

**JOB ANNOUNCEMENT
for
POLICE OFFICER
LATERAL ENTRY**

Position Opens: 05/10/17
Position Closes: Open until filled.

Salary: Range: \$4,837 - \$6,215 per month DOQ

The City of Woodland Police Department is seeking qualified applicants for testing to establish an eligibility list for Lateral Entry Police Officers. The eligibility list shall be effective for one year from date of certification by the Civil Service Commission and may be extended for an additional year. The City anticipates filling one position in 2017.

Position Description

Police officers perform assigned patrol and/or detective law enforcement work necessary to maintain public peace and order, to protect life and property, prevent crime, to apprehend suspected violators of the law, and otherwise to assure the enforcement of the State Laws and City Ordinances under the jurisdiction of the Office of the Chief of Police.

Essential Duties and Responsibilities (May include but are not limited to the following)

Drive a police vehicle to patrol the city. Maintain continual observation of areas patrolled for evidence of illegal or irregular activity and take appropriate police action.

Patrol on foot as necessary to perform job thoroughly.

As required, make arrests or detain suspects, employing a level of physical force necessary only to control individuals as warranted under circumstances; handcuff and search individuals; advise individual of Miranda Warnings; and transport to appropriate detention facility.

Use portable or car-mounted radio transmitters/receivers, cellular telephones, and pagers to exchange job-related information.

Enforce motor vehicle operating regulations. Apprehend violators; issue warning or citations; make arrests or take action as warranted by the circumstances.

Direct traffic and/or perform crowd control activities as required or directed.

Respond to emergency calls, including traffic accidents, public or private altercations, robberies, burglaries, thefts, industrial or home injuries, or death investigations and other related emergency calls.

Respond to personally sensitive calls such as family disturbances, missing persons, and domestic altercations. Exercise caution for personal safety and safety of others at scene; take appropriate steps to calm the parties, as necessary, to resolve the immediate situation.

Appear in court as an arresting or witness officer to present evidence, facts, and testify against persons accused of crimes.

Essential Functions (continued)

Initiate positive, consensual contacts with community leaders, school and business representatives and other citizens.

Peripheral Duties

Maintain departmental equipment, supplies and facilities.

Maintain liaison with community groups.

Maintain contact with general public, court officials, and other City officials in the performance of police operating activities.

Serves as a member of various employee committees.

Minimum Qualifications Required

1. United States Citizen, 21 years of age or older.
2. Graduation from an accredited high school or possess a certificate of equivalency; an Associate degree in Law Enforcement preferred;
3. Must meet Law Enforcement Officers' - Firefighters' Retirement System (LEOFF) physical standards; must satisfactorily pass a medical exam by a licensed physician to ensure that no physical, emotional, sensory or mental conditions exist which could adversely affect performance of duties.
4. Must possess or be able to obtain valid Washington State Driver's License.
5. At least twenty-four months full-time civilian law enforcement experience within the last thirty-six (36) months or be a current and active Woodland Police reserve officer with at least twenty-four (24) months of service with Woodland Police Department and possess a Washington state reserve officer training certificate.
6. Graduation from an approved law enforcement training academy.
7. Ability to meet standards prescribed by the Washington State Criminal Justice Training Commission.

General Knowledge, Skills, and Abilities

1. Ability to read, write, and speak the English language.
2. Ability to prepare clear and legible written reports.
3. Ability to explain content of the law to persons involved in a dispute, describing the process of filing a formal complaint, the extent of law enforcement powers, the responsibility of citizens to follow prescribed legal procedures, and inform those involved of the law applicable to their situation and their alternatives or refer to employee of higher rank.
4. Ability to satisfactorily complete in-service Field Training Officer program. Includes: methods, procedures, and techniques of law enforcement work presented by employees of higher classification in the Department and/or by attendance at special schools.
5. Ability to acquire and display skill in the use and care of department approved firearms and conditions under which they may be employed in accordance with department regulations and policy. Must meet semi-annual firearms qualifications standards set by Department.
6. Ability to physically control persons resisting arrest.
7. Ability to memorize and recall detail, e.g., names, faces, incidents, and license numbers.
8. Ability to maintain composure and self-control under adverse conditions, e.g., public harassment, ridicule, critical injuries, and death.
9. Ability to cope with situations firmly, courteously, tactfully, and with respect for the rights of citizens.

General Knowledge, Skills, and Abilities (continued)

10. Ability to perform duties and maintain personal conduct, attitude, and appearance that conform to strict policies, procedures, discipline, and within a "chain of command" management system.
11. Ability to maintain rotating work shifts.
12. Ability to pass Washington State Criminal Justice Training Academy entry physical ability test
13. Ability to establish and maintain effective working relationships with other public officials and the general public.
14. Ability to use computers.
15. Ability to meet city residency requirements and civil service commission requirements & regulations

Tools and Equipment Used

Police car, police radio, radar gun, handgun and other weapons as required, baton, handcuffs, breathalyzer, pager, first aid equipment, cellular telephones, personal & company computers and other commonly used police equipment.

Physical Demands

While performing the duties of this job, the employee is frequently required to sit and talk and hear. The employee is required to stand; walk; use hands to finger, handle, or operate objects, controls, or tools listed above; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste and smell.

The employee must occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Compensation

1. All newly hired City Police Officers complete one year of probation. At the end of one year and each year thereafter, with satisfactory performance appraisal, Police Officers advance to Step 1, 2, 3, 4 and 5.
2. The City offers medical, dental, vision and life insurance, vacation, sick leave, and retirement plans. The City pays the health insurance premiums for employees per WPOA Contract.
3. Woodland Police Officers are represented by the Woodland Police Officers Association (WPOA).

Application Procedure

City applications are available at www.ci.woodland.wa.us or at City of Woodland, 230 Davidson Avenue, Woodland, WA. (360) 225-8281.

- * COMPLETED APPLICATIONS WILL BE ACCEPTED ONLY AT THE CITY CLERK-TREASURER'S OFFICE (see above address).
- * A non-refundable test fee of \$20.00 must be returned with completed application.

Your Completed Packet must include the following:

- 1) The completed City application;
- 2) The signed Supplemental Forms in the application packet;
- 3) Resume
- 4) Personal History Statement
- 5) \$20 fee – cash, check or money order

The City will accept applications until the position is filled. All application materials must be complete and received in our office by the closing date to be considered.

Examination and Selection Process

Oral Board Exam: You will notified by telephone of your interview time. A confirmation letter and/or email will be emailed to you.

List Certification: Following the Oral Board exam, a Civil Service Eligibility list will be prepared by the Civil Service Commission. The list will consist of the top 10 candidates or those with 70% or higher, whichever is less.

Notification: All candidates will be notified of their standing within 10 days of the Commission certification of the list.

Special

Accommodation: Qualified applicants with disabilities requiring special accommodations for the testing process should contact Gina Anderson, Civil Service Secretary/Chief Examiner, at (360) 225-8281.

Prior to appointment, a candidate must also pass: a comprehensive background investigation including polygraph exam; psychological exam; and a medical exam which includes a drug screening test. The Mayor appoints according to the Rule of Three, pursuant to Civil Service Rules.

Note: In accordance with the Immigration Reform and Control Act of 1986, employment of persons hired by the City after November 6, 1986 will be contingent upon presentation of acceptable documents verifying identity and authorization for employment in the United States.

***THE CITY VALUES DIVERSITY IN ITS WORKPLACE AND COMMUNITY. MINORITY AND WOMEN CANDIDATES ARE INVITED AND ENCOURAGED TO APPLY. THE CITY OF WOODLAND IS AN AFFIRMATIVE ACTION / EQUAL OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE ON THE BASIS OF SEX, MARITAL STATUS, RACE, COLOR, CREED, NATIONAL ORIGIN, AGE, OR DISABILITY. ***