



Black Butte Ranch Police Department is seeking applicants to fill a current vacancy. This recruitment process is open to lateral transfers only.

Black Butte Ranch is a small, private resort community nestled on the eastern slopes of the Cascade mountains along Highway 20. 1250 home sites and Ranch-owned buildings are spread across 8.2 square miles. As of the 2020 US Census, 206 full time residents call the Ranch home, however many of the homes are vacation rentals and the population swells to the thousands during the peak tourism months. Weekends and vacation periods are critical operational periods for staffing of the Police Department.

BBRPD is an Oregon-accredited agency and one of two special service districts in the state. The department is comprised of the Chief of Police, one Lieutenant, five patrol officers and the Administrative Assistant. This is a fantastic opportunity for the right candidate to join our small, family-oriented department where employee wellness and quality of life are embraced.

The department patrols 33 miles of private roads and 18 miles of bike paths where it enforces state and federal law as well as Ranch Rules and Regulations, as well as patrolling out on Highway 20. In the summer, our officers log many miles while out on bike patrol, enjoying the mountain views and sunshine. The department has an excellent working relationship with the surrounding agencies and BBRPD officers are often called upon to assist the Deschutes County Sheriff's Office, Jefferson County Sheriff's Office, and Oregon State Police in matters in the surrounding communities.

Patrol officers are represented by Oregon Teamsters and are currently in a contract spanning 2020-2025. Initial step placement in the wage table is at the discretion of the Chief of Police and is commensurate with experience. Percentage increases tied to CPI range from 2.5%-8%. Additional compensation for DPSST Advanced Certificates, Firearms Instructor and Longevity.

Officers are eligible to accrue compensatory time, accrue 8 hours of sick leave per month, and accrue 14.7 to 22.7 hours of Paid Time Off per month, DOE. Patrol officers enjoy a generous District-paid medical and dental plan through Regence Blue Cross Blue Shield, as well as employer-paid PERS contributions (District pays both the employer and the employee contributions). Additionally, BBRPD employees are offered complimentary golf at the Ranch's two courses and discounts at the restaurants.



Class Specification

Police Officer

PURPOSE OF POSITION: As a certified police officer, perform law enforcement and crime prevention work including discovery, investigation, report preparation and patrol to enforce federal, state and local laws. Oversee Police program areas that may require additional specialized training. Applicants applying for a position with the Black Butte Ranch Police Department must be free of any acts that would adversely reflect on his or her fitness to perform their duties as a police officer. As a member of the Black Butte Police Department, the expectation needs to be clear you will have to work during weekends and shift work when the ranch has the highest population.

ESSENTIAL JOB FUNCTIONS:

- Patrol streets, businesses and residential areas to enforce traffic and criminal laws. Issue warnings or citations for violations. Perform security checks for suspicious persons or vehicles. Make arrests; conduct searches; transport and release prisoners.
- Respond to calls, including traffic accidents, major crimes, civil complaints, thefts, burglaries, assaults, family disputes, etc. Investigate and take appropriate actions. Direct traffic at accident/crime scenes and perform CPR/First Aid as necessary.
- Maintain written records and prepare reports regarding investigations, which are reviewed by a supervisor and used for crime prevention, prosecution and office activities. Testify in court as necessary.
- Conduct preliminary case/incident investigations and related follow-up activities; gather and preserve evidence; interview and take statements from victims and witnesses; interrogate suspects; and prepare related reports and logs.
- Maintain effective working relationships between adjacent law enforcement agencies. Provide assistance and back-up as requested. Provide appropriate information to other law enforcement agencies, social service agencies, the media and citizens regarding on-going investigations, department policies, officer safety information, criminal activity, gang documentation, etc.



- Perform crime prevention activities that include surveillance patrols and dissemination of information to the public. Participate in public relations programs that may include speaking to citizen and school groups, and public service efforts.
- Aid stranded motorists, conduct vacation house checks and welfare checks. Check road/street signs and report defects or problems. Assist the public as needed.
- Perform other projects, functions, and tasks, as assigned. Follow all safety rules and procedures for work areas. Maintain cooperative working relationships with Police Department staff, Black Butte Ranch Corporation staff, other organizations and the general public.

AUXILIARY JOB FUNCTIONS: Provide assistance to other staff as workload and staffing levels dictate. Maintain department issued equipment. Maintain proficiency by attending training and meetings, reading materials, and meeting with others in areas of responsibility. Maintain work areas in a clean and orderly manner.

JOB QUALIFICATION REQUIREMENTS:

MANDATORY REQUIREMENTS: Thorough knowledge of police practices and procedures, investigative methods and techniques, federal, state and local laws, report writing, firearm use and safety precautions. Equivalent to high school graduation and completion of DPSST Basic law enforcement training and state certification. Ability to understand complex oral and written instructions and act upon them; accordingly, speak and write clearly and effectively, prepare clear, comprehensive, objective reports; operate assigned equipment and vehicles skillfully and safely; analyze situations and problems quickly and objectively to determine course of action. Must be of good moral fitness (moral character), and understand that any acts that reflect dishonesty, deceit, or misrepresentation adversely reflects on their fitness to perform their duties as a police officer.

SPECIAL REQUIREMENTS/QUALIFICATIONS/LICENSES:

- Must be at least 21 years of age
- Must be a U.S. citizen



- Must not have been convicted of any crime punishable as a felony in any jurisdiction or a crime involving domestic violence (applicants with lesser criminal records will be evaluated on an individual basis)
- Must not have any discharge less than honorable from any branch of the military
- Must possess a valid driver's license with acceptable driving record
- Must attend and successfully complete the Police Academy and have possession of DPSST Basic certificate required within one year of appointment
- Must pass all phases of the examination process, including an oral and written exam, background investigation, psychological test, physical and agility testing

Honesty and Integrity are two of the most important attributes that a police officer must possess. Officers shall conduct themselves so as not to impair their working relationship with other employees or with the public, so that confidence in the police service is secured and maintained. These two attributes are essential job qualifications to remain employed as a police officer. These are core expectations as a condition of holding certification as a police officer in the state of Oregon, as required by the Department of Public Safety Standards and Training (D.P.S.S.T.)

Any deceptive action may permanently destroy an officer's credibility, which makes the officer both inefficient and otherwise unfit to render effective service. This will negatively impact an officer's ability to perform essential key functions of their job such as providing testimony in a court of law, other legal proceedings, or in an internal affairs investigation. Such conduct will not be tolerated.

DESIRABLE REQUIREMENTS: Previous college-level training or additional experience in law enforcement. Knowledge of the community and surrounding area. Additional training related to police equipment or operations, e.g. first aid, CPR, hazardous materials, firearms training, LEADS general level certification, etc. Bi-lingual English/Spanish.

PHYSICAL DEMANDS OF POSITION: While performing the duties of this position, the employee is frequently required to sit, stand, communicate, reach and manipulate objects, tools or controls. The position requires mobility and the ability to operate a motorized vehicle, including a bicycle if assigned to ride bicycle during the summer months. Duties involve moving or wearing materials weighing up to 25 pounds on a regular basis; however, may be



required to move adults weighing up to 200 pounds on an infrequent basis. Equipment worn typically weighs more than 25 pounds. Manual dexterity and coordination are required over 50% of the work period while operating equipment such as computer keyboard, motorized vehicle, firearms, etc. Position may be required to deal with violent and combative individuals requiring considerable physical effort. Must have physical strength and agility to sufficiently perform the duties of this position.

WORKING CONDITIONS: 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 call-back. Must be available for rotating shifts including weekend and holiday assignments.

SUPERVISORY RESPONSIBILITIES: Supervision is not a typical function assigned to this position. May provide training and orientation to volunteers, students and newly assigned personnel on site policies and practices. May be required to assume responsibility of a shift when so assigned by Police Administration.

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

THIS DESCRIPTION COVERS THE MOST SIGNIFICANT ESSENTIAL AND AUXILIARY DUTIES PERFORMED BY THE POSITION, BUT DOES NOT INCLUDE OTHER OCCASIONAL WORK, WHICH MAY BE SIMILAR, RELATED TO, OR A LOGICAL ASSIGNMENT FOR THE POSITION.

To Apply:

Please email cover letter and resume to Administrative Manager Christina Schulz (christina@blackbuttepolice.org). Please direct all questions to the above email address or call 541-595-2191 during regular business hours (Monday through Friday, 8am-4pm).

This recruitment process is open until filled.

Black Butte Ranch



Police Department

PMB 8244/POB 8000•Black Butte Ranch•Oregon 97759•*Phone* 541/595-2191• *Fax* 541/595-1033

www.Blackbuttepolice.org

E-Mail•info@Blackbuttepolice.org