



CITY OF PACIFIC

100 - 3RD AVENUE SOUTHEAST
PACIFIC, WASHINGTON 98047
CITY HALL (253) 929-1100
FAX (253) 939-6026

EMPLOYMENT OPPORTUNITY

POSITION: EXPERIENCED POLICE OFFICER

MINIMUM QUALIFICATIONS:

Washington State Basic Law Enforcement Training Academy graduate with a peace officer certification or eligible to attend Washington State Basic Law Enforcement Training Equivalency.

Minimum of one year full-time police experience as a sworn, paid, municipal, county, state, or federal police officer.

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: June 25, 2012, Monday 4:00 pm.

SALARY: \$4,106 - \$5,509 per month plus benefits

TO APPLY: Complete an application packet obtained from Pacific City Hall, 100 3rd Ave. SE, Pacific, WA 98047 or by calling (253) 929-1125 to request an application by mail. Applications are also available on the City of Pacific employment page at www.CityofPacific.com

Only hand delivered or mailed applications will be accepted.
No faxed or e-mailed applications will be accepted.

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

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 create an eligibility list to fill a vacancy for Experienced Police Officer.

Only completed and signed application packets will be reviewed. All applications received will be screened for eligibility to participate in the examination process. No submitted applications will be returned.

EXAMINATION PROCESS

The examination process consists of a skills inventory assessment and, for those selected to move forward, a panel interview. Up to 10 candidates will be scheduled for the oral board panel interview. You will receive notification by mail if selected.

1. Skills Inventory Assessment

The skills inventory form is included in the application packet. An assessment of your qualifications, as described on the skills inventory form and the general application, will be used to determine which candidates will be invited for an interview.

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

2. Oral Board Panel Interview

Applicants will be notified by mail and scheduled for the oral board panel interview. 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.

Takes immediate action to remedy hazards and protect life and property . Must be physically able to hear conversations, instructions and common warnings. Must have adequate vision to effectively perform these functions in hours of darkness or low light.

Investigates and/or handles complaints involving family disputes, juvenile disputes, mentally disabled persons; provides first aid and cardiopulmonary resuscitation to injured persons. Must be prepared and capable of physical exertion to protect them and provide immediate life saving measures to others.

Stops violators and takes appropriate remedial action; identifies suspicious individuals and questions their activities. Apprehends violators or offenders of the law, sometimes involving a substantial element of personal danger. In instances where lawful arrests are resisted the officer must be prepared and able at times through high levels of physical exertion to protect citizens, themselves, fellow officers and overcome the resistance.

Attempts to tactfully diffuse any verbal or physical abuse, which may occur in the course of performing work assignments. Endures verbal and mental abuse when confronted with the hostile views and opinions of suspects and others encountered in an antagonistic environment.

Communicates effectively in court and other formal settings.

Searches for lost or wanted persons over varying terrain and conditions for extended periods of time.

Performs searches of people, vehicles, buildings and large outdoor areas which may involve feeling and detecting objects, walking for long periods of time, detaining people and stopping suspicious vehicles and persons.

Determines when a lawful search or arrest can or should be attempted; determines when and to what extent physical force should be used, as governed by law and department regulations. Must be able to recognize when the application of deadly force is appropriate under state law and department policy. Must have the mental and physical capabilities to employ deadly force in order to protect human life.

Physically directs traffic when required Investigates traffic collisions in various weather and traffic conditions. Places temporary traffic control devices such as portable stop signs, barricades and other forms of directional signing as needed.

Reads, reviews, interpret, serves and enforces various court orders.

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Develops knowledge about known offenders and correlates reported offenses; recovers lost or stolen property. Officer is expected to be able to lift and move commonly recovered items such as bicycles, televisions, stereo components, tools, automotive wheels and parts, and small safes without destroying or damaging those items.

Prepares affidavits for search warrants, interview witnesses and suspects. Develops and uses informants and other investigative aids; appears in court to present evidence and to testify against persons accused of crime.

Provides assistance and referrals for domestic violence cases, indigent persons and stranded individuals.

Writes reports; maintains daily logs and other related reports.

Takes direction from police supervisor as necessary.

Performs related duties as assigned

KNOWLEDGE, SKILLS AND ABILITIES:

KNOWLEDGE OF:

City ordinances and applicable state and federal laws and WAC rules.

Department policy and procedures.

Modern police methods and procedures.

Geography and street locations.

Laws of arrest, search and seizure including legal ramifications of action taken.

Principles of crime and collision investigation.

Basic techniques of crime prevention.

Basic techniques of criminal investigation.

Identification and preservation of evidence.

First aid principals and application.

Organization and planning.

SKILLED IN:

Use and care of firearms.

Operation of police vehicle and other police equipment.

Dealing with the public courteously, firmly and effectively.

Interpersonal relationships.

Analyzing dangerous situations rapidly and accurately.

Maintaining control in stressful, hostile and hazardous conditions.

Enforcement of all applicable laws.

Preparing clear and concise reports.

ABILITY TO:

- Act without direct supervision and exercise independent discretion.
- Understand and carry out oral and written instructions.
- Communicate effectively with co-workers, superiors and the general public, both orally and in writing.
- Cope with situations firmly, courteously and tactfully, and with respect for the rights of others.
- Effectively deal with violations of rules, policies, and procedures on an impartial basis.
- Maintain standards of physical fitness.

MACHINES, TOOLS AND EQUIPMENT USED:

Operate a police vehicle, police radar equipment, computers/keyboards, BAC verifier machines, Telephones, police radios, mobile data terminals, tape recorders, firearms, batons, handcuffs and other police equipment related to the position.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or listen. The employee is occasionally 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 or 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.

MINIMUM EDUCATION AND EXPERIENCE REQUIRED:

Graduation from a standard high school, or a General Education Diploma (GED) or the equivalent.

LICENSES AND OTHER REQUIREMENTS:

- United States citizen.
- Not less than 21 years of age at the time of hire.
- Ability to fluently read and write the English language, using proper grammar, spelling and punctuation. Must meet minimum medical and health standards adopted by the Civil Service Commission.
- Positions in this class must meet Civil Service Rules and Regulations.
- Must possess a Washington State Drivers License or ability to obtain one within thirty days of hire.

Firearms qualification every six months.

CPR recertification yearly

BAC verifier certification

WWCIC certification- Access training

Successful completion of the Washington State Criminal Justice Training Commission's basic law Enforcement academy or equivalency academy, within the time frame required by Washington State Law.

WORKING CONDITIONS:

The working environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee frequently works in outside weather conditions. The employee occasionally worked near moving mechanical parts; in high, precarious places; and with explosives and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or Caustic chemicals, extreme cold, extreme heat, and vibration.

The noise level in the work environment is usually moderate.

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**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 City State Zip

Work Phone _____ Home Phone _____ Message phone _____

Are you prevented from lawfully becoming employed in this country because of Visa or immigration status?
 YES ___ NO ___ Proof of citizenship or immigration status will be required upon employment.

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 & Location	Major Subject	Circle # Yrs Completed	Graduate?/Degree
High School			9 10 11 12 GED	
College			1 2 3 4	
Business or 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, and volunteer activities. List promotions separately.

Job Title _____	Dates of Employment From ____ To ____
Employer _____	Hours Per Week _____
Supervisor/Title _____	Supervisor's Number _____
Employer's Address _____	City _____ State _____ ZIP _____
Number _____ Street _____	
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 _____	City _____ State _____ ZIP _____
Number _____ Street _____	
Briefly describe work duties and level of responsibility _____	

Last Salary \$ _____	
Number and type of employees supervised _____	
Reason for leaving _____	

Employment History Continued

Job Title _____	Dates of Employment From ____ To ____
Employer _____	Hours Per Week _____
Supervisor/Title _____	Supervisor's Number _____
Employer's Address _____	City _____ State _____ ZIP _____
Number _____ Street _____	
Briefly describe work duties and level of responsibility _____	

Last Salary \$ _____	
Number and type of employees supervised _____	
Reason for leaving _____	

Job Title _____	Dates of Employment From ____ To ____
Employer _____	Hours Per Week _____
Supervisor/Title _____	Supervisor's Number _____
Employer's Address _____	City _____ State _____ ZIP _____
Number _____ Street _____	
Briefly describe work duties and level of responsibility _____	

Last Salary \$ _____	
Number and type of employees supervised _____	
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 _____

Note: A conviction will not necessarily bar you from employment.

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 certified 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 statements in this application.

I understand that should I be offered a position as a City of Pacific employee, no actual or implied contractual commitment exists between me and the City of Pacific. Unless specifically provided in a contract or ordinance approved by the Mayor or Council, all employees are "employees at will," whose employment and compensation can be terminated, with or without cause and with or without notice, at the option of the City or the employee.

Signature of Applicant _____ Date _____

Pacific Civil Service Commission

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 _____

PERSONAL HISTORY

Are you a United States Citizen? YES ___ NO ___
Are you at least 21 years of age? YES ___ NO ___
Are you a high school graduate (or GED)? YES ___ NO ___
Do you have a valid driver's license? YES ___ NO ___

EXPERIENCED POLICE OFFICER

I am a graduate of a municipal or regional Basic Law Enforcement Training Academy or equivalent and I have at least one-year full-time experience as a commissioned, sworn, paid, municipal, county, state, or federal police officer.

YES ___ NO ___

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.

Are you a graduate of a state or regional Basic Law Enforcement Academy?

YES ___ NO ___

ATTACH COPY OF GRADUATION CERTIFICATE.

Name of Academy and location	Dates of Attendance
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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. Give reasons for transfers or reassignments. Be specific.

REASON FOR EXPERIENCED OR LATERAL TRANSFER:

Please give your reasons for leaving your current 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?

YES ___ NO ___

If yes, explain the circumstances.

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 complete paragraph in **black ink** in your own handwriting)

Are you willing to work all hours of the day, all days of the week, holidays, and overtime when assigned or requested? YES ___ NO ___

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.

The facts set forth in my application for examination and supplemental skills inventory are true and complete. I understand that if qualified for examination, or employed, false statements on this application shall be considered sufficient cause for dismissal. You are hereby authorized to make any investigation into my personal or work history through any investigative agencies of your choice.

This applicant, by signing this application consents to a thorough background investigation and specifically waives any right to inquire as to the contents of or obtain copies of the material received as a result of such background investigation.

Date	Applicant's Printed Name	Applicant's Signature
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CITY OF PACIFIC
POLICE DEPARTMENT

133 Third Avenue S.E.
Pacific, WA 98047
Phone: 253-929-1130
FAX: 253-929-1194
pacpd@ci.pacific.wa.us

WAIVER AND AUTHORIZATION TO RELEASE INFORMATION
THIS DOCUMENT AFFECTS YOUR LEGAL RIGHTS. READ IT CAREFULLY BEFORE SIGNING.

To Whom It May Concern:

I, the undersigned, authorize you to furnish to the City Of Pacific or its agencies any and all information that you have concerning me, my work record, my reputation, my medical records, my psychological testing and analysis plus recommendation, my military service records, my educational background and records, my financial status and credit history, and such other information and records as you have in your possession relating to me. Information of a confidential or privileged nature may be included in the materials you provide to the City Of Pacific or its agents. Your reply will be used to assist the City Of Pacific or its agents in determining my qualifications and fitness for a position I am seeking with the City Of Pacific and/or one of its departments or agencies.

I understand my right to request access to any public records relating to me pursuant to Title 5 of the United States Codes, Section 552 *et seq.*, the privacy Act of 1974, the Freedom of Information Act, and Revised Code of Washington (RCW) 42.17 *et seq.*, and specifically waive those rights understanding that the information furnished will be used by the City of Pacific and/or its agencies or departments in conjunction with the employment procedures. I further acknowledge that I have at all times had the right to seek assistance of counsel regarding my making this free and knowing waiver of my rights.

I will make NO attempt to gain access to the information provided by you to the City of Pacific and/or its agencies or departments in conjunction with this employment process and hereby expressly waive any rights I may have to request the disclosure of information provided by you to the City of Pacific and/or its agencies or departments in conjunction with this employment process.

Further, I do hereby release you, your organization, your agents, and others from any liability or damage which may result from furnishing information to the City of Pacific pursuant to this waiver and authorization to release information.

Applicant's Name (Printed)

Date

Applicant's Signature



CITY OF PACIFIC

100 - 3RD AVENUE SOUTHEAST
PACIFIC, WASHINGTON 98047
CITY HALL (253) 929-1100
FAX (253) 939-6026

PACIFIC CIVIL SERVICE COMMISSION VETERANS' PREFERENCE FORM

State Civil Service Law (RCW 41.04.005, RCW 41.04.007, RCW 41.04.010) provides for preference points in competitive examinations for Veterans. To qualify, an applicant must:

>>> Have received an honorable discharge or discharge for physical reasons with an honorable record; and

>>> Have served in at least one of the following capacities:

- (1) As a member in any branch of the armed forces of the United States, including the national guard and armed forces reserves, and has fulfilled his or her initial military service obligation;
- (2) As a member of the women's air forces service pilots;
- (3) As a member of the armed forces reserves, national guard, or coast guard, and has been called into federal service by a presidential select reserve call up for a least one hundred eighty cumulative days;
- (4) As a civil service crewmember with service aboard a U.S. army transport service or U.S. naval transportation service vessel in ocean going service from December 7, 1941, through December 31, 1946; or
- (5) As a member of the Philippine armed forces/scouts during the period of armed conflict from December 7, 1941, through August 15, 1945.

I want to claim Veterans' Preference based on the following information.

Dates of Service: From: _____ To: _____
Month/Day/Year Month/Day/Year

Are you receiving veteran's retirement payments for military service? Yes ___ No ___

Have you ever used Veterans' Preference to obtain employment? Yes ___ No ___

If yes, list the job and employer: _____

You must submit a copy of your DD-214 (or other relevant form if no DD-214). Failure to do so may result in loss of veteran's preference.

Print Name _____

Signature

Date

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.