

CITY OF PACIFIC CIVIL SERVICE COMMISSION
100 3RD Avenue SE
Pacific, WA 98047
253-929-1125

EMPLOYMENT OPPORTUNITY

Position: Police Officer

MINIMUM QUALIFICATIONS:

Graduate of a Basic Law Enforcement Training Academy (BLEA) with a Peace Officer Certification or eligible to attend the Washington State Basic Law Enforcement Training Equivalency.

Citizen of the United States;

21 years of age at time of application;

Be able to read, write and speak the English language;

Have not been convicted of any felony or any disqualifying misdemeanor;

High School Diploma or equivalent;

Valid driver's license with no pending risk of loss;

Possess the experience and training that provides the desired skills, knowledge and Abilities;

Possess the physical fitness required to perform the job.

CLOSING DATE: Open Continuously
Only hand delivered or mailed applications will be accepted.
No faxed or e-mailed applications accepted.

SALARY: \$4664 to \$6232 per month plus benefits depending on experience. Effective July 2016 there will be a 2% increase in salary. Educational Premium is an additional 2% for an Associates Degree or 4% for a Bachelors Degree.

TO APPLY: Complete an application packet obtained at Pacific City Hall, 100 3rd Ave. SE, Pacific, WA 98047, Monday through Friday, 9am to 4pm, or e-mail Civil Service Secretary Gail Bennett at gbennett@ci.pacific.wa.us to request an application.

PRIMARY FUNCTIONS: A patrol officer's primary responsibility is to protect life and property, and enforce federal, state, and local laws and ordinances on behalf of the citizens. Primary duties include responding to crimes in progress; general calls for service; investigation of crimes, including questioning witnesses, and collecting and

service; investigation of crimes, including questioning witnesses, and collecting and preserving evidence; making arrests and transporting prisoners to jail; testifying in court; resolving juvenile, neighbor and domestic complaints; administering first aid; performing crisis intervention; investigating natural and unnatural deaths; directing traffic; and providing thorough documentation of activities through report writing.

The City of Pacific is an Equal Opportunity Employer.

Applicants are considered for employment without regard to race, creed, color, sex, national origin, age, marital status, veteran status, or disability.

PACIFIC CIVIL SERVICE EXAMINATION PROCESS INFORMATION

The City of Pacific Civil Service Commission will be conducting an examination to fill a vacancy and create an eligibility list for BLEA Certified Police Officer.

All applications received will be screened for eligibility to participate in the oral board examination. No submitted applications will be returned.

EXAMINATION PROCESS

The examination process consists of a skills inventory assessment and, for those selected to move forward, an oral board panel interview.

1. Skills Inventory Assessment

The skills inventory assessment form is included in the application packet. An assessment of your qualifications, as described on the skills inventory form and on the general application, will be used to determine which candidates will be invited for an interview. Please complete this form thoroughly in order to gain appropriate credit for your experience and training.

You may attach additional information to your application such as a resume.

2. Oral Board Panel Interview

Candidates will be notified by e-mail and scheduled for the oral board panel interview when a sufficient number of applications have been received. The interview process is 100% of the final examination score. There will be a minimum passing score on the interview.

ELIGIBILITY REGISTER

Candidates who pass the oral board panel interview will have their names placed on an eligibility list in rank order of examination scores. The eligibility list will remain in effect for six months and may be extended by the Civil Service Commission.

VACANCIES

The hiring authority has the option of choosing any one of the top five candidates on the eligibility list. Hiring will be contingent upon passing a polygraph examination, thorough background investigation, medical examination, and psychological evaluation.

CITY OF PACIFIC – CIVIL SERVICE COMMISSION – EMPLOYMENT APPLICATION

Applicants are considered for employment without regard to race, creed, color, sex, national origin, age, marital status, veteran status, or disability.

POSITION APPLYING FOR: _____

Personal Information

Name _____ Social Security # _____

Address _____
Number Street Apt. # City State Zip

Work Phone _____ Home Phone _____ email _____

Do you meet the minimum age requirements as stated on the job opening bulletin? YES ___ NO ___

Do you possess a valid driver’s license with no pending risk of loss? YES ___ NO ___

Driver’s License Number and State issued from _____

Are you related to anyone working for the City of Pacific? YES ___ NO ___

If yes, Name _____ Department _____

Is there any reason that would prevent you from performing the primary functions of the job for which you are applying? YES ___ NO ___ If yes, please explain _____

In compliance with the Americans with Disabilities Act, a disability will be considered only in the context of an applicant’s ability to perform primary elements of the job and to determine reasonable accommodation.

Education and Training

Type of School	Name and Location	Major Subject	Circle #	Yrs Completed	Graduate?/Degree
High School			9	10 11 12	GED
College			1	2 3 4	
Business/Vocational			1	2 3 4	
Trade, Other			1	2 3 4	
Military					

Employment History

Begin with your present or most recent job. Include periods of self-employment, military service assignments, volunteer activities. List promotions separately.

Job Title _____ Dates of Employment From _____ To _____

Employer _____ Hours Per Week _____

Supervisor/Title _____ Supervisor's Number _____

Employer's Address _____
Number Street City State ZIP

Briefly describe work duties and level of responsibility _____

_____ Last Salary\$

Number and type of employees supervised _____

May we contact your present employer? YES ___ NO ___

If you are not currently employed, reason for leaving _____

Job Title _____ Dates of Employment From _____ To _____

Employer _____ Hours Per Week _____

Supervisor/Title _____ Supervisor's Number _____

Employer's Address _____
Number Street City State ZIP

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_____ Last Salary\$ _____

Number and type of employees supervised _____

May we contact your present employer? YES ___ NO ___

If you are not currently employed, reason for leaving _____

Personal References

List names and addresses of three reliable persons, other than relatives or past employers, who know you well enough to give information about you.

Name _____ Occupation _____

Address _____

Number Street City State ZIP
Home telephone # _____ How long known _____

Name _____ Occupation _____

Address _____

Number Street City State ZIP
Home telephone # _____ How long known _____

Name _____ Occupation _____

Address _____

Number Street City State ZIP
Home telephone # _____ How long known _____

Have you been convicted of a felony or misdemeanor? YES ___ NO ___

If yes, indicate date and nature of offense _____

Have you ever been discharged or asked to resign from employment? YES ___ NO ___

If yes, give complete details (dates, places, reason, name and address of supervisor)

I hereby certify that there are no willful misrepresentations or falsification of statements and answers to questions herein. I am aware that should investigation disclose such misrepresentations or falsifications, this will be grounds for elimination from further consideration or, if employed, for dismissal. I understand that a thorough assessment of my background, behavioral characteristics, traffic record, and criminal history will be conducted. In addition, for Police positions, a polygraph will be conducted.

I authorize my previous employers and the references I have named to furnish the City of Pacific my record, reason for leaving and all information they may have concerning me. I hereby release them and the City of Pacific from all liability for any damage whatsoever arising therefrom. I authorize investigation of all statement in this application.

Signature of Applicant _____ Date _____

Pacific Civil Service Commission
Police Officer
Skills Inventory Assessment

All questions must be answered fully and neatly printed in **Black Ink**. Attach completed questionnaire to the completed application. Attach additional paper if necessary. If a question does not apply to you, write **N/A** in the space provided.

NAME _____ DATE _____

Do you possess a valid Basic Law Enforcement Academy Certification?

YES ___ NO ___

Issued by _____ Date Issued _____

Have you had a break in service in your law enforcement career?

YES ___ NO ___

If yes, list dates not in active service, duration of break, and reason for break in service. Be specific. Attach additional page if necessary.

AREAS OF POLICE WORK:

Describe all duty and specialty assignments in your police career, such as traffic, investigation, narcotics, community relations, crime prevention, training of officers, gambling, patrol K-9, SWAT, DARE, and administration. Note the duration of each assignment and where held. Be specific.

REASON FOR TRANSFER:

Please give your reasons for leaving your current or most recent department. Be specific and explain circumstances.

WORK ACTIVITIES:

Describe any information regarding the following areas. Write **N/A** in space provided if it does not apply to you.

Innovative programs you implemented or recommended:

Commendations and/or special achievements:

Experience using computer software:

Have you had any Police accidents?
If yes, explain the circumstances.

YES ___ NO ___

Have you received any verbal or written disciplinary actions including warnings, reprimands or suspensions within your law enforcement service? YES___NO___

If yes, list dates and circumstances.

MILITARY SERVICE:

Were you ever in the U.S. Military Service? YES___NO___

Branch of Service: _____

Dates of Service: _____

Type of Discharge: _____

HAND WRITTEN PARAGRAPH:

Why do you want to work for the City of Pacific Police Department?
(Please write a paragraph in **black ink** in your own handwriting)

Do you know or are you acquainted with any member of the Pacific Police Department?
If yes, please provide the name or names. YES ___ NO ___

The City of Pacific gives Veteran's Preference in accordance with state law. Do you
claim Veteran's Preference? YES ___ NO ___

If yes, attach DD214 to this application.

Date Applicant's Printed Name Applicant's Signature

Application Check-list

1. Be sure to sign your application
2. Attach a copy of your graduation certificate from a Basic Law Enforcement Training Academy.
3. Attach a copy of your resume if desired.
4. Faxed or e-mailed applications are not accepted.
5. Return your application by mail or hand delivered to:

Pacific City Hall
Attention Civil Service Secretary
100 3rd Ave. SE
Pacific, WA 98047

6. If there is a closing date on the job announcement, your application must be received at City Hall by that date and time.
7. Questions? Leave a message for Gail Bennett, Civil Service Secretary, at (253) 929-1125 or you may send an email to gbennett@ci.pacific.wa.us