



# City of Montesano

## CIVIL SERVICE COMMISSION

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### EXAMINATION ANNOUNCEMENT: POLICE OFFICER (LATERAL)

#### *CONTINUOUS RECRUITMENT*

**Salary Range (2016): \$4,454-\$5,567 Lateral officers start at Step C at \$5,011**

The City of Montesano is examining applicants, who have successfully completed the Washington State Basic Law Enforcement Academy (or equivalent), for potential employment as a full-time Police Officer. Lateral Officer candidates must be eligible for or currently possess Peace Officer Certification in good standing by the Washington Criminal Justice Training Commission.

This recruitment is continuous - applications are accepted at any time and will be scored according to an objective assessment of training and experience before being placed on a continuously updated eligibility for hire list which is then certified by the Civil Service Commission. The top three candidates from the eligibility list will be forwarded to the Chief of Police for consideration whenever a position becomes vacant or new positions are added.

The City of Montesano is the county seat for Grays Harbor County and has a population of approximately 4,000 residents with continued growth anticipated. The Police Department consists of the Chief of Police, one Lieutenant, six Patrol Officers, a Reserve Officer unit, one part time Parking Enforcement Officer, and one Police Deputy Clerk/Evidence Custodian. The Patrol Officers and Police Clerk are union-represented, civil service-tested positions.

All Police Officers are represented by the Montesano Police Association. The Patrol Division schedule currently consists of 4 - 12-hour work shifts followed by 4 days off. All medical, dental and vision coverage for the Officers and dependent family is currently covered by the City with only a slight employee co-pay for family members.

Our department is committed to community-oriented policing, which we implement in our daily patrols along with programs such as the Annual William Brookshire Bike Rodeo, National Night Out, and two city wide festivals; The Festival of Lights and The Historical Car Show.

The Montesano Police Department embraces the "community policing" philosophy as reflected in the department's mission statement:

*"Through citizen partnerships and problem solving, we will help build a stronger, more self sufficient community- a community in which crime and disorder will not thrive."*



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Applicants should be self-motivated with a strong desire to serve the community and promote professional law enforcement.

Members of the Montesano Police Department are very proud of their service to the community; all new applicants should have a history of demonstrative leadership and quality public service. Experienced officers from diverse cultural and ethnic backgrounds are encouraged to apply. The City of Montesano is an equal opportunity employer.

### **NATURE OF WORK:**

This position is responsible for the protection of life and property of the citizens of Montesano by the prevention of crime, apprehension of criminals, and the enforcement of laws and ordinances of the City of Montesano and the State of Washington. The work performed consists of assigned patrol, preliminary complaint investigation, and traffic regulation duties. Police work involves an element of personal danger and employees must be able to act without direct supervision and exercise independent judgment in meeting emergency situations. Assignments, general instructions, and special instructions are received from a superior officer who reviews work methods and results through reports, observations, discussion and evaluation reports.

### **EXAMPLES OF WORK:**

Patrols an area of the city, in a patrol car or on foot, to handle calls for service, prevent and discover criminal acts, apprehend offenders, and to enforce vehicle and traffic laws.

Responds to and resolve complaints involving victims of crimes, automobile accidents, and other calls for assistance.

Prepares written reports relating to investigated cases, complaints, and shift activities.

Administers first aid as needed, conducts preliminary investigations, gathers evidence, obtains witness statements, and makes arrests.

Testifies as a witness in court.

Conducts accident investigations; provides first aid for injured; takes safeguards to prevent further accidents; interviews involved parties and witnesses; takes statements; examines vehicles, roadways, traffic controls, and obstructions to view; clears obstructions and records data; and prepares detailed accident reports.

Performs varied duties such as traffic control; police protection at fires, parades, processions, and sporting events; controls school crossing traffic; and checks and reports on deficient street lights, signs, and road surfaces.



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### **DESIRABLE KNOWLEDGE, ABILITIES, AND SKILLS:**

Knowledge of the geography of the city, the location of important buildings and the city street system.

Ability to cope with situations firmly, courteously, tactfully, and with respect for the rights of citizens.

Ability to analyze situations quickly and objectively, and to determine proper courses of action.

Ability to understand and carry out oral and written instructions.

Ability to write and speak effectively, including over the radio.

Ability to establish and maintain effective working relationships with other employees and the general public.

Skill in the use and care of firearms, and in first aid practices.

### **REQUIREMENTS:**

- High School graduate or GED equivalent.
- Successful completion of the Washington State Criminal Justice Training Commission Basic Law Enforcement Academy (BLEA) or its equivalent with Washington BLEA Equivalency Academy.
- Certified Washington State Peace Officer in good standing (no pending decertification actions).
- Ability to meet physical, medical and background standards for Police Officers as established by the City.
- 21 years of age at time of application.
- United States Citizen.
- A valid Washington state Driver's License upon hire and acceptable driving record.

### **SPECIAL REQUIREMENTS:**

As a condition of employment, candidates will be required to successfully complete the following:

- Background investigation by the Police Department (criminal activity, employment history, credit history, driving record, etc.).

Following a conditional offer of employment, a prospective officer must successfully complete, as a condition of final employment:

- A medical examination by a licensed physician, including drug test;
- A psychological examination by a licensed psychologist to establish fitness for duty;
- Polygraph examination.



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### EXAMINATION PROCEDURES:

A qualifications examination, based on the scoring of past training and experience, will be conducted of all qualified lateral applicants. Those candidates passing the qualifications examination will be ranked on an eligibility list in the order of the examination score. The qualifications examination measures the applicant's self-declared expertise and experience in a number of policing areas including: patrol work, youth liaison work, DARE, detective, field training officer, emergency vehicle operations instructor, firearms instructor, defensive tactics instructor, and relief supervisor.

Following certification, an eligibility hire list may be used, at the discretion of the Police Chief, to fill vacancies. The Chief may request either the lateral list or the entry level eligibility list, based upon the needs of the department.

The Chief may choose from among the top three candidates on an eligibility list. Candidates may be asked to interview with the Chief and/or his designee. All requirements would have to be satisfactorily completed by the candidate as a condition of hire.

Candidates appointed to a Police Officer position will be required to satisfactorily complete a 12-month probationary period in accordance with Montesano Civil Service Rules. Salary levels and certain other conditions of employment are established by a collective bargaining agreement.

Veteran's Scoring Criteria will be added to the final score for those who qualify under the City's civil service rules. If you wish to request veteran's scoring criteria, you must complete a City of Montesano veteran's scoring criteria form and return it, along with a form DD214, with your job application. Unclear information or information that is not supported by the DD214 will be disregarded.

*Under Washington state law, if you have previously utilized Veteran's preference or scoring criteria to obtain a public service job, you may not claim preference or scoring criteria a second time.*

### CONDITIONS OF EMPLOYMENT:

In accordance with the Immigration and Nationality Act (INA), Section 274A, all new employees must show employment authorization to work in the United States and verification of identity. Applicants are advised that this documentation is a condition of employment with the City of Montesano. New employees will be advised of acceptable documents to verify identity and work authorization.

### HOW TO APPLY:

Applicants may retrieve the required application materials and lateral experience qualifications test from the City's Internet webpage at [www.Montesano.city](http://www.Montesano.city). You may request a Police Officer (Lateral Entry) application packet by contacting the City's Civil Secretary, at (360) 249-4245 or [civilservice@montesano.us](mailto:civilservice@montesano.us).

***Resumes or other application forms will not be accepted in lieu of the official application packet.***