



City of Scappoose
invites applications for the position of:
Police Lieutenant

SALARY: \$5,813 - \$9,018 Monthly. **OPENING DATE:** 12/16/2021 **CLOSING DATE:** Open Until Filled
SUMMARY: The City of Scappoose Police Department is actively recruiting for a full-time Police Lieutenant. This opportunity is a FLSA exempt position.

Joining the Scappoose Police Department will give you the opportunity to be part of a professional law enforcement agency that serves a city of more than 8,010 residents. We are a progressive, innovative community-based department who acknowledges our most valued asset is the men and women who work at the Scappoose Police Department.

As a member of the Scappoose Police Department, you will have the opportunity to:

Have a rewarding career with competitive pay and benefits. Work in a fast-paced environment with varied work including promotional and special team opportunities. Benefit from excellent training opportunities

If you have the qualities of teamwork, integrity, and excellence, then we encourage you to join our department.

To be considered for this position, applicants must have a complete application that includes all of the following items:

- A complete online application
 - Attached formal Cover Letter (required)
 - Attached formal Resume (required)

Applicants must provide certification that they are a veteran or disabled veteran to receive veteran's preference.

Submission deadline- Open until filled.

Hiring Process Phases: The Scappoose Police Department selection process may include a combination of the following components:

1. Review of completed applications (see requirements above)
2. Oral Board Interview
3. Chief's Interview
4. Successful completion of a background investigation, psychological testing, and a full physical prior to receiving an official offer of employment.

Upon completion of each hiring process phase, applicants will be notified of his/her status via email.

Wages and Benefits: Below is a wage scale matrix used by the Scappoose Police Department as a guide - it does not guarantee a specific rate of pay. Factors considered in a lateral applicant's entry wage is based on time of Police experience only. "Police Experience" refers to municipal, county and state police agencies.

Successful lateral candidates will be offered a pay step which is negotiable based on experience. To be considered a lateral you must be currently employed with a municipal, county or state police agency

Pay Step	Minimum	Maximum
Monthly Salary	\$5,813	\$9,018
Lateral Experience (years)	Minimum 7 years Law Enforcement experience	

Signing Bonus: A signing bonus made up of the following elements will be offered to successful lateral candidates:

Bonus*	Amount	Example Amount	
Hiring Bonus	10,000	2,000	upon hire
		2,000	upon completion of probation
		3,000	upon completion of 3 full years
		3,000	upon completion of 5 full years
Sick Leave Bank	80 hours		
Vacation Leave Bank	up to 120 hours		accrual rate 9.34 per month
Total Incentive		\$10,000	

*The above information is used for example purposes only; specific dollar equivalents of vacation and sick leave will be dependent on candidates' salary step. Vacation and sick hours may vary upon proof of leave bank from previous employer.

FUNCTIONS, DUTIES AND RESPONSIBILITIES:

The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification. Shown are duties intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.

JOB DESCRIPTION: POLICE LIEUTENANT

Department: Police Department	FLSA: Exempt
Reports to: Chief of Police	Representation: Not Represented
Pay: \$5,813 to \$9,018	Date Adopted: 04/09/2019 Date Revised: 12/15/2021

Essential competencies of this job are described under the headings below. They may be subject to change at any time. The omission of specific statements of duties, does not exclude them from the position, if the work is similar, related, or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and may be changed by the employer at any time.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions, providing that an accommodation(s) does not create an undue hardship for the employer, remove an essential job function, and/or, create a direct safety threat to the individual, or others.

GENERAL POSITION SUMMARY:

Manage, coordinate, supervise and direct a shift, unit, sub-unit, or combination thereof within the department. Assist the Chief of Police with personnel, project management, budgeting, and program planning. Implement program objectives; prepare staff reports and submit recommendations on new or revised systems or procedures consistent with community policing objectives. These tasks are illustrative only and may include other related duties.

ESSENTIAL FUNCTIONS:

Unless specifically identified as a "Non-Essential Job Function", the information included in this job description, and any referenced supplemental documents, is considered an "Essential Job Function". Temporary modifications to provide reasonable accommodations, or transitional work assignments, do not waive any of the essential functions for this position.

The following information is not all-inclusive.

TASKS, TOOLS & TECHNOLOGY:

Tasks

Plans, coordinates, assigns, and reviews the work of Sergeants, Police Officers, volunteers, and civilian employees for compliance with department goals, policies, and procedures. Develops and implements work program objectives. Prepares shift, section or sub-section reports as required.

Assists the Chief of Police to develop, recommend and administer the annual budget, including goals, objectives and performance standards. Develops, implements, and manages special projects or programs as assigned, including the accreditation process and/or compliance with General Orders and standards.

Mentors, oversees and schedules the training of new or newly promoted employees within area of assigned responsibility.

Manages respective department personnel issues. Performs personnel duties such as evaluation of performance and developmental planning. Makes effective recommendations in promotion, hiring and termination decisions for police personnel. Counsel's employees as appropriate. Attempts to resolve grievances at lowest level. Ensures personnel have received required training.

Participates as member of Department Management Team, assists in departmental planning and coordination. Participates in labor negotiations as part of management team. Receives confidential contract materials and develops strategies during labor negotiations.

Plans, coordinates, and supervises the execution of daily, quarterly and annual training for all personnel assigned to a shift, unit or sub-unit. Provides career development opportunities for staff.

Promotes worker safety and minimizes risk to property and people. Ensures proper procedures are followed when employees are injured on duty and that all injuries and accidents are reported correctly.

Oversees and/or conducts citizen or internal affairs complaint investigations to ensure quality of service is maintained and that department policies and procedures are adhered to. Ensures quality customer service and resolves employee complaints.

Acts as a liaison for community groups. Assists public in acquiring advice and assistance as their activities impact or are affected by law enforcement. Gives presentations or facilitates discussions for small and large groups. Provides staff support to City advisory boards or commissions as directed. Manages special event and City-wide permit processes.

Acts as a liaison for federal, state, and local offices of the criminal justice system.

Responsible for oversight and supervision of field and station activities during non-business hours, on holidays, and on weekends. Supervises response to complex community policing problems and issues as they arise. Assumes command at scenes of major crimes or emergency situations until replaced by a superior officer.

Prepares staff reports and develops, evaluates, and recommends revised systems or procedures, including review of General Orders or accreditation standards.

Performs duties of a Sergeant or a Police Officer as required.

Acts in capacity of Chief of Police in his/her absence.

Acts as a public information officer as required, either in the field or from an emergency operations center. Coordinates information with other public agencies and the media as necessary.

Maintains normal availability by radio or telephone for consultation on major crimes or emergencies.

Promotes and supports worker safety and manages risk to property and people. Monitors employee activity and equipment operations to ensure compliance with safety practices and procedures; implements and maintains safe operating practices; ensures compliance with approved and proper safety practices, procedures, rules, and regulations.

Oversees and may be required to personally participate in investigating violations of criminal law; obtaining evidence and compiling information regarding these crimes; preparing cases for filing of charges; testifying in a court of law; and related activities.

Reviews police-related reports prepared by officers or others. Prepares a variety of reports and records.

Determines deployment of personnel during emergency operations; makes day-to-day assignments as required by daily operational needs.

Operates and drives a motor vehicle safely and legally.

Delivers excellent customer service to diverse audiences.

Maintains effective work relationships.

Adheres to all City and Department policies.

Arrives to work, meetings, and other work-related functions on time and maintains regular job attendance.

Researches, applies for and manages grants to enhance mission of the department.

Assists in coordinating police activities with other departments and with outside agencies; Represents the department at inter-agency meetings.

Manages the collection and preservation of evidence; disseminates criminal intelligence.

Represent the department at civic organizations and in the community.

Other duties as assigned by the Chief of Police or City Manager.

Follow all OSHA and City safety rules and procedures for work areas.

Tools

All specialized equipment utilized in a traditional local government law enforcement agency, to include, assigned weapons, handcuffs, protective clothing and equipment, vehicle, two-way radios.

Technology

Personal computer, including word-processing software, spreadsheet software, office suite software, map creation software, database and report writing software, iPad, phone and two-way mobile radio. Automated fingerprint identification, LED general level certification and RegJin software.

KNOWLEDGE, SKILLS & ABILITIES:

Knowledge

Administration and Management — Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.

Clerical — Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, stenography and transcription, designing forms, and other office procedures and terminology.

Communications and Media — Knowledge of media production, communication, and dissemination techniques and methods. This includes alternative ways to inform and entertain via written, oral, and visual media.

Customer and Personal Service — Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.

Education and Training — Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.

English Language — Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

Law and Government — Knowledge of laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules, and the democratic political process.

Personnel and Human Resources — Knowledge of principles and procedures for personnel recruitment, selection, training, compensation and benefits, labor relations and negotiation, and personnel information systems.

Psychology — Knowledge of human behavior and performance; individual differences in ability, personality, and interests; learning and motivation; psychological research methods; and the assessment and treatment of behavioral and affective disorders.

Public Safety and Security — Knowledge of relevant equipment, policies, procedures, and strategies to promote effective local, state, or national security operations for the protection of people, data, property, and institutions.

Skills

Active Learning — Understanding the implications of new information for both current and future problem-solving and decision-making.

Active Listening — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.

Complex Problem Solving — Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.

Coordination — Adjusting actions in relation to others' actions.

Critical Thinking — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

Instructing — Teaching others how to do something.

Judgment and Decision Making — Considering the relative costs and benefits of potential actions to choose the most appropriate one.

Learning Strategies — Selecting and using training/instructional methods and procedures appropriate for the situation when learning or teaching new things.

Monitoring — Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.

Negotiation — Bringing others together and trying to reconcile differences.

Persuasion — Persuading others to change their minds or behavior.

Reading Comprehension — Understanding written sentences and paragraphs in work related documents.

Service Orientation — Actively looking for ways to help people.

Social Perceptiveness — Being aware of others' reactions and understanding why they react as they do.

Speaking — Talking to others to convey information effectively.

Time Management — Managing one's own time and the time of others.

Writing — Communicating effectively in writing as appropriate for the needs of the audience.

Abilities

Adaptability - Adapts to changes in the work environment; Manages competing demands; Able to deal with frequent change or unexpected events; Changes approach or method to best fit the situation.

Analytical - Synthesizes complex or diverse information; Collects and researches data; Uses intuition and experience to complement data; Designs work flows and procedures.

Arm-Hand Steadiness — The ability to keep your hand and arm steady while moving your arm or while holding your arm and hand in one position.

Attendance & Punctuality – Consistently at work and on time; Arrives at meetings and appointments on time.

Auditory Attention — The ability to focus on a single source of sound in the presence of other distracting sounds.

Category Flexibility — The ability to generate or use different sets of rules for combining or grouping things in different ways.

Cost Consciousness - Works within the approved budget; Conserves organizational resources; Develops and implements cost saving measures.

Crisis Management – Able to maintain calm in non-standard situations; Recognizes what is most suitable in a given situation; Exhibits decisiveness and responsibility; Knows when to consult and involve others.

Customer Service - Manages difficult or emotional customer situations; Understands and applies the principles of quality customer service; Responds promptly to customer needs and to requests for service and assistance; Solicits customer feedback to improve service.

Deductive Reasoning — The ability to apply general rules to specific problems to produce answers that make sense.

Diversity - Shows respect and sensitivity for cultural differences; Promotes and supports a harassment-free environment.

Ethics - Treats people with respect; Inspires the trust of others; Works ethically and with integrity; Upholds organizational values.

Explosive Strength — The ability to use short bursts of muscle force to propel oneself (as in jumping or sprinting), or to throw an object.

Extent Flexibility — The ability to bend, stretch, twist, or reach with your body, arms, and/or legs.

Far Vision — The ability to see details at a distance.

Flexibility of Closure — The ability to identify or detect a known pattern (a figure, object, word, or sound) that is hidden in other distracting material.

Fluency of Ideas — The ability to come up with a number of ideas about a topic (the number of ideas is important, not their quality, correctness, or creativity).

Hearing Sensitivity — The ability to detect or tell the differences between sounds that vary in pitch and loudness.

Inductive Reasoning — The ability to combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events).

Initiative - Volunteers readily; Undertakes self-development activities; Seeks increased responsibilities; Takes independent actions and calculated risks; Looks for and takes advantage of opportunities; Asks for help when needed.

Information Ordering — The ability to arrange things or actions in a certain order or pattern according to a specific rule or set of rules (e.g., patterns of numbers, letters, words, pictures, mathematical operations).

Innovation - Displays original thinking and creativity; Meets challenges with resourcefulness;

Interpersonal Skills – Focuses on cooperatively resolving conflict; Maintains confidentiality; Actively listens to others without interrupting; Conveys a positive image of the City and its services; Keeps emotions under control; Remains open to others; ideas and tries new things.

Judgment - Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.

Manual Dexterity — The ability to quickly move your hand, your hand together with your arm, or your two hands to grasp, manipulate, or assemble objects.

Memorization — The ability to remember information such as words, numbers, pictures, and procedures.

Multilimbed Coordination — The ability to coordinate two or more limbs (for example, two arms, two legs, or one leg and one arm) while sitting, standing, or lying down. It does not involve performing the activities while the whole body is in motion.

Near Vision — The ability to see details at close range (within a few feet of the observer).

Oral Comprehension — The ability to listen to and understand information and ideas presented through spoken words and sentences.

Oral Communication - Speaks clearly and persuasively; Listens and gets clarification; Responds well to questions; Participates in meetings; Demonstrates group presentation skills.

Oral Comprehension — The ability to listen to and understand information and ideas presented through spoken words and sentences.

Oral Expression — The ability to communicate information and ideas in speaking so others will understand.

Organizational Support - Follows policies and procedures; Completes administrative tasks correctly and on time; Supports organization's goals and values; Benefits organization through outside activities; Supports affirmative action and respects diversity.

Originality — The ability to come up with unusual or clever ideas about a given topic or situation, or to develop creative ways to solve a problem.

Perceptual Speed — The ability to quickly and accurately compare similarities and differences among sets of letters, numbers, objects, pictures, or patterns. The things to be compared may be presented at the same time or one after the other. This ability also includes comparing a presented object with a remembered object.

Planning & Organizing – Prioritizes and plans work activities; Uses time resources efficiently; Plans for additional resources; Sets goals and objectives; Organizes or schedules other people and their tasks; Develops realistic action plans.

Problem Sensitivity — The ability to tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem.

Problem Solving - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Uses reason even when dealing with emotional topics; Works well in group problem solving situations.

Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of status or position; Inspires respect and trust; Accepts responsibility for own actions; Follows through on commitments.

Quality Management - Looks for ways to improve and promote quality; Demonstrates accuracy and thoroughness; Applies feedback to improve performance; Monitors own work to ensure quality.

Rate Control — The ability to time your movements or the movement of a piece of equipment in anticipation of changes in the speed and/or direction of a moving object or scene.

Reaction Time — The ability to quickly respond (with the hand, finger, or foot) to a signal (sound, light, picture) when it appears.

Response Orientation — The ability to choose quickly between two or more movements in response to two or more different signals (lights, sounds, pictures). It includes the speed with which the correct response is started with the hand, foot, or other body part.

Safety and Security - Observes, and ensures others observe, safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions; Uses, and ensures other staff use, equipment and materials properly.

Selective Attention — The ability to concentrate on a task over a period of time without being distracted.

Speech Clarity — The ability to speak clearly so others can understand you.

Speech Recognition — The ability to identify and understand the speech of another person.

Speed of Closure — The ability to quickly make sense of, combine, and organize information into meaningful patterns.

Speed of Limb Movement — The ability to quickly move the arms and legs.

Stamina — The ability to exert yourself physically over long periods of time without getting winded or out of breath.

Static Strength — The ability to exert maximum muscle force to lift, push, pull, or carry objects.

Strategic Thinking - Develops strategies to achieve organizational goals; Understands organization's strengths and weaknesses; Identifies external threats and opportunities; Adapts strategy to changing conditions.

Teamwork – Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed.

Technical Skills - Assesses own strengths and weaknesses; Pursues training and development opportunities; Strives to continuously build knowledge and skills; Shares expertise with others.

Time Sharing — The ability to shift back and forth between two or more activities or sources of information (such as speech, sounds, touch, or other sources).

Trunk Strength — The ability to use your abdominal and lower back muscles to support part of the body repeatedly or continuously over time without 'giving out' or fatiguing.

Written Communication - Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.

Written Comprehension — The ability to read and understand information and ideas presented in writing.

Written Expression — The ability to communicate information and ideas in writing so others will understand.

WORK STANDARDS:

- Regular Attendance and punctuality.
- Speak and act truthfully.
- Conduct oneself with integrity, morality, character and trustworthiness.
- Exhibit self-control.
- Detail-oriented.
- Thorough when completing work tasks.
- Accept constructive criticism.
- Calmly and effectively process high stress situations.
- Reliable, responsible, and dependable.
- Willingness to take on responsibilities and challenges.

EDUCATION, CERTIFICATION, & EXPERIENCE:

Education and experience requirements listed are minimum standards. Other equivalent combinations of education, certifications, training, and experience may be considered.

Must be US Citizen at time of hire.

Must be at least 21 years of age with no criminal record.

Minimum of a high school diploma, GED or equivalent.

Must be eligible to work as a Patrol Officer in the state of Oregon.

A Bachelor's degree in Public Administration, Law Enforcement, Criminal Justice, Political Science, or related field is preferred.

At least seven (7) years of experience in police work, including a minimum of five (5) years in a position equivalent to the rank of a Police Sergeant or higher, is required. Must have and maintain current DPSST Advanced certificate and Supervisory certification at the time of hire.

Additionally, the candidate must be eligible for the Department of Public Safety Standards and Training (DPSST) Management Law Enforcement Certificate within two years of accepting the position, meet all DPSST standards, be a U.S. Citizen at time of hire, possess and maintain a valid Oregon license to operate a motor vehicle with an acceptable driving record, and able to pass a thorough background check as well as medical and psychological evaluation.

Advanced knowledge of police practices and procedures, investigative methods and techniques, federal, state and local laws, report writing, firearm use and safety precautions.

Knowledge of the community and surrounding areas.

Previous training related to police equipment or operations, first aid, CPR, hazardous materials, firearms training, LEADS General level certification, RegJin, etc.

WORKING CONDITIONS

City of Scappoose is committed to complying fully with the Americans with Disabilities Act (ADA) and Oregon's Disability Accommodation and Discrimination laws. We are also committed to ensuring equal opportunity in employment for qualified persons with disabilities. City of Scappoose will make reasonable efforts to accommodate a qualified applicant or employee with a known disability, unless such accommodation creates an undue hardship on City of Scappoose operations, or a safety risk to employee or coworkers, or removes an essential job function. Employees should request an accommodation as soon as it becomes apparent that a reasonable accommodation may be necessary, to enable the employee to perform the essential duties of a

position, or to participate in the employment process. To discuss an accommodation request, please contact your immediate supervisor.

The factors described herein, are representative of, but not all-inclusive of, those that must be met by an individual to successfully perform as a Police Lieutenant. Detailed information may be available in a supplemental document.

Work locations are in all types of indoor and outdoor environments. Contact with individuals who may become violent, combative, under the influence of drugs/alcohol, mentally ill or who have communicable diseases. Incumbent operates police vehicles and may be required to sit/stand for extended periods while performing various duties. Position is subject to 24-hour emergency callback. Must be available for rotating shifts including weekend assignments.

CONTACT WITH OTHERS

Communication and Contact: The employee communicates effectively both verbally and in writing with supervisors, colleagues, and individuals inside and outside the Organization.

Relationships with Others: The employee works effectively and relates well with others including supervisors, colleagues, and individuals inside and outside the Organization. The employee exhibits a professional manner in dealing with others and works to maintain constructive working relationships.

PHYSICAL DEMAND/MANUAL DEXTERITY/TOOLS AND EQUIPMENT USED

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK SCHEDULE:

Police Lieutenant will work rotating shifts, including weekends, covering 24/7 operations. You will either be assigned to work five-day 8-hour shifts or four-day 10 hours shifts. Hours of work will be at the discretion of the Chief of Police. Required to respond to "call-out" when off-duty.

NON-ESSENTIAL JOB FUNCTIONS

- Other duties as assigned.
- Represent the Police Department at K-12 school activities.
- Represent the Police Department at county fairs and city events.