



City of Burns

242 S. Broadway

The Heart of the Big Country

BURNS, OREGON 97720

(541) 573-5255 • (541) 573-5622 Fax

POSITION: POLICE OFFICER
DEPARTMENT: POLICE DEPARTMENT
POSITION TYPE: SALARY NON-EXEMPT
EMPLOYMENT TYPE: FULL TIME (SHIFT SCHEDULE)
SALARY RANGE: \$2,800.00 - \$4,887.00 PER MONTH DOQ

JOB SUMMARY

The City of Burns Police Department is looking for an experienced and dedicated Police Officer to serve and protect our community. You will perform a variety of job duties, including patrolling the city to prevent crime and enforce city, state, and federal laws. When accidents or criminal activity occur, you will assist with the investigation and work with other agencies to collect evidence and other data. We expect all of our officers to have a strong work ethic, integrity, good judgement under pressure, and a passion for protecting our citizens.

POLICE OFFICER JOB RESPONSIBILITIES:

- Protects citizens by preventing crime, enforcing laws, apprehending suspects, and monitoring traffic.
- Reports observations and actions by testifying in court.
- Maintains operations by following department policies and procedures and recommending changes.
- Maintains professional and technical knowledge by studying applicable federal, state, and local laws and ordinances; attending educational workshops; reviewing professional publications; practicing skills; and participating in professional societies.
- Contributes to team effort by accomplishing related results as needed.
- Performs other duties as assigned or directed.

POLICE OFFICER QUALIFICATIONS/SKILLS:

- Knowledge of state and local criminal, traffic and civil laws, codes and ordinances, and their application.

- Federal and State laws regarding custody, interrogations, search and seizure, and other procedural aspects; knowledge of applicable case law, such as court decisions pertaining to search, seizure, and arrest.
- Departmental policies and procedural manual, guidelines, and chain of command.
- Basic investigative techniques.
- Operation of various types of firearms and other police equipment.
- Safety and health hazards.
- Use of defensive tactics.
- Court procedures and rules of evidence.
- Report writing techniques, crime coding system, and case preparation techniques.
- Basic crime prevention techniques and information.
- Basic problem-solving techniques and methodology.
- Geographical layout of city.
- Basic interview techniques.

EDUCATION, EXPERIENCE, AND LICENSING REQUIREMENTS:

- Must possess a valid state driver's license.
- Must have (or have the ability to attain) certification as a law enforcement officer.

SIGNING BONUS: A signing bonus of \$5,000.00 will be offered to a successful lateral candidate.

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

- Have a rewarding career with competitive pay and benefits.
- 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 employment application
- Attached formal Cover Letter
- Attached formal Resume

Applicants must provide certification that they are a veteran or disabled veteran to receive veteran's preference. For more information [click here](#).

Applications and full job description can be found on the City of Burns website or be picked up at Burns City Hall.

Position is open until filled.