight courier service. Please address application to Human Resources Department, City of Hillsboro, 150 East Main Street, Hillsboro, OR 97123. For information about submitting applications by facsimile, contact the City Human Resources Office. Applications received without supplemental responses or incomplete supplemental responses, will not be considered. Additional application packets are available at the above address or by calling (503) 681-6455. Voice/TDD. Resumes will not be accepted in lieu of the application forms; however, resumes may be submitted in addition to the application. Qualified women, minorities and persons with disabilities are encouraged to apply.

Selection Process: Applications will be evaluated based on experience, training, and skills presented in the employment application. Review of the applications will occur bi-weekly during the recruitment time period and selected applicants will be invited to participate in the physical agility and written test components of the selection process. Applicants will be notified by telephone and in writing of the specific date(s) and time(s). Those applicants successfully passing both the physical agility and the written testing phases will be scheduled for an oral interview within two weeks of the testing date(s). Please contact Tina Sahnou at 503-681-6195 or via email at tinah@ci.hillsboro.or.us for additional information regarding the physical agility and written test. Completion of the entire selection process may take an additional 10-12 weeks depending on the number of applicants and available positions. An extensive background investigation will be required of finalists. All finalists will be required to pass a drug screen, psychological evaluation and provide proof of a physical examination at their own expense. All applicants will be notified in writing of the final status of their application. Employment of persons hired by the City will be contingent upon presentation of acceptable documents verifying identify and employment eligibility in the United States.

Equal Employment Opportunity: The City of Hillsboro is an Equal Employment Opportunity employer. All qualified persons will be considered for employment without regard to race, color, religion, sex, sexual orientation, national origin, age, marital status, genetic, mental or physical disability. Applicants who feel their civil rights have been violated at any time during the course of their consideration for employment with the City of Hillsboro should contact the Human Resources Department immediately. Applicants who consider themselves disabled under federal or state law and desire assistance should contact the Human Resources Department. Find the employment application packet and general information about the City at www.ci.hillsboro.or.us



City Of Hillsboro, Oregon

RESERVE POLICE OFFICER

PURPOSE

The Police Reserves are a group of volunteer citizens who are interested in serving the City of Hillsboro to make it a safer and better community. This organization provides both the Police Department and the community with additional resources and is comprised of a carefully selected group of community service oriented citizens who are departmentally trained to legally and competently perform the police function on an as-needed basis. Reserves may also be used to assist the Investigation and Records Divisions, and to perform any assignment, at the direction of the Chief of Police.

PROGRAM MISSION

- To broaden the capacity of the Hillsboro Police Department and to handle unusual events, community disasters, and/or emergencies;
- To increase involvement in law enforcement by participating in police-oriented activities in a partial or limited capacity;
- To augment each division of the Hillsboro Police Department with members of a trained, non-compensated personnel pool;
- To maintain and improve the services provided to the community wherever possible.

MEMBERSHIP:

Reserve Officers are volunteer personnel and may be dismissed at will. Reserve officers must meet the same basic appointment requirements as that of Regular Officers and go through the same selection process to include written test, oral board, extensive background investigation, and physical testing. The final phase of the process is a psychological exam that is paid for by the City. All successful applicants will be required to attend a Reserve Police Officer Academy to be held two evenings per week and several Saturdays over a five-month period.

PROBATION:

Probation will begin on the first day of the academy and will be for a period of eighteen (18) months. The probationary period may be extended at the discretion of the Reserve Coordinator.

SUPERVISION RECEIVED

The Reserve Program Coordinator will be responsible for the selections, training, and operation of the Reserve Organization. This position shall coordinate the Reserve activities with his/her supervisor. The Operations Division Commander is the overall commander of the Reserve Unit.

A Reserve Liaison officer will be a regular Police Department officer and appointed by the Chief of Police. His/her duties will be to assist and advise the Reserves in all phases of organization, training and operation. The Liaison officer will work closely with, and report to, the Reserve Coordinator.

DUTIES AND RESPONSIBILITIES

All Reserve officers are subject to emergency call up. In case of emergency and/or disaster conditions, Reserve Officers may be asked to report to the station or other location as instructed.

Reserve officers are required to attend all scheduled Reserve training classes and meetings each month. They are required to put in a minimum of 16 hours each month.

CLASSIFICATIONS

Membership in the Hillsboro Police Reserve is divided into four classifications, starting with a Recruit, or Level 4 Reserve, and progressing to a Level 1 Reserve. Activities will be determined by the status level that the Reserve Officer achieves as approved by the Reserve Executive Board and Reserve Coordinator.

Recruit (Level 4)

Recruits may ride with a regular Officer or Level 1 Reserve only. Recruits may drive a marked vehicle during special events or when requested by the shift supervisor.

Qualifications:

- Complete an approved Reserve Academy;
- Sworn in by the Chief of Police;
- Use of Force Training;
- HPD Firearms training including qualification.

Level 3 Reserve

May ride with regular officers or Level 1 or 2 Reserve Officer, unless directed otherwise by an officer of higher ranking. When riding with a Level 2 Reserve, they may patrol in a marked vehicle assisting with area checks and assist on cover and transport ONLY.

Qualifications:

- Complete all requirements of Recruit and Level 3 section of Reserve Officer Training Manual;
- Complete six (6) months service (Post Academy);
- Mobile Data Terminal trained;
- Trained to transport;
- Baton and OC certified;
- Must have completed Hillsboro Police Department Defensive Tactics Training

Level 2 Reserve

Two (2) person unit. There must be one Reserve at Level 2 or higher. May patrol in a marked vehicle, respond to low priority calls, make traffic stops, issue citations/warnings, cover and transport, and write related reports.

Qualifications:

- Complete all requirements of Level 3 and Level 2 section of Reserve Officer Training Manual;
- Must have completed Hillsboro Police Department report writing class;
- Must have completed Hillsboro Police Department traffic/high risk stop class;
- Complete one (1) year service (Post Academy);
- Evaluated and approved by Reserve Executive Board and Reserve Coordinator.

Level 1 (Senior Reserve)

May patrol solo in a marked vehicle, and can perform duties of Level 2 and Level 3 Reserve Officers. Senior Reserve Officers can also complete semi-annual Reserve evaluations once properly trained in this area.

Qualifications:

- Complete all requirements of Level 2 and Level 1 section of Reserve Officer Training Manual;
- Successfully complete eighteen (18) month probationary period;
- Must have completed 900 hours of service;
- Evaluated and approved by Reserve Coordinator and Reserve Executive Board;
- Acceptably pass Reserve Officer evaluation as determined by the Hillsboro Police Department Field Training Officer program.

TO APPLY:

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Employer	Immediate Supervisor and Title	May we contact for reference? <input type="checkbox"/> yes <input type="checkbox"/> no
Address		Phone
Job Title	From: Mo. ____ Yr. ____ Full-time Part-time (circle one) To: Mo. ____ Yr. ____ if part-time, number hrs/wk ____	Starting pay Ending pay
Description of job duties:		
Reason for leaving:		
Employer	Immediate Supervisor and Title	May we contact for reference? <input type="checkbox"/> yes <input type="checkbox"/> no
Address		Phone
Job Title	From: Mo. ____ Yr. ____ Full-time Part-time (circle one) To: Mo. ____ Yr. ____ if part-time, number hrs/wk ____	Starting pay Ending pay
Description of job duties:		
Reason for leaving:		
Employer	Immediate Supervisor and Title	May we contact for reference? <input type="checkbox"/> yes <input type="checkbox"/> no
Address		Phone
Job Title	From: Mo. ____ Yr. ____ Full-time Part-time (circle one) To: Mo. ____ Yr. ____ if part-time, number hrs/wk ____	Starting pay Ending pay
Description of job duties:		
Reason for leaving:		
Employer	Immediate Supervisor and Title	May we contact for reference? <input type="checkbox"/> yes <input type="checkbox"/> no
Address		Phone
Job Title	From: Mo. ____ Yr. ____ Full-time Part-time (circle one) To: Mo. ____ Yr. ____ if part-time, number hrs/wk ____	Starting pay Ending pay
Description of job duties:		
Reason for leaving:		

REFERENCES

List the names of three persons other than former employers and relatives having knowledge of your character, experience, or ability.

NAME	ADDRESS	RELATIONSHIP	PHONE

Do you claim veteran's preference? Yes No (circle one)
(Copy of Federal DD 214 or 215 or a veteran's disability preference letter from the US Department of Veterans Affairs **must** be attached.)

Have you ever been convicted of a felony? Yes No (circle one)
(Please exclude cases processed in the juvenile court or expunged convictions.)

Conviction does not necessarily disqualify you from employment.

RELEASE OF INFORMATION

I understand that this application does not represent a contract of employment. I also understand that if I am employed by the City of Hillsboro, my employment can be terminated with or without cause during my probationary period or seasonal/temporary status of employment, and thereafter in accord with City policy which may be revised by the City periodically.

I affirm that each answer to the questions incorporated into this application and all other information otherwise furnished by me is and shall be true, complete, and correct. I understand that falsification, misrepresentation or omission of information on my application may result in disqualification of my application, or dismissal from employment if I am employed. I also understand that failure to sign the application form below may disqualify me from the employment selection process. Within not more than three (3) days of employment, I will provide proof as required on the US Government, I-9 Form that I am legally eligible for employment in the United States. If I cannot provide such proof in accordance with federal Law, I understand that I will be terminated.

I understand that criminal and civil court/law enforcement records, motor vehicle driving records, education verification and reference checks will be conducted on final candidates prior to an offer of employment.

I have read and understand that by signing this application, I authorize the City of Hillsboro to conduct and hold the City of Hillsboro harmless from any result of the reference and background check that the City makes. I hereby authorize and release from all and any liability whatsoever all former employers and their employees, educational institutions, law enforcement agencies, and/or other government agencies, who I hereby request to provide/release information to and candidly respond to any inquiries of the City of Hillsboro and its agents regarding my employment, character, job performance, ability, education, criminal and civil court/law enforcement records, and motor vehicle records, that may be in their possession.

Applicant's Signature: _____

Date: _____

City of Hillsboro Reserve Police Officer

Supplemental Questionnaire

Please prepare word processed, typewritten or handwritten responses to each of the following items. Relevancy of your experience and training together with composition, grammar, spelling, punctuation, legibility, and neatness will be considered when evaluating responses. Provide as much detail as you believe will fully describe your experience and training. Responses should not exceed four (4) single-sided pages. Your name must appear on each page. Staple responses to the employment application.

Incomplete applications, or applications without complete supplemental responses will not be considered. Resumes will not substitute for responses to the supplemental questionnaire.

1. Describe your experience in public service. Include both paid and volunteer experience. Include the names of the organization(s), number of months or years of experience and specific functions performed.
2. Describe any recent education/training you have completed that would enhance your ability to perform the duties of a Reserve Police Officer. Indicate the completion date of any degree or relevant training (i.e., interpersonal communications, mediation, self-defense, safety, defensive driving, security guard training, etc.) achieved.
3. Conflict resolution is a major component of police officer duties. Please describe the techniques you would apply in handling a confrontational situation.
4. Describe your experience with providing customer service and what role you believe customer service plays in the field of law enforcement.
5. Describe your ability to speak, read, write and comprehend the Spanish language. Also, please list any high school or college Spanish courses taken, other relevant training and any practical experience using your Spanish/English bi-lingual skills. Please indicate if you are bilingual in any other languages.

An Equal Opportunity Employer

We are dedicated to a policy of non-discrimination in employment on the basis of Race, color, religion, sex, national origin, age, marital status, mental or physical disability

