



JOB ANNOUNCEMENT

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

CIVIL SERVICE POSITION: Police Officer – Lateral (Experienced)
CLOSING: Open Continuously
2010 SALARY RANGE: \$4,643 - \$5,862 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 or state approved equivalent. If out-of-state, candidates must also successfully complete the Washington State Criminal Justice Center Equivalency Academy within 90 days of employment, valid Washington driver's license by hire date, and satisfactory results of stringent personal background investigation.

TO APPLY: To request the Employment Application Form and required Self-Screening and Supplemental Questionnaires call the 24-hour job line at (253) 512-2265, or download from www.cityoflakewood.us. Reapplication is acceptable at any time unless formally notified otherwise by the Lakewood Civil Service Commission. EOE.

EXAMINATION BULLETIN LATERAL POLICE OFFICER

- Applications will be accepted on a continuous basis.
- Testing will be conducted as needed to fulfill estimated departmental needs and as sufficient applications are received.
- Based on predetermined criteria, applications will be rated and the highest scoring candidates will proceed to the oral board interview and written exercise.
- Successful candidates will be ranked on an eligibility list by total scores from a written essay and an oral board interview administered on the same day.
- An overall minimum passing score of 70% is required.
- Candidates will be ranked on the eligibility list for a one-year period upon certification by the Civil Service Commission.
- Candidates' ranking on the eligibility list may change as other names are added to the list in subsequent examination sessions.
- The highest scoring candidates will proceed to the Chief's or Chief's designee interview and thorough background investigations as openings occur.
- The Rule of Five shall be utilized for final selection(s).
- Any offer of employment will be conditional upon successfully passing a polygraph, psychological examination, and a physical examination which includes drug testing.
- The approximate length of time from background investigation to hire is three months.

City of Lakewood
LATERAL (EXPERIENCED) POLICE OFFICER
Information Packet

Thank you for your interest in a career in law enforcement with the City of Lakewood. The Lakewood Police Department is seeking commissioned officers who value high quality service and community involvement.

This packet contains information about the hiring process, as well as, an employment application and self-screening and supplemental questionnaires.

Application Check List:

- Completed and signed City of Lakewood Employment Application**
- Completed and signed Self-Screening Questionnaire**
- Completed Supplemental Questionnaire**

Please do not submit any additional materials other than those requested in the packet.

Completed application packets are accepted continuously and may be either mailed to the Human Resources Department or delivered in person at Lakewood City Hall between the hours of 8:30 AM and 5:00 PM at 6000 Main Street S.W. Lakewood, WA 98499.

CITY OF LAKEWOOD
SELF-SCREENING QUESTIONNAIRE
LATERAL POLICE OFFICER

Name (please print): _____

Circle TRUE or FALSE for each statement as listed. The following is a list of employment standards and conditions of work. If you cannot circle TRUE for all of the following statements, you will be screened out. Please answer carefully. All answers will be verified in the course of the required background investigation and polygraph examination. Dishonest answers and negative answers will be grounds for rejecting your application. If you have questions regarding the meaning of any statement listed below, seek clarification before you submit your application by calling Human Resources at (253) 589-2489.

1. I will cooperate in a background investigation by providing complete and truthful information to the investigators.	TRUE	FALSE
2. I will be truthful in a polygraph examination.	TRUE	FALSE
3. I have obtained or can obtain a Washington State driver's license.	TRUE	FALSE
4. I do not exceed the 6 point driving violation limit for the most recent 60 months; if the police officer driving standards are applied to my driving history (see the following page for standards).	TRUE	FALSE
5. I have not been convicted of a felony as an adult (18 years of age or older).	TRUE	FALSE
6. I have not bought, sold, possessed, or used any controlled substance such as marijuana, cocaine, opiates, or other illegal drugs, during my entire commissioned service as a police officer, except as required for job duties.	TRUE	FALSE
7. I do not have a history of committing illegal acts which could undermine the public confidence in a police officer or the City of Lakewood Police Department. As a result, I believe I can pass an investigation which thoroughly covers my personal history including ANY illegal behaviors (misdemeanors or acts for which I was not caught), immoral acts, my work history, honesty and integrity.	TRUE	FALSE
8. I am able to perform the essential functions of police work with or without reasonable accommodation; essential job functions include running, subduing and detaining fleeing suspects, driving a vehicle, shooting a firearm, verbal communication with the public and writing reports.	TRUE	FALSE
9. I am willing to undergo a thorough medical examination.	TRUE	FALSE
10. I am willing to be evaluated by a psychologist.	TRUE	FALSE
11. I am willing to carry and use a firearm.	TRUE	FALSE
12. I will work any shift, including nights, weekends, holidays, as assigned by my superiors.	TRUE	FALSE
13. I can read, write, and speak the English language, so as to be easily understood by others.	TRUE	FALSE
14. I have a high school diploma or a G.E.D.	TRUE	FALSE
15. I have never been dismissed from a commissioned law enforcement position, other than being laid off for a reduction in force.	TRUE	FALSE
16. I have never been asked to resign in lieu of discharge from a commissioned law enforcement position.	TRUE	FALSE
17. I have never resigned from a commissioned law enforcement position in order to avoid discipline.	TRUE	FALSE

**CITY OF LAKEWOOD
LATERAL POLICE OFFICER**

SUPPLEMENTAL QUESTIONNAIRE

This supplemental questionnaire is designed to help us evaluate candidates on those factors important to success as a commissioned employee with the City of Lakewood. It is important that you answer each question fully.

Be specific and concise in your response. You may NOT attach additional pages unless requested, such as certifications, etc.

NOTE: This supplemental questionnaire must be completed in your own handwriting. Please print all responses. DO NOT SUBMIT A TYPED COPY.

SECTION I - LAW ENFORCEMENT EXPERIENCE

List all positions you have held as a commissioned, full-time, paid peace officer, beginning with your present job.

a. Title/Rank of your **CURRENT** position: _____

Department where you are employed: _____

Address: _____

Number of Full-Time Paid Sworn Officers: _____

City or County your department serves: _____

City or County population: _____

Dates of Employment: _____

Total Number of	Hours Worked
Months Employed: _____	Per Month: _____

Your major responsibility: _____

Your immediate supervisor's name: _____

Reason for leaving: _____

b. Title/Rank of your previous position: _____
Department where you are employed: _____

Address: _____

Number of Full-Time Paid Sworn Officers: _____

City or County your department serves: _____

City or County population: _____

Dates of Employment: _____

Total Number of _____ Hours Worked

Months Employed: _____ Per Month: _____

Your major responsibility: _____

Your immediate supervisor's name: _____

Reason for leaving: _____

c. Title/Rank of your previous position: _____
Department where you are employed: _____

Address: _____

Number of Full-Time Paid Sworn Officers: _____

City or County your department serves: _____

City or County population: _____

Dates of Employment: _____

Total Number of _____ Hours Worked

Months Employed: _____ Per Month: _____

Your major responsibility: _____

Your immediate supervisor's name: _____

Reason for leaving: _____

d. Title/Rank of your previous position: _____
Department where you are employed: _____

Address: _____

Number of Full-Time Paid Sworn Officers: _____

City or County your department serves: _____

City or County population: _____

Dates of Employment: _____

Total Number of _____ Hours Worked

Months Employed: _____ Per Month: _____

Your major responsibility: _____

Your immediate supervisor's name: _____

Reason for leaving: _____

If you need more space to respond, please attach additional pages.

Formal Education: List formal education you have completed at the college or university level. Note course title or degree earned, school and location, dates attended and number of credit hours earned.

- a. Course Title/Major: _____
College/University Attended/Location: _____
Type of Degree Received: _____ Total Number of Credit Hours Earned: _____
Dates Attended: _____

- b. Course Title/Major: _____
College/University Attended/Location: _____
Type of Degree Received: _____ Total Number of Credit Hours Earned: _____
Dates Attended: _____

- c. Course Title/Major: _____
College/University Attended/Location: _____
Type of Degree Received: _____ Total Number of Credit Hours Earned: _____
Dates Attended: _____

- d. Course Title/Major: _____
College/University Attended/Location: _____
Type of Degree Received: _____ Total Number of Credit Hours Earned: _____
Dates Attended: _____

- e. Course Title/Major: _____
College/University Attended/Location: _____
Type of Degree Received: _____ Total Number of Credit Hours Earned: _____
Dates Attended: _____

Foreign Language Skills: Indicate the language and your ability below.

- | | | | |
|------------------------|-----------------------------------------|---------------------------------|----------------------------------|
| Korean | Conversational <input type="checkbox"/> | Fluent <input type="checkbox"/> | Written <input type="checkbox"/> |
| Spanish | Conversational <input type="checkbox"/> | Fluent <input type="checkbox"/> | Written <input type="checkbox"/> |
| Cambodian | Conversational <input type="checkbox"/> | Fluent <input type="checkbox"/> | Written <input type="checkbox"/> |
| Laotian | Conversational <input type="checkbox"/> | Fluent <input type="checkbox"/> | Written <input type="checkbox"/> |
| Vietnamese | Conversational <input type="checkbox"/> | Fluent <input type="checkbox"/> | Written <input type="checkbox"/> |
| Russian | Conversational <input type="checkbox"/> | Fluent <input type="checkbox"/> | Written <input type="checkbox"/> |
| American Sign Language | Conversational <input type="checkbox"/> | Fluent <input type="checkbox"/> | Written <input type="checkbox"/> |
| Other: _____ | Conversational <input type="checkbox"/> | Fluent <input type="checkbox"/> | Written <input type="checkbox"/> |
| Other: _____ | Conversational <input type="checkbox"/> | Fluent <input type="checkbox"/> | Written <input type="checkbox"/> |
| Other: _____ | Conversational <input type="checkbox"/> | Fluent <input type="checkbox"/> | Written <input type="checkbox"/> |

Law Enforcement Education/Training: Indicate the law enforcement-related training courses or education classes you have completed that meet the stated hourly duration or which provide you law enforcement instructor certification status. Training course certificates of completion are required for each course you list, and should be attached to this application. If certification is unavailable, please explain in the space below the table (***) along with the number of hours of training received and the number of hours of instruction you have provided. **DO NOT INCLUDE training received through completion of basic academy and/or field training upon initial employment.**

A. **Certification Received?**

	YES	NO
Handgun Instructor	YES	NO
Rifle/Shotgun Instructor	YES	NO
Non-Lethal Weapons Instructor	YES	NO
Defensive Tactics Level I Instructor	YES	NO
Defensive Tactics Level II Instructor	YES	NO
O.C. Spray Instructor	YES	NO
Emergency Vehicle Operations Instructor (EVOIC)	YES	NO
WMD/Hazmat Response Instructor	YES	NO
Field Training Officer (FTO) or Patrol Training Officer (PTO)	YES	NO
SRT/Swat Level I Certification	YES	NO
SRT/Swat Level II Certification	YES	NO
High Risk Entry Team Certification	YES	NO
Sniper Certification	YES	NO
Hostage Negotiator (Basic)	YES	NO
Hostage Negotiator (Advanced)	YES	NO
MDC/CAD Instructor	YES	NO
Enforcer/Spillman Instructor	YES	NO
Meth/Clandestine Lab Team Member	YES	NO
Bomb Team/Hazardous/Explosive Device Team Member	YES	NO
K-9 Handler Certification	YES	NO
Kennel Master Certification	YES	NO
Traffic Accident/Collision Investigator (Basic)	YES	NO
Fatality Accident Investigator (Advanced)	YES	NO
Traffic Accident Reconstructionist (Master)	YES	NO
Commercial Vehicles Enforcement Certification	YES	NO
Wrecking/Junkyard Operations Enforcement Certification	YES	NO
Bike Patrol Certification	YES	NO
Bike Patrol Instructor	YES	NO
Eliminating Bias from Policing Instructor	YES	NO
Marine Patrol Certification	YES	NO
Crime Free Housing Trainer	YES	NO
Domestic Violence First Responder Instructor	YES	NO

B. Courses/schools over 40 hours in duration. Please list:

1. Course Title: _____
Course Length: _____
Instructor/Institution: _____
Dates Attended: _____

2. Course Title: _____
Course Length: _____
Instructor/Institution: _____
Dates Attended: _____

3. Course Title: _____
Course Length: _____
Instructor/Institution: _____
Dates Attended: _____

4. Course Title: _____
Course Length: _____
Instructor/Institution: _____
Dates Attended: _____

5. Course Title: _____
Course Length: _____
Instructor/Institution: _____
Dates Attended: _____

(MAXIMUM OF 5 COURSES)

SECTION II - LAW ENFORCEMENT DUTY AND SPECIAL ASSIGNMENTS

Describe all duty and specialty assignments in your law enforcement career specifically related to the areas identified below. Assignments can be details or additional duties; however you must have been performing duties within each assignment for a minimum of six (6) continuous months. Please list combined assignments in **one** assignment area and note that it is a combined assignment.

TRAFFIC:

a. Assignment: _____

Your title/rank: _____

Your immediate supervisor: _____

Department: _____

Length of Assignment: From: _____ To: _____
Month/Year Month/Year

Total Length of Assignment: _____

Duties Performed: _____

COMMUNITY POLICING/SRO

b. Assignment: _____

Your title/rank: _____

Your immediate supervisor: _____

Department: _____

Length of Assignment: From: _____ To: _____
Month/Year Month/Year

Total Length of Assignment: _____

Duties Performed: _____

INVESTIGATIONS:

c. Assignment: _____

Your title/rank: _____

Your immediate supervisor: _____

Department: _____

Length of Assignment: From: _____ To: _____
Month/Year Month/Year

Total Length of Assignment: _____

Duties Performed: _____

PRO-AC:

d. Assignment: _____

Your title/rank: _____

Your immediate supervisor: _____

Department: _____

Length of Assignment: From: _____ To: _____
Month/Year Month/Year

Total Length of Assignment: _____

Duties Performed: _____

Verification of length and completion of assignments may be required.

3. Have you ever been the subject of an internal affairs investigation?

Yes _____ No _____

If yes, please explain in detail. Include the type of investigation, reason for the investigation, date and resolution. (If you have had more than one investigation, please cite each one.)

4. If you have ever had a disciplinary action imposed on you while performing the duties of a Law Enforcement Officer, please explain the circumstances in detail, including what disciplinary 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.)