



# City of Lake Oswego

O R E G O N

## Employment Opportunity Police Officer

### Lateral and Entry Level



The City of Lake Oswego is accepting applications for the position of Police Officer to establish an eligibility list for future openings for the Lake Oswego Police Department.

*Salary* is \$3,931 to \$5,016 per month depending on related work experience, education, and qualifications. Eligible employees may receive an additional 5% or 10% certification/education pay and/or 5% Bi-Lingual pay.

City of Lake Oswego  
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380 A Avenue  
Lake Oswego, Oregon 97034

Telephone: (503)635-0220  
FAX: (503)675-3993  
[www.ci.oswego.or.us](http://www.ci.oswego.or.us)

## The Position

The City is seeking qualified men and women who are presently Police Officers, as well as entry-level applicants, to become part of our law enforcement team. The Department has a philosophy of community-oriented policing and empowering officers to deal with problems proactively. As part of their duties, officers are expected to get to know members of



the business community and neighborhood residents; patrol assigned areas on foot or in the car; conduct routine and detailed investigations into criminal and civil matters; enforce state and local traffic laws; and demonstrate a service orientation with an understanding of community-oriented policing.

## The Department

The Lake Oswego Police Department employs 72 full time employees: 43 sworn Police Officers; 18.5 Communications Operators; 5 Community Service Officers; 7 support personnel. At the start of each calendar year, officers bid on shifts by seniority.



Career opportunities are available including a number of rotating/special assignments such

as: Detectives, School Resource Officers, Field Training Officers, Officers in Charge, Emergency Vehicle Operations Instructors, Firearms Instructors, Defense Tactics Instructors and Drug Recognition Experts.

Additional assignments include: Traffic Unit/Motorcycle Traffic Enforcement, Training Officer, and Bicycle patrol. The department's annual budget is approximately \$9 million.



The mission statement of the Lake Oswego Police Department says:

*"The Lake Oswego Police Department is committed to an open and honest partnership with our community and with its members to create an atmosphere of trust, promoting a higher quality of public service and enhancing the quality of life."*

To accomplish this, all incidents are handled in a professional manner, regardless of the nature of the call.

### **Department Statistics**

Chief	1
Captains	2
Lieutenants	3
Sergeants	6
Officers	24
Traffic Motors	2
Traffic Car	1
Detectives	4
School Resource Officer	1
Community Service Officers	5
Communications Operators	18.5
Records Division	4
Administration Staff	2

## Qualifications

Police Officers must be U.S. citizens, have no felony convictions, be at least 21 years of age, have as a minimum a high school diploma or G.E.D. equivalent, vision correctable to 20/20, weight in proportion to height, a valid driver's license, and the ability to successfully complete a thorough background investigation and post-offer psychological and medical examination, including pre-employment drug screen.

Ideal candidates will be individuals who have a proven track record of being:

- Hard-working;
- Honest;
- Personable;
- Customer service oriented;
- Able to write well and communicate effectively;
- Willing to work with the community;
- Able to represent the Department and give public presentations.

## Compensation & Benefits

**SALARY:** \$3,931 to \$5,016 per month. (Eligible employees may receive an additional 5% or 10% certification/education pay and/or 5% for Bi-Lingual.)



**PERS:** The City is a member of the Oregon Public Employees Retirement System and currently contributes the employee's portion to the retirement system.

**Deferred Comp:** The City offers five voluntary deferred compensation programs.

**Medical/Dental/Life/LTD:** The City offers an extensive employee benefit plan which includes hospitalization and medical with major medical benefits. In addition, the City offers a dental insurance plan, life insurance policy and long-term disability. The dental and medical plans cover the employee and his/her dependents.

**Vacation:** Accrual is based upon years of service.

**Sick Leave:** Accrual is 10 hours per month.

**Social Security:** The City participates in Social Security. The City pays the employer's portion and the employee pays their portion.

**Flexible Spending Accounts:** A voluntary flexible spending account program is available for unreimbursed medical expenses and/or dependent care expenses. It allows employees to pay some expenses with pre-tax dollars.

**VEBA:** The City has established a Voluntary Employee Benefits Account (VEBA) to be used for medical expenses pre and post retirement.

## The Community

Lake Oswego is consistently rated one of Oregon's most livable cities, with the highest per capita and median household incomes in the state. It has a superb library, expansive parks and natural areas, an outstanding center for senior citizens, and a community arts center.



Lake Oswego is the largest city in Clackamas County with a population of 35,860, and is ideally situated close to the Portland metropolitan area. Its residents are well educated and highly involved in community and school activities.

Significant in Lake Oswego is the level of citizen involvement and volunteerism. Over 100 citizens serve on city affiliated decision-making and advisory boards.

## The Organization

The City of Lake Oswego is a full-service municipality providing police, fire, water, roads, planning, building inspection, code enforcement, library and parks and recreation services.

It is a "council-manager" form of government where legislative and policy authority is vested in a volunteer city council. Administrative authority for day-to-day operations is vested in the appointed professional City Manager.

Department Directors are appointed by the City Manager and are responsible for directing the services and activities of the City.

For the 2007-09 Biennium, the City has budgeted 337 full-time equivalent positions with a budget of approximately \$193 million, of which \$36 million is for capital improvements.

## Application Process

Applications will be accepted on an ongoing basis until a closing date is determined.

Names of candidates meeting the minimum qualifications will be added to a list for hiring consideration. Interviews will be arranged based on qualifications and experience. Appointments will be based upon an applicant's interview, demonstrated abilities, prior experience, education, and training.

## How to Apply

Complete and return an application and pre-employment investigation profile to the City of Lake Oswego Human Resources Office.

An application and pre-employment investigation profile may be picked up at Lake Oswego City Hall, 380 A Avenue, or by visiting our web site located at [www.ci.oswego.or.us](http://www.ci.oswego.or.us) to download a city application in Word or PDF formats. You may also call (503)635-0256 for an application to be mailed. Resumes will not be accepted in lieu of an application.



**Become a Member of our Team!**

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### **Equal Opportunity Employer**

Minorities, women and qualified individuals with disabilities are strongly encouraged to apply. If you wish modification of the selection process in order to accommodate a disability, please make your request in writing and submit it with your required application materials.