



City of Burns

Police Department

Robby Tiller, Chief of Police • 242 South Broadway Ave • Burns, Oregon 97720 • 541-573-6781 • Fax 541-573-6775

NOW HIRING: POLICE OFFICER

The City of Burns Police Department is accepting applications for a **full-time Police Officer**. We are seeking dedicated, professional individuals committed to public service, community policing, and protecting a rural community with professionalism and integrity.

POSITION SUMMARY

Under the direction of the Chief of Police or designee, Police Officers perform patrol, enforcement, investigative, and community policing duties to protect life and property, prevent crime, enforce laws and city ordinances in the city of Burns and Burns Paiute Tribe. Officers are expected to work independently, exercise sound judgment, and maintain the highest standards of professionalism and integrity.

ESSENTIAL DUTIES

- Patrol assigned areas to enforce traffic laws and prevent crime
- Maintain Patrol vehicles and follow maintenance schedules.
- Patrol and enforce Tribal Law on the Burns Paiute Reservation
- Respond to calls for service, emergencies, and disturbances
- Investigate crimes and traffic accidents
- Make arrests, issue citations, and prepare detailed reports
- Provide first aid and secure scenes as needed
- Prepare cases and testify in court when required
- Safeguard department equipment, records, and evidence
- Participate in community policing and public engagement, community events

POSITION DETAILS

- Full-Time, Regular Position
- Non-Exempt
- Shift Schedule
- **On-Call Rotation Required**
- Full Benefits
- Competitive Salary:

\$39,660 - \$69,192 (yearly)

This position requires flexibility and availability beyond scheduled shifts to meet public safety needs.

WORK SCHEDULE & AVAILABILITY

- Officers participate in an **on-call rotation**
- Must be available to **receive calls after hours**
- May be **called in for emergencies, investigations, or staffing needs**
- Court appearances may be required **on scheduled days off**
- Trainings, meetings, and community events or activities may be required **on scheduled days off**
- Flexibility is essential to meet operational and public safety demands

REQUIRED QUALIFICATIONS

- Must be at least 21 years of age
- Must be a United States citizen
- Valid Oregon Driver's License
- Excellent driving record
- No felony, drug-related, or moral convictions
- Ability to pass comprehensive background investigation, medical exam, psychological evaluation, and drug screening
- Oregon DPSST certification or ability to obtain certification within 12 months
- Ability to maintain a professional appearance and demeanor
- Must complete the National Indian Country Training once DPSST certification is obtained

SKILLS & ABILITIES

- Strong communication and interpersonal skills
- Sound judgment and decision-making ability
- Ability to work with diverse populations
- Computer and report-writing proficiency
- Ability to work independently and as part of a team
- Physical ability to perform law enforcement duties in varying conditions

WORK ENVIRONMENT

This position involves outdoor patrol work and indoor office duties. Officers may be exposed to inclement weather, emergency situations, physical exertion, and high-stress conditions.

EQUAL OPPORTUNITY EMPLOYER

The City of Burns is an Equal Opportunity Employer. Reasonable accommodations are available in accordance with the Americans with Disabilities Act.

UNION MEMBERSHIP

This position is represented by the Fraternal Order of Police (FOP) and is subject to the applicable collective bargaining agreement. Union membership is optional.

HOW TO APPLY

Applications and additional information are available through the **City of Burns** website or **Burns Police Department**.