



**CITY OF LONGVIEW WA**  
invites applications for the position of:  
**Entry Level Police Officer**

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**SALARY:** \$30.52 - \$39.73 Hourly  
\$5,290.00 - \$6,886.00 Monthly

**OPENING DATE:** 09/26/14

**CLOSING DATE:** Continuous

**JOB DESCRIPTION:**

**Our next round of oral board interviews will be held the last week of August.**

**The Longview Police Department currently has 3 vacancies and is in the process adding to our current entry-level Police Officer eligibility list.**

The City of Longview requires entry-level candidates to first go through Public Safety Testing (PST) to complete a written exam and physical abilities test before continuing in the application process. Information about testing can be found on the PST website, [www.publicsafetytesting.com](http://www.publicsafetytesting.com)

**If you have not taken the PST written and physical ability tests, please do not submit an application at this time. Please only fill out and submit an application if you received a passing score from PST.**

Your application will be used in the background process. Please complete each section carefully and thoroughly; including all work history and education. If you wish, you may also list voluntary positions as work history.

Patrol Officer - Training (first 6 months) \$5,290 per month  
Patrol Officer - Base Salary (after 6 months) \$5,568 - \$6,886 per month

**ESSENTIAL JOB DUTIES:**

This position provides first line duty in the protection of life and property of the citizens of the community including the enforcement of laws and ordinances, the preservation of the peace, apprehension of criminals, control of non-criminal conduct and the application of services to the community. Police protection is provided by the City 24 hours a day. Individual officers may be assigned to either an 8, 9 or 10 hour shifts, depending on shift assignment.

Responsible for assigned areas within the city for patrol by various means (i.e. patrol vehicle, bicycle, foot, etc.) for constant observation of all properties within the assigned area, work traffic on a selective basis and is available and responsible for answering all calls of any nature during assigned duty hours, (i.e. domestic, emergency, accident, etc.). Investigate crimes and complaints against persons & property such as murder, assault, manslaughter, robbery, rape, various sex crimes, burglary, theft and other reported crimes, and prepare and document appropriate reports and evidence. Perform public relations work in public safety, law enforcement, traffic accidents and crime prevention, and make routine checks of public dances, licensed liquor establishments and other public gatherings (i.e. sporting events, or other special community events). Render assistance and information to the public as well as emergency first aid or lifesaving methods to accident victims or persons unable to help themselves. Perform related duties as required.

**MINIMUM QUALIFICATIONS:**

Selection is based upon civil service rules. Testing includes a written exam, physical agility test, and oral interview. Incumbents **must be 21 years of age (must be a minimum of 20 1/2 years of age to test)**, a U.S. citizen, have completed an AA degree from an acceptable college or university or qualify for the education waiver (see criteria below), possess a valid driver's

license, successfully complete the 720 hour basic training academy during the initial period of employment; possess a current State Department of L&I Basic First Aid Card or ability to obtain within 90 days, and be certified by the Washington State Toxicologist in operation of the breathalyzer or ability to obtain within 90 days.

\*Education waiver criteria: A waiver for an AA degree may be granted when an applicant has a high school diploma or equivalent; and meets at least one of the following criteria:

1. Completed at least one year (45 quarter hours or 30 semester units or equivalent) of college level course work from an acceptable college or university, or
2. A minimum of two years of military service, or
3. At least twelve months of law enforcement experience, or
4. At least twelve months of public sector criminal justice corrections work experience.

Officers who are appointed based on the education waiver criteria (Civil Service Rules & Regulations Section 7.4) will be required to obtain an associate degree within a four-year study period after the first day of completion of his/her probationary period (first 18 months) with the Department.

Applicants are required to attach documentation of the requirements as proof of eligibility at the time of application. Without the required documentation, applications may be rejected. Please view the supplemental questions for a list of required documents.

#### **IDEAL CANDIDATE INFORMATION:**

##### ***Knowledge:***

American system of government, the judicial process, federal, state and local laws and ordinances; law enforcement policies and procedures; principles and practices of criminal investigation; identification and modern police administration; use and care of firearms and defensive weapons.

***Physical:*** The incumbent must be physically capable of driving a vehicle safely under various conditions, including emergencies; frequently lifting, carrying, dragging, pulling and pushing objects of varying weight and size; standing, walking and running for extended times over various distances and conditions, such as pursuing a running suspect through yards and over fences and walls; observe and recognize people, activity, vehicles, street signs and environmental conditions from a reasonable distance during day and night; not posing a direct threat to the health and safety of themselves or others, use only force objectively necessary to control situations and persons, including combative or fleeing suspects, able to operate a variety of firearms and weapons safely and proficiently. Occasional climbing stairs and/or ladders. Frequent bending/twisting at waist/knees/neck while performing duties. Occasional kneeling/crouching/crawling may be required in responding to emergency situations. Constant use of both hands and arms in reaching/handling/grasping/fingering while performing duties or while operating vehicle. Overhead reaching required. Constant use of sight, hearing and speech abilities necessary to perform essential tasks. Visual requirements include color and peripheral vision and hand/eye/foot coordination while operating vehicle.

***Mental:*** Incumbents must be able to read and understand English language documents, legibly hand write accurate and grammatically correct reports; communicate effectively orally, in writing, and using the police radio; exercise good judgment in dealing with routine unusual situations; learn and comprehend factual information, policies, procedures and rules, and use good judgment and discretion in applying same to changing conditions in similar and non-similar situations; maintain composure and judgment during emergency or tense situations; confront problems and enforce laws; refuse to participate in or tolerate unethical behavior; not be subject to impeachment in court due to character, reputation, history of dishonesty or violation of law, including drug violations, act courteously toward others; take direction from supervisors; maintain good working relationships with other members of the Department and City; accept criticism and apply to performance, be dependable in meeting scheduled assignments; and work extended hours when required.

**Working Environment:** As a Police Officer, the incumbent is exposed to a wide range of negative and hostile physical and psychological factors. The incumbent frequently drives and walks in a wide variety of weather conditions which are not avoidable. In the performance of job duties, the incumbent must occasionally lift heavy objects and wrestle with combative criminals. Psychologically, the incumbent is exposed to verbal abuse and socially unacceptable behavior, and must at all times be mentally alert to potentially dangerous situations. The incumbent must be able to work evenings and holidays as assigned and respond to emergencies when necessary.

**Equipment Used:** *The following is an itemized listing of equipment that may be used in the performance of this job:* The incumbent operates a patrol vehicle, handgun, shotgun, rifle, handcuffs, mace, baton, computers, fingerprint kits, cameras, and other assorted law enforcement related equipment.

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APPLICATIONS MAY BE FILED ONLINE AT:  
<http://www.mylongview.com>

Position #14-07  
ENTRY LEVEL POLICE OFFICER  
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PO Box 128  
1525 Broadway  
Longview, WA 98632  
360-442-5028  
360-442-5004

[human.resources@ci.longview.wa.us](mailto:human.resources@ci.longview.wa.us)

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### Entry Level Police Officer Supplemental Questionnaire

- \* 1. Have you already taken the Public Safety Testing written and physical agility tests?
  - Yes
  - No (Please do not continue and sign up for the testing first)
- \* 2. Are you at least 21 years old?
  - Yes
  - No
- \* 3. Are you a U.S. citizen?
  - Yes
  - No
- \* 4. Do you have a High School diploma or GED?
  - Yes
  - No
- \* 5. Do you have a valid driver's license?
  - Yes
  - No
- \* 6. Do you possess an AA degree or higher from an accredited college or university; or able to obtain a waiver based on the criteria below? Please attach a copy of the required document as proof of eligibility. A waiver of the AA requirement may be granted when an applicant has a high school diploma or its equivalent and meets at least one of the following criteria:
  - AA degree or higher - required to attach degree
  - HS/GED and a minimum of two (2) years of full-time military service - required to attach DD214
  - HS/GED and at least twelve (12) months of full-time law enforcement experience - required to attach police certificate (police reserve or security guard does not qualify)
  - HS/GED and at least twelve (12) months of full-time public sector criminal justice corrections work experience- required to attach corrections certificate
  - HS/GED and completed at least one (1) year (45 quarter hours or 30 semester units or

equivalent) of study from an accredited college or university - required to attach transcripts

I do not meet any of the above requirements

7. Please ensure you attach the following documents separately to your application (failure to attach may result in your application not being accepted):

Either your degree or unofficial transcripts

DD214 if you have been in the military

Training Certificate if have experience in law enforcement or corrections field

\* 8. Verification of Ability to Perform Essential Job Functions Agreement and Certification of Abilities I hereby certify, under the penalty of perjury in the State of Washington, that I have read the job description for the position I have applied for and that I can perform the essential job duties of the position with or without reasonable accommodation. Further, I acknowledge that accommodation requests due to disability, the medical verification regarding the disability and need for accommodation to perform the essential job duties, shall be presented to the City at the time a formal offer of employment is presented to me. I am aware that the information provided on this review verification form and any request and information submitted for accommodation due to disability, is considered as part of my application materials and should an investigation at any time disclose a misrepresentation or falsification of information provided, my application may be rejected, my name may be removed from consideration, or I may be discharged from my employment.

Yes

No

\* Required Question