

SUNRIVER SERVICE DISTRICT**POSITION DESCRIPTION**

POSITION: POLICE CORPORAL
DEPARTMENT: SUNRIVER POLICE
REPORTS TO: SERGEANT

DATE: March 1, 2024

EXEMPT

COMPENSATION

Pay: \$ 91,373.16 annually

JOB TYPE

Full-time

BENEFITS

Comprehensive Medical, Dental & Vision Coverage
MASA Coverage
PERS Pension Contribution
VEBA Contribution
Optional FSA & Deferred Compensation Plans
Paid Time Off (vacation and sick leave) Accrual
Paid On-Duty Workout Time
Family Access to Sunriver Amenities
Sate of the Art Public Safety Facility (to come June 2025)

Job Description**SUMMARY**

The position of Corporal is a working patrol lead position. The Corporal assists in providing direction to Police Officers and assists in the prevention of crime, protection of life and property, keeping peace and enforcement of laws and related rules and regulations of the Sunriver Homeowners Associations (SROA); does related work as required. The Corporal acts as shift lead in the absence of the Sergeant.

NATURE AND SCOPE

This is an operational position, which requires the application of supervision, and knowledge in the area of law enforcement methods, systems and procedures. Work may be performed in stressful situations. Tasks are governed by established policies, procedures, statutes and regulations. Corporals are responsible for providing appropriate direction to officers in the field of law enforcement.

The position of Corporal establishes and maintains close working relationships with county officials, judges, attorneys, the District Attorney's Office, other law enforcement agencies, social agencies, and the community to meet the needs and desires of the community.

Position works under the general direction of the Sergeant. Activities are reviewed for adequacy of professional judgement, compliance with policies, and achievement of results consistent with goals and objectives.

JOB REQUIREMENTS

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

ESSENTIAL DUTIES (EXAMPLES)

- Serves as lead within assigned division. Assumes the duties and responsibilities of Sergeant when directed.
- Performs duties as a Field Training Officer as assigned.
- Ensures the Sergeant is fully and accurately informed of all unusual, serious or difficult problems.
- Provide departmental employees with technical and/or professional assistance and guidance as needed.
- Establish and maintain positive working relationships with other county, state and federal officials, social agencies, and community members to meet the goals and objectives of the Sunriver Police Department.
- Carries out the mission of the agency as defined in the mission statement; models and promotes the core values and vision of the organization.
- Represents the department in related committee activities as directed.
- Performs duties of a Police Officer when not acting in a lead capacity.
- Leads by example as a strong role model.
- Complies with safety requirements of the position and actively promotes safe work practices.
- Must be able to render credible testimony in a court of law.
- In an emergency event or an officially declared State of emergency will respond as directed to ensure the restoration of essential public services, facilities, and infrastructure.

Performs other related duties as required to achieve position objectives.

KNOWLEDGE AND SKILLS

Knowledge of or experience with:

- Law enforcement methods and procedures, including supervisory practices
- Pertinent federal, state and local codes, ordinances, rules and regulations

- Departmental service objectives and policies, procedures and operational functions necessary to accomplish them
- Departmental policies, procedures, protocols, guidelines and agreements as they relate to both emergency situations and daily departmental operations
- Organizational policies, procedures and guidelines
- Safety practices related to the work
- English language, grammar, and punctuation
- Conflict resolution techniques

Skill in:

- Interpreting and applying applicable federal, state, and local laws and regulations, which apply to problem situations involving numerous aspects of law enforcement
- Interpreting and applying departmental and organizational policies and procedures
- Initiating and completing projects and assignments with little supervision
- Carrying out investigations
- Analysis and evaluation of pertinent facts in order to reach correct conclusions when all facts have been analyzed
- Understanding and executing oral and written instructions
- Providing direction and oversight employees
- Preparing reports and maintaining accurate records
- Using computers and applicable software applications
- Using proper English, grammar, punctuation, and spelling
- Operation of firearms, patrol vehicles and other police equipment
- Making sound judgments
- Obtaining information through interviews and interrogations
- Communicating effectively in situations where cooperation is difficult to achieve
- Problem solving complex issues and rational reasoning
- Organizational skills

EDUCATION, EXPERIENCE, CERTIFICATIONS AND LICENSES REQUIRED

Incumbents have graduated from a high school or equivalent. It is preferred the incumbent have taken college level courses in Criminal Justice or related field and have a minimum of 3 years' experience as a police officer. Incumbents must demonstrate competency in firearms, self-defense, physical fitness and patrol vehicle operations.

Certifications & Licenses:

- Valid Oregon driver license
- Intermediate Police Certificate from the State of Oregon.
- Maintain certification as a Field Training Officer

WORK ENVIRONMENT

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).

REQUIREMENTS

- 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.
- Must have a valid Oregon Driver's License.
- 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 drug screening.
- 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

Application Deadline: April 8th, 2024

Applicants for the Police Corporal 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
5. Final Chief Interview
6. Statement of Personal History Background Investigation
7. Conditional Job Offer

8. Medical Evaluation & Psychology Evaluation
9. 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 an eight-person 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, Administrative Assistant to the Chief
Katie.warren@sunriverpd.org
541-593-1014