



City of Port Angeles Employment Opportunity

Recruitment Closes July 31, 2010

~Applications must be received by Monday August 2, 2010

LATERAL POLICE OFFICER

The Port Angeles Police Department is a progressive, State-accredited, community policing oriented, professional agency currently consisting of 33 commissioned employees, and a civilian contingent of 27 who are primarily responsible for police records and the PENCOM 911 Communications Center. The Department has an assigned school resource officer in addition to other staffing including a downtown officer, Drug Task Force officer, two K-9 officers and a detective division. All officers and detectives are assigned a police vehicle. Home storage of police vehicles is authorized for officers living within a prescribed distance and response time. The Department anticipates filling one vacancy in 2010.

Salary: \$4,726 - \$5,628 per month, or \$56,712 - \$67,533 annually, plus education pay. Depending on training and length of experience, lateral police officers may start above the first step of the salary range.

Benefits: Commissioned officers are represented by Teamsters Local #589 and contractual benefits include a competitive salary, paid vacation, sick leave and holidays; overtime pay, quartermaster uniform system, standby pay, education incentive pay, longevity pay, and 3.1% deferred compensation.

Requirements:

- Must be a minimum of 21-years of age at time of hire and a United States citizen.
- Associates degree or the equivalent 90-quarter credits is required.
- Bachelor's degree with coursework in criminal justice and public service experience is preferred.
- Must have graduated from a municipal or regional Basic Law Enforcement Training Academy or equivalent, as accepted by the Washington State Criminal Justice Training Commission.
- Must have been successfully employed for a minimum of one (1) year with a municipal, county or state law enforcement agency in a general law enforcement capacity.
- Out of state applicants must successfully complete the Washington State Academy two-week equivalency course within the first 12 months of employment.
- Other necessary skills: excellent communication skills and good physical experience.
- Must pass a background investigation, polygraph and psychological examination, and pre-employment physical examination prior to hire.
- Must have a good driving record and valid Washington State driver's license at the time.
- Must have no felony criminal convictions or any other conviction that would disqualify a successful applicant. See special employment requirements on the back.
- Must be willing to work any shift assigned, weekends and holidays in a 24-hour, 7-day a week operation.
- *An applicant must have completed preliminary testing with www.publicsafetytesting.com and requested their testing results to be sent to the City of Port Angeles.*

To apply: Applications can be downloaded from the City's website at www.cityofpa.us. Applicants must meet the qualifications above and return the application, qualifications checklist and DD-214 (if applicable) to **Human Resources, 321 E 5th St. Port Angeles, WA 98362.** Please email Abbi Gates @ agates@cityofpa.us or call 360-417-4510 for more information.

Civil Service Testing Process:

The Civil Service testing process for this position includes completion of Public Safety Testing exam, and completion of a computerized written exercise and interview with the City of Port Angeles.

- Applicants must meet the minimum requirements to be invited for further testing.
- Applicants requesting “veteran’s scoring status” must complete and submit the appropriate form and a copy of their DD-214 at the time of application.
- Test scores are weighted, combined, and rank-ordered to form the eligibility list, and applicants must pass each portion of the exam to be ranked on the list.
- Each applicant will receive notice of his or her standing and rank on the eligibility list.

Hiring Information:

Upon certification of the eligibility list, the Police Department will receive the top five names on the list for the current vacancy, as per the Civil Services rules, to proceed with interviews and further screening as determined, which may include the background check, polygraph, psychological, and pre-employment medical exam.

Port Angeles, Washington, USA

The City of Port Angeles is located on the north Olympic peninsula, gateway to Olympic National Park, one of the Northwest’s premier recreational destinations. Port Angeles offers small-town charm with easy access to urban amenities. Its full-service City government is committed to providing responsive and progressive leadership for all citizens. Port Angeles offers quality schools, affordable housing, livable neighborhoods, and dedicated citizens involved in all aspects of community life.

Equal Employment Opportunity Statement

It is the policy of the City of Port Angeles Police Department, consistent with applicable federal and state laws, to afford equal employment opportunities to its employees and applicants for employment on the basis of fitness and merit, without regard to race, color, or creed, without regard to their sex, marital status, genetic information, or religion, and without regard to their national origin, mental or physical disability and without regard to other legally protected class-statuses. It is not the intent of this policy to permit or require the lowering of bona fide job requirements or qualification standards to give preference to any employee or applicant for employment.

Additionally it is the policy of the Port Angeles Police Department to provide its employees a viable means for communicating and resolving grievances and complaints regarding allegations of unlawful discriminatory employment practices. All allegations of failure to comply with this policy will be investigated and appropriate action will be taken to enforce the policy.

City of Port Angeles
Lateral Police Officer
Qualifications Checklist

Name _____

(Please Circle)

Entry-Level Requirements:

- | | | |
|--|-----|----|
| 1. Are you a citizen of the United States? | Yes | No |
| 2. Are you or will you be at least 21 years of age at time of hire? | Yes | No |
| 3. Do you have an Associates Degree from an accredited institution OR the equivalent of 90-quarter credits of study?
Institution: _____ Field: _____ | Yes | No |
| 4. A Bachelor's degree with coursework in criminal justice and public service experience is preferred. Do you have a B. A. or B. S. ?
Institution: _____ Field: _____ | Yes | No |

If you do not have a minimum of 90-quarter credits of higher education, your application will not be considered further

Lateral-Level Requirements:

- | | | |
|---|-----|----|
| 5. Are you currently employed with a law enforcement agency?
Have you been successfully employed for a minimum of one (1) year with a municipal, county or state law enforcement agency in a general law enforcement capacity? | Yes | No |
| <i>Agency</i> | | |
| <i>Dates of Employment</i> | | |

- | | | |
|---|-----|----|
| 6. List the municipal, state or regional Basic Law Enforcement Training Academy or equivalent agency that you have completed. | Yes | No |
| <i>Training Academy</i> | | |
| <i>Date of Completion</i> | | |

Out-of-state applicants:

If you completed your law enforcement training with an out-of-state agency, you must be able to successfully complete the Washington State Criminal Justice Training Academy two-week equivalency course within 12 months of employment.

As far as you know, would you be able to complete this training? **Yes** **No**

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|--|------------|-----------|
| 7. This position requires the following physical demands: Work requires an officer to maintain physical fitness and endurance to perform rescue, render first aid; detain, arrest and transport subjects or assist other agencies in emergency situations, which may involve holding, reaching, pushing, pulling, bending, stooping, lifting, running, jumping or other physical exertion.

Are you able to meet these requirements? | Yes | No |
| 8. Do you () have or are you () able to obtain a valid Washington State driver's license at time of hire? | Yes | No |

Have you received any traffic tickets in the past five years? If yes, list each citation and Yes No

infraction and the dates you received them.

Have you been involved in a traffic accident, on or off duty, in the last five years? If yes, please explain and list the date. Yes No

9. Police Officers must be willing to work any shift assigned, weekends and holidays in a 24-hour, 7-day a week operation. Are you able and willing to work this schedule? Yes No

10. If you become a finalist for this position, you must pass an extensive personal background investigation (including references, credit/financial checks, fingerprint and criminal history, sexual offenses, drug use and driving record), polygraph examination for law enforcement, physical and psychological examination prior to hire. Are you willing to submit to these screenings? **Yes No**

Please review the "Special Employment Requirements" for working in the Port Angeles Police Department on the back of this page. Initial here: _____

As far as you know, would you be able to pass these screenings? Yes No

The following questions refer to your past or current employment in law enforcement:

11. Have you ever been terminated for cause, terminated during probation, asked to leave or resigned in lieu of termination from any public safety position? Yes No
If yes, please explain in detail on a separate piece of paper.

12. Have you ever had any substantiated complaints against you while performing the duties of a law enforcement officer? Yes No
If yes, please explain in detail on a separate piece of paper. Include the type of complaint, reason for the complaint, date, and resolution. If you have had more than one substantiated complaint, please cite each one.

13. Have you ever had a disciplinary action imposed on you while performing the duties of a law enforcement officer? **Yes No**
If yes, please explain the circumstances in detail on a separate paper, including what action was taken, the reason for the disciplinary action, the name and address of your employer and the date of the action. If you have received more than one, please cite each instance.

14. Have you ever been investigated due to a complaint regarding sexual harassment, hostile work environment or discrimination? Yes No

I CERTIFY THAT ALL INFORMATION ON THIS APPLICATION AND ANY ATTACHMENT IS CORRECT. I FURTHER UNDERSTAND THAT ANY MISREPRESENTATION OR FALSE STATEMENTS ON THIS APPLICATION WILL BE CAUSE TO REJECT THIS APPLICATION, OR IF EMPLOYED, WILL BE CAUSE FOR DISMISSAL.

SIGNATURE: _____

DATE: _____



Port Angeles Police Department Special Employment Requirements

Employees hired by the Port Angeles Police Department are subject to a high standard of legal, moral and ethical behavior in the performance of work in law enforcement. In order to be employed by the Department, each applicant must pass a background investigation, polygraph and psychological examination to verify his or her ability to meet and uphold department standards. The following requirements serve as a guideline for applicants, but are not all-inclusive. Applicants who are eliminated from the hiring process for any of the following reasons must wait 36 months to re-apply for employment.

AUTOMATIC DISQUALIFIERS: Applicants will *automatically be disqualified* for the following violations:

- Been convicted of a felony (or pled “nolo contendere” to a felony charge), or any offense that would be a felony if committed in Washington State.
- Convicted of Reckless Driving, Driving Under the Influence, Driving After Suspended or Revoked within preceding 5 years.
- Been convicted of any crime under a domestic violence statute, been convicted of stalking or unlawful sexual misconduct.
- Been previously employed as a law enforcement employee and since has committed or violated federal, state or city laws pertaining to criminal activity.
- Committed any serious violation of Federal, State, City or County laws.
- Has received a dishonorable discharge from the United States armed forces.
- Lied during any stage of the hiring process.
- Falsified his or her personal history questionnaire or application.
- Drug involvement or use of illegal drugs:
 - ~Has or had a pattern of abusing prescription medication.
 - ~Sold marijuana, narcotics or dangerous drugs.
 - ~Used marijuana within the past 2 years, *for any purpose*.
 - ~Used any narcotic or dangerous drug by injection.
 - ~Used any dangerous drug or narcotic (excluding marijuana) within the past 5 years, *for any purpose*.
 - ~Used any dangerous drug or narcotic (excluding marijuana) more than 3 times in totality.
 - ~Used any dangerous drug or narcotic (including marijuana) other than for experimentation within the past 7 years. (The use of an illegal drug is presumed not to be for experimentation by the Port Angeles Police Department if the use of exceeds a total of 5 times in the past 7 years.)

DISCRETIONARY DISQUALIFIERS: Applicants *may, upon review, be disqualified* for employment for the following violations:

- Commission of a felony.
- Incarceration after conviction for any crime.
- Alcohol or substance misuse and/or abuse, other than above.
- Debts—A demonstrated unwillingness to honor fiscal contracts or just debts.
- Has received other than an honorable discharge from the United States armed forces.
- Received more than three moving traffic violations within the preceding 3 years; or received a reckless driving or driving after suspended/revoked violation within the preceding 5 years
- Suspension or revocation of driving license within the preceding 5 years.
- Excessive traffic violations.
- Involvement in more than one motor vehicle accident within the preceding 3 years for which the applicant received a traffic or criminal citation and was convicted, forfeited bail, or entered a plea of “guilty” or “nolo contendere”.
- Any other conduct or pattern of conduct that would tend to disrupt, diminish, or otherwise jeopardize public trust in the law enforcement profession.