



JOB ANNOUNCEMENT

6000 Main St SW, Lakewood, WA 98499-5027, (253)589-2489, FAX (253) 589-3774

CIVIL SERVICE POSITION: Police Officer – Entry Level
CLOSING: Open Continuously
2010 SALARY: \$4,643 monthly
FLSA STATUS: Nonexempt. This position is eligible for overtime compensation.

BASIC FUNCTION: Under the direction of a Police Sergeant, perform general duty police work involving resolution of citizen and public safety concerns; the protection of life and property; the enforcement of laws and ordinances; the prevention and investigation of crimes; and maintenance of order. The incumbent in this position will help create and nurture a community oriented public safety department as envisioned by the City Council and set forth in the department vision and values statement: will respond positively to citizen concerns, encourage citizen involvement and the development of creative approaches to public safety; will participate in the coordination of Police Department efforts to impact perceived and actual crime problems; and will provide feedback to the department on community concerns and initiatives.

REPRESENTATIVE DUTIES: Respond to emergency and routine calls for service. Perform computer inquiries from the patrol vehicle and stationary terminals. Serve and enforce civil process issued by the courts to include restraining orders, orders for protection, no contact orders, anti-harassment orders and subpoenas; serve arrest and search warrants. Provide the public with general information on laws and ordinances; explain process of filing a formal complaint; direct citizens to appropriate authorities as necessary, reassure the public regarding concerns with safety. Attend meetings, seminars and other training classes to maintain current knowledge of criminal and civil laws, as well as technical skills to remain proficient in the performance of duty; may train other employees. Document incidents and actions by writing case reports and field interview cards; maintain daily logs and prepare other related reports. Patrol designated area of city in police vehicle, on foot patrol, bicycle patrol and/or other conveyances on an assigned shift; patrol business and residential districts to provide an element of safety by obvious visibility; look for crimes or potential crimes or hazardous situations in progress. Act as primary investigator of all crimes occurring within assigned areas during duty hours; make on scene arrests when warranted; protect crime scenes in situations warranting additional investigation; use varying and justifiable degrees of physical force to overcome resisting suspects and to protect self and others from injury. Pursue fleeing suspects on foot and in vehicles; perform rescue and pursuit operations. Investigate and/or handle complaints involving family disputes, juvenile disputes, mentally disabled persons. Provide first aid cardiopulmonary resuscitation to injured persons. Take immediate action to remedy hazards and protect life and property. Stop traffic violators and take appropriate remedial action; identify suspicious individuals and question their activities. Apprehend violators or offenders of the law; in situations where lawful arrests are resisted, the officer must be prepared and able at times through training, judgment and high levels of physical exertion to use justifiable levels of force to overcome the resistance and protect citizens, themselves, fellow officers. Tactfully diffuse any verbal abuse which may occur in the course of performing work assignments. Endure verbal and mental abuse when confronted with hostile views and opinions of suspects and others encountered in an antagonistic environment. Testify in court hearings. Search for lost or wanted persons over varying terrain and conditions for extended periods of time. Perform 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. Determine when a lawful search or arrest can or should be attempted; determine when and to what extent physical force should be used, as governed by law and department regulations. Investigate traffic accidents in various weather and traffic conditions; physically direct traffic; place temporary traffic control devices such as portable stop signs, barricades and other forms of directional signing as needed. Read, review, interpret, serve and enforce various court orders. Develop knowledge about known offenders and businesses possibly involved in or promoting criminal activity; correlate records of such criminal activity. Recover lost or stolen property; lift and move commonly recovered items such as bicycles, televisions, stereo components, tools, automotive wheels and parts, and small safes without destroying or damaging items. Assist in administrative duties such as coordinating multi-department response to persistent criminal activity, planning police/community relations events, and training, leading or coordinating non-sworn work units such as Parking Enforcement. Attend neighborhood meetings and interact with community members to solve neighborhood problems, improve community and police relations and build public trust. Prepare affidavits for search warrants; interview witnesses and suspects. Develop and use informants and other investigative aids; appear in court to present evidence and to testify against persons accused of crimes. Provide assistance and referrals for domestic violence cases, indigent persons and stranded individuals. Prepare material to present at training sessions for police officers or others, including schools, businesses, private citizen groups, etc. Perform related duties as assigned.

EDUCATION AND EXPERIENCE: High school graduation or equivalent. College level coursework in law enforcement or a related field, bilingual capability, community policing, investigations or proactive response programs and specialized law enforcement training are highly desirable. **LICENSES AND OTHER REQUIREMENTS:** Requires graduation from Washington State Criminal Justice Center Basic Law Enforcement Academy within first year of employment, valid Washington driver's license by hire date, and satisfactory results of stringent personal background investigation.

TO APPLY: Entry-level Police Officer applicants must apply through Public Safety Testing at www.publicsafetytesting.com. Candidates who pass the physical agility testing and the written exam administered by Public Safety Testing will be placed on an initial eligibility list. Names will be listed in ranked order based upon written exam score, and names may remain on the list for a period of up to one year. Top scoring candidates will be invited to an oral board interview and those who pass will be ranked on a continuous eligibility list. The Commission certifies the eligibility list each time new names are merged onto the current list. A candidate's name may remain on the list for a period of up to one year. EOE.