



City of McMinnville Recruit Police Officer

SALARY	\$36.13 - \$50.84 Hourly \$75,144.00 - \$105,744.00 Annually	LOCATION	Police Department 121 SW Adams St., McMinnville, OR
JOB TYPE	Full-Time	JOB NUMBER	FY2025-00226
DEPARTMENT	Police	OPENING DATE	04/29/2026
CLOSING DATE	Continuous		

Position Summary

The City of McMinnville is looking to hire recruit police officers. This position performs law enforcement and crime prevention work including discovery, investigation, report preparation, and patrol to enforce federal, state and local laws. This position oversees police program areas, which may require additional specialized training.

*This job announcement is for applicants who have submitted passing **NTN scores** from the past 24 months AND passing **ORPAT scores** from the past 12 months that include the push/pull machine to the City of McMinnville. A passing time for ORPAT is 5:30. Applicants who have not submitted passing NTN and ORPAT scores to the City before the initial interview process will be rejected.*

NTN results must be submitted to the City of McMinnville through the [NTN portal](#). ORPAT results may be attached to your application, or emailed directly to the Hiring Manager of this recruitment at amy.miles@mcminnvilleoregon.gov.

About the Department

McMinnville is a kind and caring community that places extraordinary levels of trust in its officers; we set the bar high for professionalism, accountability, and service via our 47 Police Department employees to our 35,000 residents and numerous food and wine tourists who visit the City. Our department's leadership team guides the four patrol squads, a special investigation division, and non-sworn employees in property & evidence and records to embody our values of excellence, service, integrity, dedication, and humility.

Follow the McMinnville Police Department on [Facebook](#), [Instagram](#), and [Twitter](#) to get a sense of our department's culture and to learn more about our community.

About the City

[McMinnville](#) is an easy-going, forward-thinking city nestled in the heart of Oregon's Willamette Valley. The American Planning Association has recognized our historic downtown as one of its prestigious Great Streets in America.

McMinnville's central location means our nearly 35,000 residents aren't far from the scenic Oregon Coast, our state capitol, the metro area (professional sports, cultural, and other activities), and tremendous outdoor activities, such as the slopes of Mt. Hood. Home to world-class pinot noir and other varietals, McMinnville attracts winemakers and food and

wine tourists from around the globe. Whether it's a glass of wine or a cup of coffee on our beloved Third Street or a bike ride through the Willamette Valley, there is always something fun to do in McMinnville.

There is an abundance of opportunities for families of all types in McMinnville. Our school district boasts an impressive high school graduation rate of over 90%, and there are plenty of nearby opportunities locally for higher education at Chemeketa Community College and Linfield University (one of our nation's most respected small universities) or nearby George Fox University, Pacific University, Willamette University, and Western Oregon University. Childcare is available at a variety of privately managed daycare and preschool centers throughout the area, with local public school after school programs. Our city also offers plenty of senior services through Yamhill County, Northwest Senior & Disability Services, and our own McMinnville Senior Center.

The City of McMinnville has a supportive Mayor, City Council, City Manager, staff, and community. Our Council-Manager form of government ensures we deliver on the City Council's priorities with best practices in city management. McMinnville is a full-service city with approximately 175 FTE providing a broad range of public services including police and fire protection; ambulance services; municipal court; wastewater treatment; street maintenance; engineering and planning; building permitting and inspection; parks, recreational and cultural activities, a library, and a municipal airport. We have a statewide reputation for financial stability and effective governance.

To learn more about where we're going, check out our strategic plan, [Mac-town 2032 \(Download PDF reader\)](#).

Essential Job Functions

ESSENTIAL JOB FUNCTIONS:

Patrol

1. Patrols streets, businesses, and residential areas to enforce traffic and criminal laws. Issues warnings or citations for violations. Performs security checks for suspicious persons or vehicles.
2. Responds to calls, including major crimes, civil complaints, thefts, assaults, family disputes, etc., and takes appropriate actions. Directs traffic at accident/crime scenes as necessary. Performs CPR/First Aid as necessary.
3. Makes arrests, conducts searches, transports and releases prisoners.
4. Performs community policing activities such as meeting with individuals and groups to discuss crime prevention techniques. Collaborates with citizens, businesses and other community resources to jointly solve crime and livability problems. Participates in public relations programs, which may include speaking to citizen and school groups, and public service efforts.
5. Provides assistance and back up as requested.

Investigations

1. Maintains written records and prepares reports regarding investigations, which are reviewed by a supervisor and used for crime prevention, prosecution, and office activities. Testifies in court as necessary.
2. Conducts case/incident investigations and related follow-up activities including gathering and preserving evidence, interviewing and taking statements from victims and witnesses, interrogating suspects, and preparing related reports and logs.
3. Facilitates the release of appropriate information to other law enforcement agencies, social service agencies, the media and citizens in regard to on-going investigations, department policies, officer safety information, criminal activity, gang documentation, etc.

GENERAL JOB FUNCTIONS:

- Establish and maintain effective working relationships with staff, other agencies, and the public.
- Perform other duties as assigned within the scope of the classification.
- Participate in committees when requested.
- Maintain proficiency in job requirements which may include attending training and meetings, reading materials, and meeting with others in areas of responsibility, which may require travel.

- Maintain work areas in a clean and orderly manner.
- Maintain confidentiality, data integrity, and comply with all related city, state, and federal standards related to confidentiality.

Qualifications

Candidates must meet the following minimum qualifications to be considered for the position of Entry Level Police Officer:

- You must meet all of the following State of Oregon Department of Public Safety Standards and Training (DPSST) requirements:
 - Be a United States Citizen within 18 months of employment.
 - Be at least 21 years of age at the date of hire. To submit an application, candidates must be at least 20 years + 6 month + 1 day
 - Possess, at a minimum, a high school diploma or equivalent.
 - Declared by a physician as able to perform the physical duties as required by the occupation.
 - Of good moral fitness, without legal conduct involving moral turpitude, dishonesty, fraud, deceit, misrepresentation, and a conviction of a sex crime, domestic violence and/or any felony crime.
 - Information regarding the minimum qualifications for Oregon law enforcement officers is available at Oregon Administrative Rule 259-008-0010

As a McMinnville police officer, you will be looked to as a leader in the community. You must exhibit the following qualities or attributes to be considered for this position:

- *Honesty*
- *Integrity*
- *Respect*
- *Empathy*
- *Humility*
- *Effective communication*
- *Strong writing skills*
- *Self-control and ability to remain calm*
- *Ability to build relationships within the department and in the community*
- *A sense of ethics*
- *A service mentality*
- *Ability to work within a team*

OTHER REQUIRED QUALIFICATIONS:

Any equivalent combination of education and experience which provide the knowledge, skills, and abilities required to perform the duties as described. A typical way to qualify would be a high school degree. This position also requires:

Knowledge of:

- Laws, rules, regulations, and ordinances affecting City and Police Department policies and procedures.
- City government administration, organization, functions, and services.
- Practices, principles, procedures, regulations, and techniques used in police work, including rules of evidence, methods of investigation and apprehension, and others.
- Criminal behavior and causes underlying criminality; social, psychological, and physical needs of criminals.
- Safe and appropriate use of police vehicles and equipment, including firearms and other specialized tools.
- Safety practices, procedures, and precautions; basic first aid and CPR procedures.
- Techniques for providing a high level of customer service to the public.
- Communication principles, practices, and techniques.
- Modern office practices and methods, computer equipment, and software applications.

Skill and Ability to:

- Exercise discretion in confidential and sensitive matters.
- Interpret, apply, and ensure compliance with applicable policies, procedures, laws and regulations.
- Apply techniques, policies, procedures, laws, regulations, and methods of crime prevention, investigation, apprehension, rules of evidence, and other aspects of law enforcement; read, understand, and explain complex laws, ordinances, plans, and orders.
- Observe and accurately recall places, names, descriptive characteristics, and facts of incidents.
- Analyze problems quickly; deal effectively with people under hostile and emergency situations; physically handle persons resisting arrest; perform effectively in emergency and stressful situations.
- Skillfully and safely use firearms and other police-related tools.
- Establish and maintain effective working relationships with all internal and external contacts.
- Operate police-related equipment and technology tools including personal computers, laptop computers and printers, and body worn cameras.
- Communicate effectively verbally and in writing; present information, proposals, recommendations, and evidence clearly and persuasively.
- Physically perform the essential job functions.

SPECIAL REQUIREMENTS OR LICENSES:

- Must be at least 21 years of age with no criminal record.
- Must meet the Department's physical standards.
- Driver's license valid in the State of Oregon with an acceptable driving record.
- Attendance at the Police Academy and possession of DPSST Basic Law Enforcement Training after hire.

PREFERRED CERTIFICATIONS/LICENSES/TRAINING:

- Previous college-level training or experience in law enforcement.
- Knowledge of community and surrounding areas.
- Previous training related to police equipment or operations, e.g., first aid, CPR, hazardous materials, firearms training, LEADS General level certification, etc.
- Bilingual (Spanish/English).

For a list of automatic employment disqualifiers for this position, please click [HERE \(Download PDF reader\)](#).

Supplemental Information**WORKING CONDITIONS:**

This position is designated as an essential employee role, requiring the individual to be available and responsive during regular working hours as well as in the event of unexpected situations, emergencies, or critical operational needs. This may include working outside of regular hours, including weekends or holidays, based on business needs.

The position requires some (40-60%) ability to use dexterity and fine motor skills. Occasional (21-50% of the time) use of office equipment. The position requires continuous (80+%) physical effort such as lifting, carrying, or movement, etc. Movements required to complete work require continuous speed, agility, hand eye coordination and equipment operation. The work environment has substantial hazards or obstacles (60-80%). There may be a substantial personal risk or hazard. Job conditions are uncomfortable, with substantial (60-80%) issues of confinement, temperature change, incident of noise, or interactions of a disagreeable nature, inside/outside work, dirty conditions, exposure to contagious disease, etc. Driving may be a major responsibility of this position.

SUPERVISORY RESPONSIBILITIES:

Supervision of others is not a typical function assigned to this position. May provide training and orientation to newly assigned personnel and may assign work to student workers.

SUPERVISION RECEIVED:

Works under the general direction of the Police Sergeant.

ADDITIONAL REQUIREMENTS:

- Required documents must be provided at the time of application. Please remove any personal information such as photographs, date of birth, gender, social security number, and other protected information from your documents. Documents containing protected information will be considered incomplete. Incomplete applications will not be considered.
- Finalists for this position will be subject to a computerized criminal history check, driving record check (if driving is required for position), and education/certification verification. Adverse background information will be reviewed and could result in withdrawal of a conditional job offer or termination of employment.
- The City of McMinnville does not offer visa sponsorship. Within three days of hire, you will be required to complete the US Department of Homeland Security's I-9 form confirming authorization to work in the United States.
- Positions are subject to budget consideration and approval. For the candidate who is hired into this position, salary placement will be based on guidelines in the handbook or association agreement (as applicable) to assess education and experience. For this reason, please be sure to include everything in your application that you want considered towards placement.

The City of McMinnville only accepts applications through our online application system at <https://www.governmentjobs.com/careers/Mcminnville>. We want you to be successful in applying with us. We highly encourage you to complete and submit your application in advance of the deadline. For technical assistance, please call (855) 524-5627.

The City of McMinnville is an equal opportunity employer.

Applicants with disabilities who need a reasonable accommodation (e.g., assistive listening devices) to participate in the recruitment and/or selection process should contact Vicki Hedges, Human Resources Manager.

The City of McMinnville is proud to hire veterans.

Applicants are eligible to use Veteran's Preference in accordance with ORS 408.225, 408.230 and 408.235; and OAR 105-040-0010 and 105-040-0015. Military personnel who expect to be honorably discharged from the military within 120 days of certifying veteran status on this job application, may also request preference. Preference will only be given if the applicant meets the minimum qualifications and any special qualifications for the position and they electronically attach the required documentation at the time of application.

DOCUMENTS REQUIRED:

- *MEMBER COPY 4 of the Certificate of Release or Discharge from Active Duty (DD Form 214 or 215) – OR – Letter from the US Dept. of Veterans Affairs indicating a non-service connected pension. If you need to request a copy of your DD-214, [click here](#).*
- *Disabled Veterans must also submit a copy of their Veterans disability preference letter from the Department of Veterans Affairs.*

For information regarding Veteran's Preference qualifications, visit the following website: <https://www.oregon.gov/boli/workers/Pages/veterans-preference.aspx>

The City of McMinnville prohibits discrimination and harassment of any kind. We are committed to the principle of equal employment opportunity for all employees and to providing employees with a work environment free of discrimination and harassment. All employment decisions at the City of McMinnville are based on business needs, job requirements, and individual qualifications, without regard to race, color, age, religion or belief, gender, sexual orientation, ability, family or parental status, or any other status protected by state and federal law. We do not tolerate discrimination or harassment based on any of these characteristics.

The City of McMinnville is dedicated to fostering a fair and inclusive environment in all aspects of our employment practices, including recruitment, hiring, retention, promotion, and training. We are also committed to supporting leadership development in the broader McMinnville community and working toward a welcoming and respectful

atmosphere for everyone. We encourage candidates who align with these principles to join us in contributing to a stronger and more unified McMinnville.

Employer

City of McMinnville

Department

Police

Address

121 SW Adams St

McMinnville, Oregon, 97128

Website

<https://www.mcminnvilleoregon.gov/police>

Recruit Police Officer Supplemental Questionnaire

***QUESTION 1**

I submitted my passing NTN results from the past 24 months to the City of McMinnville through the NTN portal. This is a requirement to be considered for this position.

Yes

No

***QUESTION 2**

I submitted my passing ORPAT results from the past 12 months as an attachment to my application, or to the Hiring Manager directly. This is a requirement to be considered for this position.

Yes

No

***QUESTION 3**

Have you ever been denied employment by another criminal justice agency? If yes, please provide additional context.

***QUESTION 4**

Have you ever failed, dropped out, or resigned from a law enforcement academy? If yes, please provide additional context.

***QUESTION 5**

Have you ever completed a law enforcement academy?

Yes

No

***QUESTION 6**

At any job- have you ever resigned to avoid discharge, had a negotiated resignation, or resigned while under suspension or while dismissal proceedings were pending? If yes, please provide additional context.

***QUESTION 7**

Have you ever been the subject of a job-related investigation? If yes, please provide additional context.

***QUESTION 8**

Have you ever had a warrant issued for your arrest? If yes, please provide additional context.

***QUESTION 9**

Have you ever been detained, questioned, held on suspicion, fingerprinted, or taken into custody by law enforcement officers for any reason other than a minor traffic infraction? If yes, please provide additional context.

***QUESTION 10**

This position requires you to be at least 21 years old. If you aren't currently 21 years old, when will you turn 21?

* Required Question