

City of Canby

Police Department

Dear Applicant:

Thank you for considering employment with the Canby Police Department. Attached is the application for Police Officer. Please complete the entire application and return it to me as soon as possible. If you have any questions regarding the police department or application process, please contact me via the phone or e-mail.

Sincerely,

Jorge Tro
Lieutenant

503.266.4024 ext. 210

troj@ci.canby.or.us

ABOUT THE COMMUNITY

The City of Canby is a rural growing city located in the Portland metropolitan area with an estimated population of approximately 15,000. Canby is located on Highway 99E in close proximity to Interstate 5 and is roughly a 30 minute drive to either Portland or Salem.

ABOUT THE POLICE DEPARTMENT

Currently staffed by 24 sworn officers, the Canby Police Department is lead by Chief Greg Kroeplin. The department consists of several divisions including Records, Traffic, Detectives, Evidence and Property, Canine, TET (Tactical Entry Team), Crime Prevention and Reserves. The total staff including civilian and Reserves total 34 persons. The department has supervision provided by a Lieutenant and five Sergeants. The department is also assisted by a trained cadre of volunteers and student interns who are enrolled in criminal justice studies at Clackamas Community College.

The department is dispatched through CCOM in Oregon City which also provides police and fire services for most of the city and county emergency service providers in Clackamas County.

The headquarters for the department is located 122 N. Holly Street in a building that was converted in 1986. The department also has a sub-station located on S. Redwood Street.

POLICE OFFICER

GENERAL STATEMENT OF DUTIES:

Performs law enforcement and crime prevention work including patrol and investigations. This position controls traffic and enforces federal, state and local laws and ordinance. Does community relations and public relations activities. May be required to work rotating shifts as assigned by the Chief of Police of his representatives. Performs related work as required.

SUPERVISION RECEIVED:

Works under the general supervision of a Police Sergeant or an officer of higher rank who assigns work details and reviews work for conformance to departmental rules and regulations.

SUPERVISION EXERCISED:

Supervision is not a normal responsibility of positions in this classification. May be required to assume responsibility of a shift when so assigned by Police Administration.

TYPICAL EXAMPLE OF DUTIES:

An employee in this class may perform any of the following duties: (these examples do not include all the specific tasks which an employee may be expected to perform)

- Performs routine patrol of City roads and residential and business areas of the City, and enforce traffic laws, criminal laws and City ordinances.
- Responds to a variety of radio calls, including traffic accidents, thefts, burglaries, rapes, family disputes, juvenile disputes, dogs, large parties, etc., and takes appropriate action.
- Investigates accidents and criminal complaints, makes arrests and issues citations.
 Also, transports prisoners as required by law.
- Assists the public in answering questions regarding directions, laws and ordinances. Aids stranded motorists, conducts vacation house checks, checks road

and street signs and reports defects and gives any other assistance needed by the public.

- Prepares full and comprehensive reports on activities within the officer's jurisdiction.
- 6. Performs minor first aid at scenes of accidents and directs traffic if necessary.
- 7. Appears in court as a witness when necessary.
- 8. Receives training on a regular basis over a long period of time.
- 9. May be required to assist in the development of a crime prevention program and public relations activities of the department. May be required to appear before various groups to make presentations.

KNOWLEDGE, SKILLS & ABILITY REQUIRED:

Ability to learn a considerable amount of information and material on laws, statutes, regulations, ordinances and procedures on law enforcement and apply this knowledge to the position. Ability to understand complex oral and written instructions and act upon them accordingly. Ability to speak and write clearly and effectively. Ability to operate assigned equipment and vehicles skillfully and safely. Ability to analyze situations and problems quickly and objectively to determine course of action. Ability to prepare clear comprehensive, objective reports. Ability to work harmoniously with other governmental agencies, officials and employees, and deal with the general public in a courteous manner. Physical strength and agility sufficient to perform the work of this class.

EXPERIENCE & TRAINING REQUIRED:

Graduate from high school or the equivalent GED Certificate. College level courses in law enforcement or previous experience in law enforcement is desirable, but not required. Possession of an Oregon driver's license at the time of appointment. Certification by the Board of Police Standards and Training within (1) year from time if appointment. Must be twenty- one (21) years of age and U.S. citizen.

Any other satisfactory equivalent combination of experience and training which insures the ability to perform the work may be substituted for the above.

CANBY POLICE DEPARTMENT

PREEMPLOYMENT STATEMENT (Please read carefully before signing below)

- 1. The information that I have provided on this application is true and complete to the best of my knowledge. Any misrepresentation or omission of any fact in my application, resume, or any other materials, or during any interview, can be justification for refusal of employment, or, if employed, termination from employment with the City of Canby.
- 2. Any offer of employment I may receive from the City is contingent upon my successful completion of the City's total screening process, including the City receiving references that it considers satisfactory, and satisfactory completion of any pre-job offer or preemployment psychiatric and physical examination that the City might require.
- 3. I understand that as a condition of employment, I will be required to undergo and successfully pass a pre-job offer screening for drugs. I also understand and agree that, if employed, I may be required to submit to an alcohol or drug screening at anytime in accordance to City policy.
- 4. In processing my application for employment the City will verify all the information provided by me. I authorize and request that all of my present and former employers, and those individuals I have listed as personal references furnish information about my employment record, including a statement of the reason for any termination from any employment (if applicable), work performance, abilities, and other qualifications pertinent to my qualifications for employment with the City of Canby, hereby releasing them from all liability for damages arising from furnishing the requested information.
- 5. In consideration of my employment I agree to comply with the policies, rules, regulations, and procedures of the City of Canby. I further understand that no manager or representative of the City has any authority to enter into any agreement with me for employment for any specified period of time or to make any agreement different from or contrary to any policy of the City of Canby.

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Signature of Applicant	Date
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SUPPLEMENTAL APPLICATION PAGE CANBY POLICE DEPARTMENT

It is important to note that the entire application form must be completed without any misrepresentations, falsifications, or omissions. As one might expect, total truthfulness is both highly valued and expected by the Canby Police Department. Any misrepresentation, falsification or omission will delay your background investigation or may terminate the selective process for position consideration at the onset. If you are disqualified for position consideration for untruthfulness, you will be prohibited from applying to the Canby Police Department for any future position.

Since an omission is considered to be the same as a false statement, it is recommended that you list all information and / or written explanations on any part of the application that will require further inquiry. Such action will avoid the appearance of an omission.

Every background investigation will be evaluated on an individual basis. Incidents or facts such as bankruptcy, repossessions, or garnishments will not necessarily prohibit you from being accepted unless such incidents indicate you do not possess the job dimensions. For example, information concerning your credit will be used to evaluate your judgement and ability to confront problems, not to determine if you are rich or poor or living in within your means. A misdemeanor arrest or conviction will not necessarily bar you from employment. Factors such as the nature and gravity of the crime, the length of time since the arrest or conviction, completion and of any sentence or restitution will be considered. Likewise, similar factors will also be considered when evaluating your associations or your family members' associations with individuals involved in criminal activity.

Important issues to include when completing the application are:

- Have you every received any reprimands, suspensions, or warning letters during the course of any employment?
- Within the past three (3) years, have you applied for, or do you have any active applications in progress with any other law enforcement agency? If so, where?
- If college course work has been completed, list the exact amount of earned credit credits.

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4 EMPLOYMENT: PLEASE LIST BELOW EVERY PERIOD OF EMPLOYMENT & EMPLOYER, BEGIN WITH PRESENT EMPLOYMENT. RESIDENCE AND EMPLOYMENT DATES SHOULD CORRESPOND. INCLUDE PART TIME JOBS. FROM DATE NAME OF EMPLOYER JOB TITLE/DESCRIPTION TO DATE ADDRESS NAME OF SUPERVISOR NAME OF CO-WORKER SALARY/MO CITY, STATE, ZIP PHONE REASON FOR LEAVING I HAVE OBJECTIONS TO YOUR MAKING INQUIRIES OF MY PRESENT EMPLOYER. YES 🗆 NO 🗆 I REALIZE THAT BECAUSE OF THIS MY BACKGROUND INVESTIGATION MAY BE DELAYED. REASON: FROM DATE NAME OF EMPLOYER JOB TITLE/DESCRIPTION TO DATE ADDRESS NAME OF SUPERVISOR NAME OF CO-WORKER SALARY/MO CITY, STATE, ZIP PHONE REASON FOR LEAVING FROM DATE NAME OF EMPLOYER JOB TITLE/DESCRIPTION TO DATE ADDRESS NAME OF SUPERVISOR NAME OF CO-WORKER SALARY/MO CITY, STATE, ZIP PHONE REASON FOR LEAVING FROM DATE NAME OF EMPLOYER JOB TITLE/DESCRIPTION TO DATE ADDRESS NAME OF SUPERVISOR NAME OF CO-WORKER SALARY/MO CITY, STATE, ZIP PHONE REASON FOR LEAVING FROM DATE NAME OF EMPLOYER JOB TITLE/DESCRIPTION TO DATE **ADDRESS** NAME OF SUPERVISOR NAME OF CO-WORKER SALARY/MO CITY, STATE, ZIP PHONE REASON FOR LEAVING FROM DATE NAME OF EMPLOYER JOB TITLE/DESCRIPTION TO DATE ADDRESS NAME OF SUPERVISOR NAME OF CO-WORKER SALARY/MO CITY, STATE, ZIP PHONE REASON FOR LEAVING FROM DATE NAME OF EMPLOYER JOB TITLE/DESCRIPTION TO DATE ADDRESS NAME OF SUPERVISOR NAME OF CO-WORKER

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10 CREDIT: LIST BANKS OR SAVINGS INSTITUTIONS WHERE YOU HAVE ACCOUNTS:

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LIST ALL OPEN ACCOUNTS BELOW. IF YOU DO NOT HAVE FIVE OPEN ACCOUNTS, LIST CLOSED ACCOUNTS. (OPEN AND CLOSED ACCOUNTS SHOULD TOTAL AT LEAST FIVE.) INCLUDE CREDIT CARDS.

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11 LIST ALL MOTOR VEHICLES OWNED OR DRIVEN BY YOU

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MAKE	YEAR	MODEL	LICENSE NO/STATE	REGISTERED OWNER	
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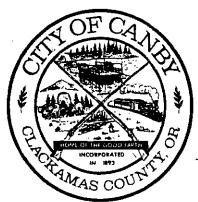
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17 PERSONAL PROFILE:

Have you ever:		
received a disability award from an employer or the military?	Yes □	No □
been treated for a mental disorder or nervous breakdown?	Yes □	No □
had or have a handicap, chronic disease or disability?	Yes □	No □
used an illegal drug? (Including marijuana)	Yes □	No □
been a chronic user to excess of alcoholic beverages?	Yes □	No □
been a chronic gambler?	Yes □	No □
had a broken bone hernia, a back problem or knee injury?	Yes □	No □
had or been advised to have surgery?	Yes □	No □
been rejected for any employment or military service for any physical of	or mental reason? Yes □	No □
been denied life insurance for health reasons?	Yes □	No □
been discharged for medical reasons?	Yes □	No □
been discharged from any position for failing to pass a probationary pe	eriod? Yes □	No □
been discharged from any position?	Yes □	No □
resigned to avoid discharge or resigned while under suspension or wh		
were pending?	Yes □	
filed a claim for workers compensation?	Yes □	No □
received unemployment compensation?	Yes□	No □
Do you wear corrective lenses?	Yes □	No □
Are you now using any type of prescription medication?	Yes □	· ·-
Are you now under treatment for any reason?	Yes □	No □
Have you ever:		
had your wages attached?	Yes □	
been a defendant to a small claims or other civil court action?	Yes 🗆	
had a judgment rendered against you?	Yes □	
filed for bankruptcy or been declared bankrupt?	Yes □	
been refused credit?	Yes □	
had any of your property repossessed?	Yes □	
been delinquent in your taxes?	Yes □	
Is there any immediate civil action pending against you?	Yes □	
Do you presently have any income other than your regular salary?	Yes □	
Have you ever applied with the Canby Police Department?	Yes □	, , , -
Have you ever applied for a permit to carry a concealed weapon? If yes, please provide the following information: Permit granted: Yes □ No □ Date	Yes □	No □
Name of Law Enforcement Agency	Purpose	
Is there anything in your life that may reflect upon your suitability or ability to anything in your life that requires further explanation? Yes \Box No \Box	perform the duties which you may be calle	d upon to take or is there
If any of the answers to these questions are "yes", explain fully on a	a supplemental sheet attached to this f	orm.
I hereby swear or affirm that there are no willful misrepresentations or omiss am aware that should investigation disclose such misrepresentations, falsific disqualified for any future position in the service of the Canby Police Departrinvestigation should disclose misrepresentation, falsification, or omission, it visually the control of the canby Police Departrinvestigation should disclose misrepresentation, falsification, or omission, it visually the canbox of the canby Police Departring the canbox of the canby Police Departring the canbox of the canbox	cations, or omissions, my application will be ment, or if after my acceptance for employr	rejected and I will be
	Signature	Date
Subscribed and sworn to before me on		
the, 19		
Notary Public for the State of Oregon My commission expires		
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City of Canby

Police Department

AUTHORIZATION TO RELEASE INFORMATION

(Personal Inquiry Waiver)

TO WHOM IT MAY CONCERN:

furnishing the information requested.

may retain this form for your files.

I respectfully request and authorize you to furnish the Canby Police Department with any and all information that you may have concerning me, my employment, education, character and qualifications. I understand that if selected I may be required to undergo a physical examination, drug screen or background investigation. Your cooperation in this reply will be used to assist in determining my qualifications and fitness for the position I am seeking with the City of Canby.

I hereby release you, your organization and others from any liability or damage which may result from

Note: A photocopy reproduction of this request shall be for all intents and purposes as valid as the original. You