

# Gervais Police Department

City of Gervais, Incorporated 1878

370 Elm Ave.  
PO Box 329  
Gervais, Or 97026

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Phone (503)792-4575  
Fax (503)792-4525

**Dear applicant:**

**Thank you for applying with the City of Gervais Police Department for the position of Police Officer. Listed below are some of the standards and procedures that will help you understand the agency application. This will also assist the City with the hiring of the most qualified individuals under Equal Employment Opportunity and Affirmative Action.**

## **MINIMUM STANDARDS FOR FULL-TIME & RESERVE OFFICERS:**

1. Shall be a United States citizen.
2. Shall be at least 21 years of age at the time of hire.
3. No convictions in any state or federal court of any crime for which the punishment could have been imprisonment in a state or federal prison.
4. Shall have a high school diploma or G.E.D. A copy shall be submitted before hire.
5. Shall submit finger prints to O.S.P. prior to hire.
6. Shall submit to a physical exam, to include a full drug screening, by a physician of the cities choosing to insure the applicant meets D.P.S.S.T. standards of physical health.
7. Shall possess a current, valid Oregon drivers license at the time of hire.
8. Shall be of good moral character and unbiased in word and deed. This will be determined by an extensive background investigation.
9. Shall live within thirty (30) minutes of the city within six (6) months of hire.

## **APPLICATION PROCESS FOR FULL-TIME & RESERVE OFFICERS:**

1. Obtain and complete the Gervais Police Department application for employment. Remember to have the last page notarized. You may attach a resume but, a resume is not accepted in lieu of an application. An application that is not complete may be disregarded.
2. Attend and complete the P.O.S.T. (Police Officer Selection Test) exam at the monetary expense of the applicant (est \$15.00). You will be notified by mail or phone and advised of the test date, time and location.
3. Complete the physical assessment with a 100% (see second page for details).
4. Candidates that are selected will then be invited to attend an oral interview. The date, time and location of the interview will be determined at a later date but, will be soon after the written and physical testing.
5. Complete an intensive background investigation as conducted by the Gervais Police Department and /or their designee.

## **POST HIRE REQUIREMENTS FOR FULL-TIME AND RESERVE OFFICERS:**

1. Full-time officers must complete a mandatory eighteen (18) month probationary period while working with patrol. Selected reserve officers must complete a twelve (12) month probationary period. This period can be lengthened depending on when you attend the reserve academy, if needed.
2. If applying for reserve officer you must attend and graduate a selected Reserve Academy at the full expense of the reserve officer. (Marion County Reserve Academy is approximately \$350.00 for the eight month academy.)
3. Once a Reserve Officer has completed these requirements he / she can work towards a full "solo officer" status.

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**Gervais Police Department Physical Assessment Standards, as shown below, shall be completed with a pass / fail standard. If you, as an applicant, fail any portion of the assessment you will be asked to leave the testing area immediately and invited to reapply at a later date. The test will not necessarily be done in the below order. Each applicant will be given ample time to rest between each event.**

## MINIMUM STANDARDS

1. **25 push-ups (no time limit)** A push-up will consist of the applicant touching their chest to a 3" foam block then returning to the full up right position.
2. **29 sit-ups** (one minute time limit) These are assisted sit-ups.
3. **300 Meter sprint** (71 seconds) This is 2/3 of a full lap on a standard high school track.
4. **1 and 1/2 mile run** in 16:30 or less. This run consists of 6 full laps around a standard high school track.

# GERVAIS POLICE DEPARTMENT

Date: \_\_\_\_\_ Position: \_\_\_\_\_

Name: \_\_\_\_\_

Last

First

Middle

Present Address: \_\_\_\_\_

Number and Street

City

State

Zip

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ Social Security No: \_\_\_\_\_

Height: \_\_\_\_\_ Weight: \_\_\_\_\_ Eye Color: \_\_\_\_\_ Hair Color: \_\_\_\_\_

Other name(s) you have used or by which you have been known. Include nicknames and maiden name. \_\_\_\_\_

Distinguishing marks or features \_\_\_\_\_

## EDUCATION

List all schools attended starting with the most recent and ending with high school.

From Mo/Yr	To Mo/Yr	Name and location of school	Graduated? Y/N	Major	Degree

## CERTIFICATIONS

List all current, applicable certifications.

Certification	Exp. Date	Certification	Exp. Date

## MILITARY SERVICE

Have you ever served in the Armed Forces of the United States? [  ] Yes [  ] No

Branch of Service: \_\_\_\_\_ Rank Attained: \_\_\_\_\_

Date of Entry: \_\_\_\_\_ Date and type of Discharge: \_\_\_\_\_

Job(s) Performed: \_\_\_\_\_

**EMPLOYMENT**

From	Company Name	Title
To	Address	Supervisor's Name
Salary/Mo	Reason for Leaving	Phone
I have objections to you making inquiries of my present employer [ <input type="checkbox"/> ] Yes [ <input type="checkbox"/> ] No. Reason for objection:		
From	Company Name	Title
To	Address	Phone
Salary/Mo	Reason for Leaving	Supervisor's Name
From	Company Name	Title
To	Address	Supervisor's Name
Salary/Mo	Reason for Leaving	Phone
From	Company Name	Title
To	Address	Supervisor's Name
Salary/Mo	Reason for Leaving	Phone

**COURT AND POLICE RECORD**

Have you ever been arrested or charged with any crime that is punishable as a misdemeanor or violation other than traffic citations? [  ] Yes [  ] No If yes, explain fully including date, location, charge(s), and final disposition on reverse.

Have you ever been arrested or charged with any crime that is punishable as a felony under the laws of this state, the state or country where the arrest was made, or the United States of America? [  ] Yes [  ] No If yes, explain fully including date, location, charge(s), and final disposition on reverse.

**DRIVING STATUS**

Are you licensed to operate a motor vehicle? [  ] Yes [  ] No

Driver's License Number: \_\_\_\_\_ State of Issue: \_\_\_\_\_

Have you ever had your driver's license suspended, revoked or cancelled? [  ] Yes [  ] No

Explain: \_\_\_\_\_



# GERVAIS POLICE DEPARTMENT

370 Elm Street/Post Office Box 329  
Gervais, Oregon 97026-0329

## AUTHORIZATION TO RELEASE INFORMATION (Personal Inquiry Waiver)

### TO WHOM IT MAY CONCERN:

I respectfully request and authorize you to furnish the GERVAIS POLICE DEPARTMENT with any and all information that you may have concerning me, my employment (work) and educational records, my reputation, and my financial and credit status. Please include any and all medical, physical and mental records and reports, including all information of a confidential or privileged nature, and photocopies of the same, if possible. Your cooperation in the reply will be used to assist the Department in determining my qualifications and fitness for the position I am seeking with the GERVAIS POLICE DEPARTMENT. I hereby release you, your organization and other from any liability or damage which may result from furnishing the information requested.

Dated this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Applicant's Signature

I hereby authorize the release of my Military Service Records (including medical, physical, and mental records and reports) to the GERVAIS POLICE DEPARTMENT, P.O. Box 348, Gervais, Oregon 97026-0348.

Dated this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Selective Service Number

Subscribed and sworn to before me on this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

NOTARY PUBLIC \_\_\_\_\_

My Commission expires: \_\_\_\_\_

NOTE: A photocopy reproduction of this request shall be, for all intents and purposes, as valid as the original. You may retain this form for your files.