



CITY OF OAK HARBOR
invites applications for the position of:

Police Officer- Lateral

SALARY: \$31.71 - \$39.64 Hourly
\$5,497.00 - \$6,871.00 Monthly

OPENING DATE: 07/24/17

DESCRIPTION:



ATTENTION EXPERIENCED POLICE OFFICERS

An opportunity to live and work in one of the most beautiful places in Washington State.

City of Oak Harbor is looking for Lateral Police Officers to join us in serving our unique community.

If you are interested in making a change, we'd love to hear from you!

We are currently taking applications for lateral Police Officers. Preference will go to officers who have completed the Washington State Criminal Justice Basic or Equivalency Law Enforcement Academy.

About our Department

The Oak Harbor Police Department is comprised: Administration, Patrol, Detectives and Special Operations. The authorized force consists of 26 Commissioned Personnel and 12 Non-Commissioned Personnel. The department is known for its successful community involvement and problem solving approach to law enforcement. Additionally, the Police Department has a city jail as part of its responsibility, which is staffed by City Correctional staff.

The department is proud of its increased commitment to training, including an internal bi-monthly training program, inter-agency training, as well as outside training opportunities for staff. Other areas the department participates in include; a Community Advisory Board, Reserve Officer Unit, Explorer Post and Citizens Volunteers.

The Department has strong cooperative relationships with local agencies and participates in regional law enforcement, communications and emergency management task forces and organizations. The department enjoys continued quality relationships with the U.S. Navy and the Whidbey Island Naval Air Station located in and adjacent to the City of Oak Harbor. We take pride in providing services for our community and the variety of events which occur in the City each year, including; Holland Happenings, 4th of July, National Night Out, Oak Harbor Music Festival, and the Whidbey Island Marathon.

Officers work on a squad with a 3/12 schedule, rotating two months on days and two months on nights schedule. Detectives work a 4/10 schedule.

We also offer education and longevity pay and great benefits! (See benefits tab)

We are a progressive department, anticipating department and community needs now and for the future!

[City of Oak Harbor information](#)
[OHPD Information](#)
[About Living on Whidbey Island](#)

Please see below testing process for this position.

Your application will be rated for training, education, experience and quality of answers to the supplement questions. This rating will determine if you will move to the next step in the process.



Job Summary

Under general supervision, Police Officers perform police services in accordance with the mission, goals, and objectives of the Oak Harbor Police Department, and in compliance with governing federal, state, and local laws. It is the responsibility of police officers to safeguard the public peace, protect life and property, prevent crime, enforce the law, protect the rights of all persons and generally uphold the community-articulated standards.

ESSENTIAL JOB FUNCTIONS:

1. Respond to calls for service involving both criminal activity and community caretaking activities. Interview persons with complaints and make proper disposition or direct them to the proper authorities/community resources.
2. Conduct preliminary and follow-up investigations, process crime scenes using all available techniques, gather evidence, obtain witness/victim/suspect statements, apprehend suspects, make arrests and transport offenders.
3. Give advice and general information to inquiries from the public.
4. Practice efficient case management including the initial documentation of appropriate information, timely follow-up and case documentation, appropriate interaction with victims, cooperation with other agencies and departments and testifying as a witness in court in connection with arrests and investigations.
5. Use available time to patrol the City by radio equipped car, bicycle or on foot to prevent, discover and deter the commission of crime, to enforce criminal law, to direct traffic and to enforce motor vehicle operation.
6. Take proper safety precautions, which include the appropriate application of force, proper officer safety tactical movement and positioning and de-escalation and crisis management skills.
7. Establish and maintain effective and cooperative relations with City officials, department heads, supervisors, other departments, co-workers, representatives of business and community as well as the general public. Respond to inquiries using good judgement, tact and courtesy, sometimes in stressful situations.
8. Interact and communicate effectively with other social, governmental and private agencies on civil and criminal matters, sometimes in emergency situations.
9. Present a professional demeanor with the general public.
10. Operate safely police vehicles in normal and emergency circumstances in all weather. Properly maintain and use other department equipment.
11. Read and apply department policies, rules, regulations, instructions, laws, ordinances and general literature pertaining to policing.
12. Enter or retrieve computer data.



QUALIFICATIONS & REQUIREMENTS:

Performance Requirements

- Knowledge of laws, RCW, City Code, and Department Manual of Standards.
- Knowledge of City Rules & Regulations.
- Ability to drive vehicles and operate all related job equipment.

- Ability to interact well with citizens.
- Ability to be flexible and adaptable in decision-making.
- Skills in computer and word processing software operation.
- Skills in problem-solving and conflict resolution skills.
- Good interpersonal sensitivity to people.
- Excellent oral communication skills and ability to communicate clearly, concisely and effectively and to maintain confidentiality as appropriate.
- Excellent written skills and ability to compose complex correspondence and reports as well as ability to research, organize and compile data into meaningful reports.
- Knowledge of English, spelling, grammar, vocabulary, punctuation and mathematics.

Experience and Training Requirements

- Must be at least 21 years of age at time of application.
- Must be a United States citizen and have the ability to read, write and speak the English language.
- Must have a high school diploma or GED equivalent.
- Must be able to work within the Use of Force continuum.
- Must meet LEOFF Retirement system minimum medical and health standards.
- Must be able to successfully complete all required training.
- Must be willing and able to perform shift work, with evening and weekend work.
- Must have completed one year of college coursework by time of appointment, equivalent to 45 quarter credits/30 semester credits of which 5 quarter credits/3 semester credits must be in English or Humanities designated courses. *OR*
- A minimum of two years of demonstrated career experience in the following or closely related areas may be substituted for the educational requirement: all branches of military service, other City, State or Federal law enforcement agencies or related professions in forensics, investigations or criminal justice. (Related experience will be evaluated at the time of application.)
- Must have or obtain a Washington State Driver's License at time of appointment.
- Must pass background investigation, including screening of criminal history, sexual offenses, recent drug use and driving record.
- Must pass polygraph examination for law enforcement personnel.
- Conditional employment offer will include medical exam with drug screen, and psychological evaluation for aptitude to work in law enforcement.
- Must be able to meet response time per the Labor Contract.

In additional to the entry level requirements, lateral entry applicants must meet the following requirements:

- At the time of application, candidates must have been continuously employed for a minimum of twenty-four (24) months of the last thirty-six (36) months as a full-time, paid, civilian, general authority police officer or deputy sheriff, with a general authority law enforcement agency within the fifty (50) United States, performing general authority enforcement of the criminal and traffic laws of that state, in either a patrol or investigative capacity.
- Must have successfully completed a probationary period with the current or previous employer, and demonstrated satisfactory law enforcement experience and must be willing to sign a waiver allowing review of personnel files of previous law enforcement employers.
- Must have successfully completed the Washington State Criminal Justice Training Commission Basic Law Enforcement Academy OR an academy that meets the criteria of the Washington State Criminal Justice Training Commission. Candidates completing out-of state certification must successfully challenge the Washington State Academy through the Basic Equivalency Program within the first six (6) months of employment.
- **Preference will go to Officers who have completed the Washington State Criminal Justice Basic or Equivalency Law Enforcement Academy.**

WORKING ENVIRONMENT & PHYSICAL DEMANDS:

Work is primarily performed out-of-doors in all types of weather. Potential for damage to health, life and property. Required to work varying shifts and holidays. Work requires a normal range of hearing and visual acuity, eye/hand coordination and manual dexterity. Move in excess of 60 pounds. Operate motor vehicles and equipment. Use handgun to protect lives. Communicate with radio equipment.

FLSA: Non-Exempt

Union: Oak Harbor Police Association

APPLICATION PROCESS

Step 1: Your application will be rated for training, education, experience and quality of answers to the supplement questions. This rating will determine if you will move to the next step in the process. Applications are initially reviewed for minimum qualifications and completeness of application. Candidates must provide specific, detailed information so an initial determination can be made regarding your level of qualifications for this position. This includes completing all application fields and supplemental materials. If you do not provide adequate responses in your application materials to determine qualifications, the application will be rejected.

Step 2: When we receive enough applicants for testing, the top applicants based on the application material will be invited to a oral board interview and physical ability testing at a later date TBD.

Candidates that are selected for oral boards will be required to participate in person at their own expense.

Step 3: Candidates who passed oral boards and PAT are placed on a certified eligibility that is valid for one year. The top candidates will be invited for a interview by the Police Department.

Application Information

The review and selection of applicants is based on the information provided on the application; we encourage all applicants to improve our ability to judge by providing complete information. Information can include such things as: résumés of experience, letters of recommendation, specific education and/or training and work history that is related to the position for which the applicant is applying, and other **job-related** data that might enhance the applicant's chances for selection.

Required Information:

- **Cover letter and resume.**
- **The past 5-10 years of work experience on application, do not use "see resume".**
- **Three professional references on application, at least one of which should be a past supervisor.**

If you do not meet the basic required qualifications or did not fully complete the application, you will not be considered further. Please review job description posting carefully for full details on job duties and requirements.

We encourage you to check back to your account to view application progress.

Note: Please check your email bulk or spam folders throughout the screening and hiring process for communications from our Human Resource Department.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.oakharbor.org>

Position #170001
 POLICE OFFICER- LATERAL
 KA

865 SE Barrington Drive
 Oak Harbor, WA 98277
 360-279-4518
 360-279-4509

ohhr@oakharbor.org

Police Officer- Lateral Supplemental Questionnaire

- * 1. Are you at least 21 years of age at the time of application?
 Yes No
2. Are you a citizen of the United States and able to read, write and speak the English language?
 Yes No

- * 3. Please list your level of education.
- High school diploma/GED
 - Some college, vocational, business, or technical training
 - Associates Degree
 - Bachelors Degree
 - Masters Degree
4. Please list any areas of study, degrees, professional licences or certificates you hold as related to this job.
- * 5. Are you a graduate of the Washington State Criminal Justice Training Commission Basic Law Enforcement Academy?
- Yes
 - No
6. If yes, what month/year and session number? (You will need to provide proof of graduation/completion.)
7. If no, please list where you received you BLEA academy training and month/year graduated.
- * 8. If certified out of state, does your law enforcement certification qualify for Washington State Equivalency based on Washington State Criminal Justice Training Center criteria?
- Yes
 - No
 - I am not sure
- * 9. Do you have a minimum of twenty-four (24) continuous months full-time job experience in the last thirty-six (36) months, as a full-time, paid, civilian, general authority police officer or deputy sheriff with a general authority law enforcement agency within the fifty (50) United States, performing general authority enforcement of the criminal and traffic laws of that state, in either a patrol or investigative capacity?
- Yes
 - No
- * 10. Did you successfully complete a probationary period with the current or previous employer, demonstrating satisfactory law enforcement experience?
- Yes
 - No
- * 11. Please explain what about working for the City of Oak Harbor Police Department interests you, and why you'd be a good fit for our department? What is your motivation for seeking a change from your current position?
- * 12. Please describe what "discretionary time" means to you and how you have filled this time in your current position. What activities do you believe officers should participate in during discretionary time and why?
- * 13. Define the term "Dedicated to Community Safety and Service" and what it means to you. How can officers partner with community and other professional partners to achieve this concept?
- * 14. Are you able to meet the job duties, physical demands and requirements as posted in the job description with or without reasonable accommodation?
- Yes
 - No

* 15. If selected for the position, are you willing and able to submit to a complete background check including polygraph, psychological, drug screen and medical testing for suitability to law enforcement?

Yes

No

* Required Question