

**COPY**

MEMORANDUM OF AGREEMENT (MOA)

By and Between

The City of Beaverton and the Beaverton Police Department (City)

And

The Beaverton Police Association (BPA)

Re: Duration of Special Assignment Positions

WHEREAS, since the year 2000 through the present the City and the BPA have repeatedly had discussions and issues related to demands-to-bargain about the duration of Special Assignment Positions that are opened by the City and for which BPA members apply for, compete for and are selected for; and

WHEREAS, the parties desire to resolve, once and for all, the issue of the duration of Special Assignment Positions, and the parties desire to resolve once and for the issue of re-application and/or extension of a Special Assignment Position by an incumbent employee in the Special Assignment Position; and

WHEREAS, the parties have met and bargained pursuant to the PECBA about the PECBA issues related to these matters;

NOW THEREFORE, the parties have reached agreement and reduced it to writing in this MOA, and Special Assignment Positions shall be subject to the following experience and length of duration requirements as set forth below in this MOA:

1. The minimum years of experience for a police officer to apply for and compete for selection in all Special Assignment Positions shall require four (4) years as a police officer, which must include a minimum of two (2) years of experience as a police officer with the City.
2. The minimum years of experience for a sergeant to apply for and compete for selection in a Special Assignment Position for which a Sergeant is eligible shall be five (5) years as a police officer, to include a minimum of two (2) years as a sergeant with the Beaverton Police Department.
3. With the exception of Special Assignment Positions for which only sergeants are eligible, there must be at least two (2) candidates applying for each Specialty Assignment Position opening. If there are not at least two (2) candidates applying for a specific Special Assignment Position opening, then the minimum years of experience requirement listed in number 1, above, may be reduced and will be re-opened by the City in order to obtain more candidates. If there are not two (2) or more candidates for the Special Assignment Position, once the application deadline for the modified posting has expired, the Department may assign a member who meets the minimum qualifications listed in number 1, above.



4. Prior to reducing the minimum years of experience requirement and re-posting the Special Assignment Position re-opening, as set forth in number 3, above, the City will provide the Association written notice of the reduced requirement(s) for the Special Assignment Position

5. No employee on probation may be selected for a Specialty Assignment Position while they are on probation.

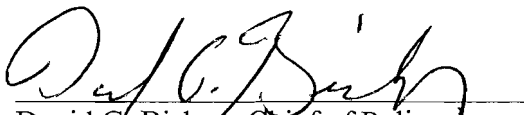
6. Attached to this MOA and incorporated by reference are the current Beaverton Police Department Special Assignment Position descriptions. These descriptions include the duration of each Special Assignment Position. Also, included within each Special Assignment Position description is the process by which an incumbent in the Special Assignment Position may extend the agreed-upon duration of their current Special Assignment Position.

7. When the City creates a new Special Assignment Position which is not included in the original attachments to this MOA. The City will initially determine the duration for the new Special Assignment Position and the City will also determine the extension process for an incumbent in the new Special Assignment Position. After making these initial determinations about the new Special Assignment Position the City will provide the BPA with a copy of the new Special Assignment Position. If the BPA objects with the duration and/or extension process proposed by the City in the new Special Assignment Position, the BPA shall provide written notice of the BPA's objections to the City within fourteen (14) days of receipt from the City of the new Special Assignment Position description. If the Association objects, in writing, the parties will meet and bargain about the issue(s) pursuant to ORS 243.698 et seq.

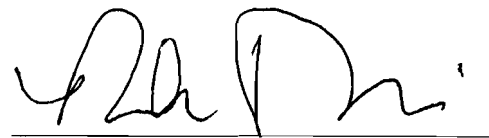
8. The parties agree that this MOA as written will be incorporated as an Appendix to the CBA.

IT IS AGREED, this 7<sup>TH</sup> day of SEPTEMBER, 2004.

For the City of Beaverton  
And the Beaverton Police Department

  
David G. Bishop, Chief of Police

For the Beaverton Police Association

  
Robert Davis, President



## **TRI-MET OFFICER**

The Beaverton Police Department will allocate two officers to the Tri-Met Transit Police Division. The Tri-Met Transit Police Division consists of officers from Portland, Multnomah and Washington County and the cities of Beaverton, Gresham and Milwaukie. The Division's primary responsibility is the safety and security of TriMet customers, employees and facilities. The Tri-Met Transit Police Division officers maintain the safety and security of the transit system by enforcing applicable ordinances and state laws throughout the TriMet service area, nearly 600 square miles in three counties. The Division utilizes motor patrols, bicycles and ATV's for coverage as well as routinely riding buses and trains, both in uniform and in plainclothes undercover assignments. Some investigative opportunities are also available. TriMet supports a full-time Senior Asst. District Attorney who is available for support on all transit-related cases.

### **Experience**

Four years experience as a police officer, to include two years with this department.

### **Training**

Must have or be eligible to receive the DPSST Intermediate certificate.

### **Education**

Recommended two years college level work.

### **Assignment Period**

Retention of this assignment will be based upon operational need, performance, promotion or mutual agreement to separate.

The maximum duration of this assignment will be 3 years.

Upon notice of the end of the 3 year assignment period the incumbent officer may request, in writing, a maximum of 2 additional 1 year extensions. Written requests for extensions shall be addressed to the Lieutenant responsible for the operation of the unit and will be due within 7 calendar days of receiving notice of the end of the assignment period(s).

### **Selection Process:**

Candidates will be evaluated by a selection committee made up of a Captain, Lieutenant and Sergeant. The process will consist of three phases:

## Tri-Met Officer (continued)

- Phase I will be a Supervisor Recommendation Survey which will be completed by all BPD sergeants except the sergeant who serves on the selection committee. In order to move to phase II in the selection process candidates must receive positive recommendations from 70% of the sergeants who respond to the survey.
- Phase II will consist of a review and evaluation of the candidates letter of interest, resume, personnel file including; previous evaluations, discipline, awards, commendations and assignments and may consist of a candidate interview before the selection committee.
- Phase III will consist of an interview with Tri-Met Transit Police personnel.

Selection committee recommendations will be submitted to the Chief of Police for final approval. The Chief of Police reserves the right to make the final selection.

### **Testing Dates**

Administered when the assignment becomes available.

### **Experience Requirement**

Length of service for eligibility purposes will be computed in relation to the projected assignment date.

### **Special Requirements**

Must be able to communicate satisfactorily with diverse cultures. Must be able to work as part of a team.

*Note: The Chief of Police may amend or waive qualification requirement, when necessary, to insure available candidates for this position.*

Chief of Police \_\_\_\_\_

Date \_\_\_\_\_

## **ADMINISTRATIVE SERGEANT**

Sergeants selected for this assignment are responsible for supervising the Alarm and Volunteer programs, managing the accreditation process and file system, writing grants and managing the grant awards, managing the Department Policy and General Orders Manual, and conducting various background investigations on potential recruit officer applicants.

Sergeants wishing to be successful in this assignment should develop knowledge in program and project management, planning, budgeting, and computer technology. They should also continue education, attending training seminars and workshops to obtain information and develop skills not ordinarily obtained in routine police work. Organization abilities and advanced and diversified communication and writing skills are also a benefit in the assignment.

### **Experience**

Five years experience as a police officer, to include two years as a sergeant with this department.

### **Training**

Must have or be eligible to receive the DPSST Supervisory Certificate.

### **Education**

Recommended two years college level work.

### **Assignment Period**

Retention of this assignment will be based upon operational need, performance, promotion or mutual agreement to separate.

### **Selection Process**

Candidates will be evaluated by the command staff. The selection process will consist of a review and evaluation of the candidates letter of interest, resume, personnel file, including; previous evaluations, discipline, awards, commendations and assignments.

The Chief of Police reserves the right to make the final selection.

### **Testing Dates**

Administered when the position becomes available.

*Note: The Chief of Police may amend or waive qualification requirement, when necessary, to insure available candidates for this position.*

## ADMINISTRATIVE SERGEANT (CONTINUED)

Chief of Police \_\_\_\_\_ Date \_\_\_\_\_



## **BICYCLE PATROL OFFICER**

Persons selected for this assignment are responsible for general and special assignment, utilizing bicycles as the means of transportation.

It is recommended that officers wishing to be successful in this assignment be in good physical condition. Officers must complete training specific to bicycle operation.

### **Experience**

Four years experience as a police officer to include two years with the Beaverton Police Department.

### **Training**

Must have or be eligible to receive the DPSST Intermediate Certificate.

### **Education**

Recommended two years of college level work.

### **Assignment Period**

Retention of this assignment will be based upon operational need, performance, promotion or mutual agreement to separate.

The maximum duration of this assignment will be 3 years.

Upon notice of the end of the 3 year assignment period the incumbent officer may request, in writing, a maximum of 2 additional 1 year extensions. Written requests for extensions shall be addressed to the Lieutenant responsible for the operation of the unit and will be due within 7 calendar days of receiving notice of the end of the assignment period(s).

### **Selection Process:**

Candidates will be evaluated by a selection committee made up of a Captain, Lieutenant and Sergeant. The process will consist of two phases:

- Phase I will be a Supervisor Recommendation Survey which will be completed by all BPD sergeants except the sergeant who serves on the selection committee. In order to move to phase II in the selection process candidates must receive positive recommendations from 70% of the sergeants who respond to the survey.
- Phase II will consist of a review and evaluation of the candidates letter of interest, resume, personnel file including; previous evaluations, discipline, awards, commendations and assignments and may consist of a candidate interview before the selection committee.

Selection committee recommendations will be submitted to the Chief of Police for final approval. The Chief of Police reserves the right to make the final selection.

## **BICYCLE PATROL OFFICER (continued)**

### **Testing Dates**

Administered when the assignment becomes available.

### **Experience Requirement**

Length of service for eligibility purposes will be computed in relation to the projected assignment date.

### **Special Requirements**

Members must pass the Police Bicycle Patrol course before being assigned to bicycle patrol duty.

*Note: The Chief of Police may amend or waive qualification requirement, when necessary, to insure available candidates for this position.*

Chief of Police \_\_\_\_\_

Date \_\_\_\_\_

## **CANINE INSTRUCTOR**

Officers selected for this assignment are responsible for teaching canine teams in obedience, man-work, and tracking, with the objective of thinking creatively and safely in the application of canine training.

It is recommended that officers wishing to be successful in this assignment have a high level of interest and experience in canine training, a willingness and ability to instruct others, and the ability to train canine teams to a level of street readiness.

### **Experience**

Four years experience as a police officer, to include two years with this department.

### **Training**

Must have or be eligible to receive the DPSST Intermediate Certificate.

### **Education**

Recommended two years of college level work.

### **Assignment Period**

Retention of this assignment will be based upon operational need, performance, promotion or mutual agreement to separate.

### **Selection Process:**

Candidates will be evaluated by a selection committee made up of a Captain, Lieutenant and Sergeant. The process will consist of two phases:

- Phase I will be a Supervisor Recommendation Survey which will be completed by all BPD sergeants except the sergeant who serves on the selection committee. In order to move to phase II in the selection process candidates must receive positive recommendations from 70% of the sergeants who respond to the survey.
- Phase II will consist of a review and evaluation of the candidates letter of interest, resume, personnel file including; previous evaluations, discipline, awards, commendations and assignments and may consist of a candidate interview before the selection committee.

Selection committee recommendations will be submitted to the Chief of Police for final approval. The Chief of Police reserves the right to make the final selection.

## **CANINE INSTRUCTOR (CONTINUED)**

### **Testing Dates**

Administered when the position becomes available.

### **Experience Requirement**

Length of service for eligibility purposes will be computed in relation to the projected assignment date.

### **Special Requirements**

Must be able to satisfactorily complete special assignment training for the subject to be instructed. Must successfully complete DPSST's Instructor Development Program within two years of assignment.

*Note: The Chief of Police may amend or waive qualification requirement, when necessary, to insure available candidates for this position.*

Chief of Police \_\_\_\_\_

Date \_\_\_\_\_

## **CANINE OFFICER**

Persons selected for this assignment are responsible for working with a canine partner in the patrol division. Officers wishing to be successful in this assignment should have a general knowledge and interest in dogs, have the ability to work as a team member, successfully complete canine handler training, and be able to care for a dog in both a work and home environment.

### **Experience**

Four years experience as a police officer, to include two years with this department.

### **Training**

Must have or be eligible to receive the DPSST Intermediate Certificate.

### **Education**

Recommended two years of college level work.

### **Assignment Period**

Retention of this assignment will be based upon operational need, performance, promotion longevity of canine or mutual agreement to separate.

### **Selection Process:**

Candidates will be evaluated by a selection committee made up of a Captain, Lieutenant and Sergeant. The process will consist of two phases:

- Phase I will be a Supervisor Recommendation Survey which will be completed by all BPD sergeants except the sergeant who serves on the selection committee. In order to move to phase II in the selection process candidates must receive positive recommendations from 70% of the sergeants who respond to the survey.
- Phase II will consist of a review and evaluation of the candidates letter of interest, resume, personnel file including; previous evaluations, discipline, awards, commendations and assignments and may consist of a candidate interview before the selection committee.

Selection committee recommendations will be submitted to the Chief of Police for final approval. The Chief of Police reserves the right to make the final selection.

### **Testing Dates**

Administered when the assignment becomes available.

## **COMMUNITY RESOURCE OFFICER (CRO)**

Persons selected for this assignment are responsible for establishing and maintaining a number of varied programs in the city through empowerment, problems solving, and citizen and community partnerships.

Officers wishing to be successful in this assignment should possess or obtain specialized training that will enhance their ability for public presentations, have a basic knowledge of crime prevention, will be expected to participate in public education programs and community problem solving projects.

### **Experience**

Four years experience as a police officer, to include two years with this department.

### **Training**

Must have or be eligible to receive the DPSST Intermediate Certificate.

### **Education**

Recommended two years college level work.

### **Assignment Period**

Retention of this assignment will be based upon operational need, performance, promotion or mutual agreement to separate.

The maximum duration of this assignment will be 3 years.

Upon notice of the end of the 3 year assignment period the incumbent officer may request, in writing, a maximum of 2 additional 1 year extensions. Written requests for extensions shall be addressed to the Lieutenant responsible for the operation of the unit and will be due within 7 calendar days of receiving notice of the end of the assignment period(s).

### **Selection Process:**

Candidates will be evaluated by a selection committee made up of a Captain, Lieutenant and Sergeant. The process will consist of two phases:

- Phase I will be a Supervisor Recommendation Survey which will be completed by all BPD sergeants except the sergeant who serves on the selection committee. In order to move to phase II in the selection process candidates must receive positive recommendations from 70% of the sergeants who respond to the survey.

## COMMUNITY RESOURCE OFFICER (CRO) (CONTINUED)

- Phase II will consist of a review and evaluation of the candidates letter of interest, resume, personnel file including; previous evaluations, discipline, awards, commendations and assignments and may consist of a candidate interview before the selection committee.

Selection committee recommendations will be submitted to the Chief of Police for final approval. The Chief of Police reserves the right to make the final selection.

### **Testing Dates**

Administered when the position becomes available.

### **Experience Requirement**

Length of service for eligibility purposes will be computed in relation to the projected assignment date.

### **Special Requirements**

Ability to work and converse with diverse groups. Have a high degree of problem solving skills and be self-motivated.

*Note: The Chief of Police may amend or waive qualification requirement, when necessary, to insure available candidates for this position.*

Chief of Police \_\_\_\_\_

Date \_\_\_\_\_

## **COPPS SERGEANT**

Sergeants selected for this assignment are responsible for supervising the school resource officers, the patrol resource officers, and the community resource officer. This position is also responsible for the planning and organization of both departmental and community special events.

Sergeants wishing to be successful in this assignment should develop knowledge in supervision, program and project management, planning, and budgeting. They should also continue education, attending training seminars and workshops to obtain information and develop skills not ordinarily obtained in routine police work. Organization abilities and advanced and diversified communication and writing skills are also a benefit in the assignment.

### **Experience**

Five years experience as a police officer, to include two years as a sergeant with this department.

### **Training**

Must have or be eligible to receive the DPSST Supervisory Certificate.

### **Education**

Recommended two years college level work.

### **Assignment Period**

Retention of this assignment will be based upon operational need, performance, promotion or mutual agreement to separate.

### **Selection Process**

Candidates will be evaluated by the command staff. The selection process will consist of a review and evaluation of the candidates letter of interest, resume, personnel file including; previous evaluations, discipline, awards, commendations and assignments.

The Chief of Police reserves the right to make the final selection.

### **Testing Dates**

Administered when the assignment becomes available.



## **COPPS SERGEANT (CONTINUED)**

*Note: The Chief of Police may amend or waive qualification requirement, when necessary, to insure available candidates for this position.*

Chief of Police \_\_\_\_\_

Date \_\_\_\_\_

# DEFENSE TACTICS INSTRUCTOR

Persons selected for this assignment are responsible for, but not limited to, teaching defensive tactics and related skills to experienced officers as well as new and reserve officers; check for proficiency; plan and conduct defense tactics and related skills training for the department. They may also assist with training in this area on a regional basis, as well as to the public.

Officers wishing to be successful in this assignment should have a high level of interest in defense tactics, develop the skills necessary to effectively teach, use a collapsible baton and (OC) spray, be able to create role playing exercises, be able to work as a team member, be physically fit, and know basic defense tactics skills.

## **Experience**

Four years experience as a police officer to include two years with the Beaverton Police Department.

## **Training**

Must have or be eligible to receive the DPSST Intermediate Certificate.

## **Education**

Recommended two years college level work.

## **Assignment Period**

Retention of this assignment will be based upon operational need, performance, promotion or mutual agreement to separate.

## **Selection Process:**

Candidates will be evaluated by a selection committee made up of a Captain, Lieutenant and Sergeant. The process will consist of two phases:

- Phase I will be a Supervisor Recommendation Survey which will be completed by all BPD sergeants except the sergeant who serves on the selection committee. In order to move to phase II in the selection process candidates must receive positive recommendations from 70% of the sergeants who respond to the survey.
- Phase II will consist of a review and evaluation of the candidates letter of interest, resume, personnel file including; previous evaluations, discipline, awards, commendations and assignments and may consist of a candidate interview before the selection committee.

## **DEFENSIVE TACTICS INSTRUCTOR (CONTINUED)**

Selection committee recommendations will be submitted to the Chief of Police for final approval. The Chief of Police reserves the right to make the final selection.

### **Testing Dates**

Administered when the assignment becomes available.

### **Experience Requirement**

Length of service for eligibility purposes will be computed in relation to the projected assignment date.

### **Special Requirements**

Officers holding this assignment will be required to successfully complete a Confrontational Simulation Instructors course, ASP Instructors course, an OC Aerosol Instructor's course, the DPSST Instructor Development Program and become First Aid/CPR certified.

*The DPSST Instructor Development Program must be completed within two years of accepting this assignment.*

*Note: The Chief of Police may amend or waive qualification requirement, when necessary, to insure available candidates for this position.*

Chief of Police \_\_\_\_\_

Date \_\_\_\_\_

## DETECTIVE SERGEANT

Sergeants selected for this assignment are responsible for the supervision of the Criminal Investigations Division, to include case management, budgeting, statistical reporting, as well as the day-to-day supervision of detectives.

It is recommended that persons wishing to be successful in this assignment have advanced investigative and case management skills, and attend training to obtain skills applicable to the assignment that are not normally obtained in routine police work. Advanced and diversified communication skills are also a benefit in the assignment.

### **Experience**

Five years experience as a police officer, to include two years as a sergeant with this department.

### **Training**

Must have or be eligible to receive the DPSST Supervisory Certificate.

### **Assignment Period**

Retention of this assignment will be based upon operational need, performance, promotion or mutual agreement to separate.

### **Selection Process**

Candidates will be evaluated by the command staff. The selection process will consist of a review and evaluation of the candidates letter of interest, resume, personnel file including; previous evaluations, discipline, awards, commendations and assignments.

The Chief of Police reserves the right to make the final selection.

### **Testing Dates**

Administered when the assignment becomes available.

*Note: The Chief of Police may amend or waive qualification requirement, when necessary, to ensure available candidates for this position.*

Chief of Police \_\_\_\_\_

Date \_\_\_\_\_

## **DETECTIVE**

Persons in this assignment are police officers assigned to the Criminal Investigations Division with primary responsibility for follow-up investigations of serious criminal activity occurring in the city. They may also be called upon to function as regular uniform patrol officers.

It is recommended that persons interested in this assignment cultivate their investigative skills, attend training seminars and workshops on specific investigative subjects, and develop skills not ordinarily obtained in routine police work. Advanced and diversified communication skills, and case management skills are also of benefit in this assignment.

### **Experience**

Four years experience as a police officer, to include two years with this department.

### **Training**

Must have or be eligible to receive the DPSST Intermediate Certificate.

### **Education**

Recommended two years college level work.

### **Assignment Period**

Retention of this assignment will be based upon operational need, performance, promotion or mutual agreement to separate.

### **Selection Process:**

Candidates will be evaluated by a selection committee made up of a Captain, Lieutenant and Sergeant. The process will consist of two phases:

- Phase I will be a Supervisor Recommendation Survey which will be completed by all BPD sergeants except the sergeant who serves on the selection committee. In order to move to phase II in the selection process candidates must receive positive recommendations from 70% of the sergeants who respond to the survey.
- Phase II will consist of a review and evaluation of the candidates letter of interest, resume, personnel file including; previous evaluations, discipline, awards, commendations and assignments and may consist of a candidate interview before the selection committee.

Selection committee recommendations will be submitted to the Chief of Police for final approval. The Chief of Police reserves the right to make the final selection.

## DETECTIVE (CONTINUED)

### **Testing Dates**

Administered when the assignment becomes available.

### **Experience Requirement**

Length of service for eligibility purposes will be computed in relation to the projected assignment date.

### **Special Requirements**

Must be a self-motivated individual, with high levels of analytical, organizational, and work planning skills. Attention to detail will be considered a strength.

*Note: The Chief of Police may amend or waive qualification requirement, when necessary, to ensure available candidates for this position.*

Chief of Police \_\_\_\_\_

Date \_\_\_\_\_