



City of Hoquiam

CIVIL SERVICE COMMISSION

Updated February 2011

EXAMINATION ANNOUNCEMENT: POLICE OFFICER (LATERAL)

CONTINUOUS RECRUITMENT

The City of Hoquiam 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. 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.

Hoquiam is the second largest city in Grays Harbor County and has a population of approximately 8,845 residents. The Police Department currently has an authorized strength of 19 sworn officers, in addition to an Administrative Assistant, Police Service Officer and Animal Control Officer. The Department has four divisions: Administration, Patrol, Investigations and Police Services. The department handles over 14,000-17,000 Law Incidents per year and is a member of the Grays Harbor Drug Task Force with one Detective assigned full-time to the unit.

All Police Officers are represented by the Hoquiam Police Association. The Patrol Division schedule currently consists of three 12-hour work shifts followed by three days off. Approximately one week per month, Officers work only two shifts, with four days off. All medical, dental and vision coverage for the Officers and dependent family is currently covered by the City with a slight employee co-pay.

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

"Through community partnerships and problem solving, we take a unified stance against crime, violence, disorder and disregard for the law. With the budgetary support and cooperation of the citizens we serve, we help Hoquiam to be strong and self sufficient- because a strong community is a safe community."

Applicants should be self-motivated with a strong desire to serve the community and promote professional law enforcement. Members of the Hoquiam 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 Hoquiam is an equal opportunity employer.



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NATURE OF WORK:

This position is responsible for the protection of life and property of the citizens of Hoquiam by the prevention of crime, apprehension of criminals, and the enforcement of laws and ordinances of the City of Hoquiam 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.

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.



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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.

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



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training officer, emergency vehicle operations instructor, firearms instructor, defensive tactics instructor, and relief supervisor.

Following certification, an eligibility for 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 Hoquiam 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 Hoquiam 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 Hoquiam. 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.cityofhoquiam.com.

You may request a Police Officer (Lateral Entry) application packet at Hoquiam City Hall, 609 8th Street, Hoquiam, Washington 98550- or contact the City's Administrative Secretary, Robin Smith at (360) 532-5700 x 231 or rsmith@cityofhoquiam.com.

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



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LATERAL POLICE OFFICER APPLICATION QUESTIONNAIRE

DATE: _____ APPLICANT NAME: _____

1. Are you a United States Citizen? Yes No
2. Are you now at least 21 years of age? Yes No
3. Do you possess a valid Washington State Driver's License? Yes No
4. Have you successfully completed high school or GED equivalent? Yes No
5. Have you successfully completed the probationary period at your most recent law enforcement department or agency (not required)? Yes No
6. Have you successfully completed the Washington State Basic Law Enforcement Training Academy (BLET)? Date of completion: Yes No
7. Are you a certified Washington State Peace Officer in good standing (no pending de-certification actions)? Yes No
8. If you have successfully completed basic law enforcement training through another state, or federal academy, please list the academy/ location: _____ and date of completion: _____
9. If you have completed the Washington State Basic Law Enforcement Equivalency Academy in conjunction with another state or federal academy as listed in question #8, list date of completion: _____

PRIOR LAW ENFORCEMENT EMPLOYMENT:

Name/ Address of Employer: _____
Dates of Employment: (start) _____ (end) _____
Title or Position: _____
General Job Duties: _____
Name/ Phone Number of Last Supervisor: _____

Name/ Address of Employer: _____
Dates of Employment: (start) _____ (end) _____
Title or Position: _____
General Job Duties: _____
Name/ Phone Number of Last Supervisor: _____

Name/ Address of Employer: _____
Dates of Employment: (start) _____ (end) _____
Title or Position: _____
General Job Duties: _____
Name/ Phone Number of Last Supervisor: _____



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PRIOR LAW ENFORCEMENT TRAINING:

(Only list the top 5 courses- additional courses can be included on your resume.)

Name of Course:
Length (hours) of Training:
Instructor or Institution:
Date(s) Attended:

Name of Course:
Length (hours) of Training:
Instructor or Institution:
Date(s) Attended:

Name of Course:
Length (hours) of Training:
Instructor or Institution:
Date(s) Attended:

Name of Course:
Length (hours) of Training:
Instructor or Institution:
Date(s) Attended:

Name of Course:
Length (hours) of Training:
Instructor or Institution:
Date(s) Attended:

NOTICE: Resumes or other application forms will not be accepted in lieu of this part of the official Lateral Officer application packet.

I hereby authorize the Hoquiam Police Department to conduct a complete background investigation into my complete history, including my former employment, together with any and all information concerning my personal ability, personal character, credit history, arrest record, traffic record, personal and professional references and other background information. I hereby release any law enforcement agency, company, corporation, or individual from any and all liability for furnishing any information concerning my background.

I hereby certify that there are no willful misrepresentations or falsification of statements and answers to questions in my application or in any documents relating to my background. I am aware that should investigation disclose such misrepresentations and falsifications, my application will be immediately rejected and/or my employment immediately terminated.

SIGNATURE OF APPLICANT: _____ DATE: _____



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LATERAL POLICE OFFICER LISTING OF QUALIFICATIONS

DATE: _____ APPLICANT NAME: _____

This listing of qualifications form will be the basis of the LATERAL OFFICER examination process. You will be asked a number of questions regarding your work experience and past training related to the position of LATERAL police officer. Please answer all the questions honestly, accurately and to the best of your ability. The responses you provide will be scored by the Civil Service Examiner. Your final weighted score will become the basis for your ranking on the list for hire. This form is designed to be completed electronically as a Word document.

Since this is a continuous process, your score will place you on the list as it exists at the time of application. The list may change over time as applicants and scores are added.

WARNING:
Your answers will be verified through the application materials that you submit and through reference/ background checks. Willful misrepresentation on this or any other applications to the city will be cause for immediate disqualification from consideration for this position, or if discovered after employment is offered or accepted, grounds for immediate termination.

INSTRUCTIONS:
 For each work area listed below, choose the statement from the level description listed that **BEST** describes your experience and/or training. You may select only one "score ranking" level for each identified experience or training area, unless you are certified in multiple disciplines (such as listed under defensive tactics instructor). Check the box which best applies to your background.

Space below the scoring box is provided for you to justify, explain and clarify your response in each category. In this explanation line, you should include specifics about your training and experience- to include special training courses, law enforcement certifications, and a description of the months/years of service within said position or assignment.

EXPERIENCE SCORING:

Police Patrol Experience	Select ONE box to most clearly identify your experience.	<input type="checkbox"/> A: Completed Washington State Basic Law Enforcement Academy (BLEA), no experience yet in patrol. <input type="checkbox"/> B: Completed BLEA and currently in (or did not complete) a field training program. <input type="checkbox"/> C: Completed BLEA and successfully completed a field training program. <input type="checkbox"/> D: Completed BLEA, completed a field training program & assigned to patrol for one year of experience. <input type="checkbox"/> E: Completed BLEA, completed a field training program & assigned to patrol for two or more years of experience.
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Assignment to Schools	Select ONE box to most clearly identify your experience.	<input type="checkbox"/> A: Completed training as a School Resource Officer, Gang Officer or DARE Officer- no experience yet at a school. <input checked="" type="checkbox"/> B: Assigned as School Resource Officer, Gang Officer or DARE Officer for one school year. <input type="checkbox"/> C: Assigned as School Resource Officer, Gang Officer or DARE Officer for two school years. <input type="checkbox"/> D: Assigned as School Resource Officer, Gang Officer or DARE Officer for three or more school years.
Detective or Investigation Assignment	Select ONE box to most clearly identify your experience.	<input type="checkbox"/> A: Assigned as full-time detective- under one year. <input type="checkbox"/> B: Assigned as full-time detective for two years. <input type="checkbox"/> C: Assigned as full-time detective for three years. <input type="checkbox"/> D: Assigned as full-time detective for four years or more.
Field Training Officer	Select ONE box to most clearly identify your experience.	<input type="checkbox"/> A: State trained or certified as FTO, no experience in training a recruit. <input type="checkbox"/> B: State trained or certified as FTO and have trained one recruit in full training phase. <input type="checkbox"/> C: State trained or certified as FTO and have trained two recruits in full training phase. <input type="checkbox"/> D: State trained or certified as FTO and have trained three or more recruits in full training phase.
Shift Supervisor	Select ONE box to most clearly identify your experience.	<input type="checkbox"/> A: Supervise volunteer groups such as Crime Watch, Explorers or Reserve Officers. <input type="checkbox"/> B: Occasionally assigned as the officer-in-charge of at least one other patrol officer in absence of sergeant or supervisor. <input type="checkbox"/> C: Regularly assigned or designated shift officer-in-charge of at least one other patrol officer in lieu of sergeant or supervisor. <input type="checkbox"/> D: Held rank of a shift supervisor such as corporal, sergeant or equivalent.



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Firearms Officer or Instructor	Select ONE box to most clearly identify your experience.	<input type="checkbox"/> A: State trained or certified as Firearms Officer, no experience in teaching. <input type="checkbox"/> B: State trained or certified as Firearms Officer, one year experience in teaching. <input type="checkbox"/> C: State trained or certified as Firearms Officer, two years experience in teaching. <input type="checkbox"/> D: State trained or certified as Firearms Officer, three or more years experience in teaching.
Emergency Vehicle Operations Instructor	Select ONE box to most clearly identify your experience.	<input type="checkbox"/> A: State trained or certified as EVOC instructor, no experience in teaching. <input type="checkbox"/> B: State trained or certified as EVOC instructor, one year experience in teaching. <input type="checkbox"/> C: State trained or certified as EVOC instructor, two years experience in teaching. <input type="checkbox"/> D: State trained or certified as EVOC instructor, three or more years experience in teaching.
Defensive Tactics or Defensive Weapons Instructor	Select the box or boxes which most clearly identify your experience.	Certified and/or trained by state or agency as a defensive tactics instructor: <input type="checkbox"/> Defensive Tactics Instructor -OR- <input type="checkbox"/> Defensive Tactics Master Instructor <input type="checkbox"/> TASER Instructor <input type="checkbox"/> Baton Instructor <input type="checkbox"/> OC Instructor <input type="checkbox"/> Impact Ammunition Instructor <input type="checkbox"/> Other DT Instructor (list below)
Collision Investigation Training	Select ONE box to most clearly identify your training.	<input type="checkbox"/> Basic investigation in academy. <input type="checkbox"/> 40-hour collision investigation course. <input type="checkbox"/> 80-hour advanced collision investigation. <input type="checkbox"/> 120-hour technical collision investigation. <input type="checkbox"/> Certified collision reconstructionist.

ADDITIONAL INFORMATION OR CLARIFICATION:

I hereby authorize the Hoquiam Police Department to conduct a complete background investigation into my complete history, including my former employment, together with any and all information concerning my personal ability, personal character, credit history, arrest record, traffic record, personal and professional references and other background information.



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I hereby release any law enforcement agency, company, corporation, or individual from any and all liability for furnishing any information concerning my background.

I hereby certify that there are no willful misrepresentations or falsification of statements and answers to questions in my application or in any documents relating to my background. I am aware that should investigation disclose such misrepresentations and falsifications, my application will be immediately rejected and/or my employment immediately terminated.

PHONE: CELLULAR: EMAIL:

SIGNATURE OF APPLICANT: _____ DATE: _____



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VETERAN'S SCORING CRITERIA DECLARATION

DATE:

NAME:

I hereby certify that I have been released from active duty and I received an honorable discharge, received a discharge for physical reasons with an honorable record, and have been released from active military service with evidence of service other than that for which an undesirable, bad conduct or dishonorable discharge was issued. YES NO

IF YOU ANSWERED "NO" TO ABOVE, DO NOT COMPLETE THIS FORM

I hereby claim veteran's preference scoring criteria for the position I have applied because I served during a period of war or hostile environment and *I am not currently receiving military retirement.* YES NO

I hereby claim veteran's preference scoring criteria for the position I have applied because I served during a period of war or hostile environment and *I am currently receiving military retirement.* YES NO

I am a veteran of the following WAR(S) OR CONFLICT(S): _____ .

Have you previously claimed veteran's preference or scoring criteria to be appointed to any position with a county or municipal government, or any other political subdivision in the State of Washington? YES NO

I realize that reserve components, Washington State Guard and National Guard service for less than six continuous months is NOT regarded as active duty. YES NO

I certify that the above information is true and correct to the best of my knowledge and I understand that by falsely claiming veteran's scoring criteria or preference, I subject myself to removal from the eligibility list and/ or termination from employment. YES NO

I acknowledge that it is my responsibility to provide an appropriate copy of form DD214 with this document as proof of my claim to veteran's scoring criteria or preference. YES NO

SIGNATURE: _____ DATE: _____

****ATTACH COPY OF DD214 FORM TO THIS DOCUMENT FOR SUBMISSION WITH OTHER EMPLOYMENT APPLICATION FORMS****