



JOB ANNOUNCEMENT 2017-006



Police Officer – Lateral (School Resource Officer)

Police Department

Full Time / Non-exempt / SPOA Represented

SALARY RANGE: \$4,516- \$5,764 monthly and 6% City paid PERS
(Plus 5% premium Compensation for School Resource Officer assignment,
and eligibility for \$3,000 signing bonus.)

OPENS: March 13, 2017

CLOSES: Open until filled

APPLY TO: Human Resources – City of Sherwood
22560 SW Pine Street
Sherwood, OR 97140
(503) 625-4201- Fax (503) 625-4280
humanresources@sherwoodoregon.gov

SUMMARY

Sherwood Police Officers perform law enforcement and crime prevention work including discovery, investigation, report preparation and patrol, to enforce federal, state and local laws. Officers in this assignment are responsible for uniformed law enforcement and prevention activities within the City's schools. These activities include the investigation of offenses on campus or relating to school activities; providing a police presence at appropriate school functions; assisting classroom instruction on various topics, focusing on curriculum already in place at the schools. School resource officers will work as regular uniform police officers during those times when schools are not in session.

JOB REQUIREMENTS AND DESIRABLE QUALIFICATIONS

MANDATORY REQUIREMENTS:

- High school diploma, G.E.D., or equivalent.
- Possession of Oregon Basic Police Officer Certification.
- Must be a U.S. citizen.
- Must not have been convicted of any crime punishable as a felony in any jurisdiction or a crime involving domestic violence (applicants with lesser criminal records will be evaluated on an individual basis).
- Must have a minimum of three (3) years experience as a police officer.
- Must not have any discharge less than Honorable from any branch of the military.
- Must possess a valid driver's license with acceptable driving record (fewer than three moving violations in the past two years, with no active or pending suspensions) at the time of application.
- Must pass all phases of the examination process, including background, drug screen, medical, and psychological.
- Possess exceptional communication skills.

DESIRABLE QUALIFICATIONS: Experience with youth programs, mentoring, and activities promoting youth welfare. Previous college-level training or previous School Resource Officer experience. Knowledge of the community and surrounding area. Current certifications and training related to police equipment or operations, e.g. first aid, CPR, hazardous materials, firearms training, LEDS certification, bilingual (Spanish/English). Applicants should have a high degree of interest in working with children; have the skills to implement the appropriate actions in resolution of various situations; employ a "Problem-Solving" method of Community Policing, using methods to address issues that result in crime or fear of crime; be able to interact well with students, parents and school staff; and serve as a positive role model for young people.

ASSIGNMENT PERIOD

The maximum duration of the School Resource Officer assignment is four (4) years; however, upon notice of the end of the four-year assignment period, the incumbent officer may request, in writing, a maximum of two additional year-long extensions. At the conclusion of the assignment, the officer will work as a regular uniform police officer.

APPLICATION AND SELECTION PROCESS

To apply, a completed City Application and cover letter must be submitted and received by the Human Resources Department on or before the close of business on the closing date. Electronic copies are accepted with a signature. Application materials will be used to select the top candidates for interview. The successful candidate must also pass all phases of the examination process, including: background investigation, drug screen, and medical and psychological exams.

Applications may be obtained at: www.sherwoodoregon.gov or requested by mail by calling Human Resources at (503) 625-4201.

VETERANS' PREFERENCE:

It is the policy of the City of Sherwood to grant hiring preference to qualified veterans and disabled veterans in accordance with ORS 408.230, at each stage of the application and interview process. To claim veterans' preference in hiring, please complete the Veterans' Preference form provided with the City Application packet, and submit it with the required documentation at the time of application.

COMPENSATION AND SIGNING BONUS

The monthly salary range is \$4,516 - \$5,764, plus 5% premium Compensation for School Resource Officer assignment, and 6% City paid PERS. Top candidate may be offered a base salary commensurate with experience up to the maximum base salary. In addition to base pay, police officers are eligible to receive additional compensation for the highest professional certification and the highest level of education the employee has received, as follows:

- Intermediate certificate - 2.5%
- Advanced certificate - 5.0%
- AA degree - 2.5%
- BA degree - 5.0%

The successful candidate will be eligible for a \$3,000 signing bonus, the first half (\$1,500) payable upon the officer's successful completion of field training and reaching solo patrol status; and the second half (\$1,500) will be payable upon the successful completion of the officer's probationary term (18 months).

Sherwood Police Officers receive several additional premiums to include \$125 per month for residency within Sherwood City Limits, and \$250 per month for fluency in speaking Spanish language. For additional information, refer to the Collective Bargaining Agreement between the City of Sherwood and the Sherwood Police Officers' Association (SPOA), which can be found online at www.sherwoodoregon.gov.

BENEFITS

The City of Sherwood offers eligible Police Officers the following benefits programs: paid time off (vacation); paid sick leave; paid holidays; group health insurance for Officers and their dependents; flexible spending accounts; group life insurance; long and short term disability insurance; Public Employees Retirement System (PERS); 457 deferred compensation plan; optional direct deposit; credit union membership; and a discounted Sherwood YMCA membership.

NOTIFICATION

Due to staffing limitations and the large number of applications we receive, we are unable to confirm receipt of specific applications or notify individuals of the status of their application. To find out the status of the position, please call Human Resources at (503) 625-4201.

EQUAL OPPORTUNITY EMPLOYER

The City of Sherwood is an Equal Opportunity Employer dedicated to a policy of non-discrimination in employment on the basis of race, color, religion, sex, national origin, age, or physical disability. The City of Sherwood provides access, equal opportunity and reasonable accommodation in its services, programs, activities, education and employment for individuals with disabilities. To request disability accommodation, contact the Human Resource Department at (503) 625-4201.