



CITY OF GIG HARBOR CIVIL SERVICE COMMISSION

Police Officer – Lateral Entry Eligibility Roster

Closing Date: Open Continuously

The Position: This is a responsible and skilled human relations position in public safety. The employee in this position is responsible for the protection of the public's safety, the prevention of crime, and the enforcement of local, state and federal laws. Work includes patrolling the community by vehicle and on foot. The employee will be tasked with responding to calls for service, including but not limited to reports of criminal activity, traffic safety, crime prevention, and general public safety and assistance issues.

Salary: \$5,411 - \$6,765 per month, paid on a bi-weekly basis. (2017 salary range)

Benefits: Includes medical, dental, vision, HRA-VEBA tax-deferred medical fund, LEOFF 2 retirement, 457(b) deferred compensation plan, 401(a) money purchase retirement savings plan with a 6.2% City match in lieu of Social Security contributions, plus holiday, vacation and sick leave accrual. Other incentives include:

- Sick leave bonus incentive (no sick leave usage in a 6-month period entitles the officer to the equivalent of one day of regular pay or an additional annual leave day.)
- College premium pay: 2% for an Associate's degree and 3% for a Bachelor's degree
- FTO incentive pay of 5%
- Specialty Unit premium pay (Detective)
- Master Patrol Officer program – 5% premium pay
- Additional optional duty assignments (i.e. Bicycle, Marine Patrol)
- Shift differential of 5% for graveyard and swing shifts
- Assigned take-home vehicle program
- 4/10 work schedule

To Apply: Complete a City of Gig Harbor application packet, which is available from the Secretary/Chief Examiner in the Human Resource Office, 3510 Grandview Street, Gig Harbor, WA 98335 or online at www.cityofgigharbor.net.

MINIMUM REQUIREMENTS: Minimum of 12 months of continuous service as a full-time commissioned peace officer with a city, county or state law enforcement agency within the last 12 months. Lateral applicants who have attained basic law enforcement certification through successful completion of another state's academy program will be required to complete the Washington State Equivalency Certification within 12 months of employment.

PROCESS TO ESTABLISH LATERAL POLICE OFFICER – LATERAL ENTRY ELIGIBILITY ROSTER

- Phase 1 Applications are reviewed to determine the most competitive candidates who best meet the needs of the Gig Harbor Police Department. Evaluation criteria includes, but is not limited to education, military service, and specialized law enforcement positions.
- Phase 2 The top candidates will be invited to participate in a Physical Agility Test (PAT) and an Oral Board interview. Candidates must pass the PAT to continue on to the Oral Board.
- Phase 3 Eligibility Roster placement will be determined by results of the Oral Board process.

***When the Department has a Police Officer position to be filled, the Chief of Police may request names of the top five (5) candidates from either the Entry Level or Lateral Entry Eligibility Roster. **Names on the Eligibility Roster are valid for a period of one (1) year from the date of entry on the roster. Placement on the roster will be subject to revision based upon periodic testing results.**



**City of Gig Harbor Police Department
Lateral Entry Police Officer
Physical Agility Test (PAT) Requirements**

The Gig Harbor Police Department (GHPD) PAT is comprised of three (3) tests:

- **300 Meter Run**
- **Maximum Push-Ups (no time limit)**
- **Sit-Ups (One Minute)**

These tests are Pass/Fail. The minimum acceptable standards are as follows:

| | |
|---------------|----------------------|
| 300 Meter Run | 71 seconds or less |
| Push-Ups | 21 in one attempt |
| Sit-Ups | 30 within one minute |

For more information about these tests or standards, please visit the Washington State Criminal Justice Training Commission website at www.cjtc.state.wa.us.

Please note that GHPD does not include the 1.5 mile run as part of the PAT. Candidates must meet the minimum standard for each test to successfully pass the PAT and move on to the Oral Board portion of the selection process.

EMPLOYMENT APPLICATION
City of Gig Harbor
3510 Grandview Street, Gig Harbor, WA 98335 Phone: (253) 851-8136

| | | | | | |
|---|--|----------------|----------|--|--|
| Position Applied For: | | Date Received: | | PLEASE TYPE OR PRINT USING BLACK BALL POINT PEN | |
| Name: Last | | First | M.I. | E-mail: | |
| Current Mailing Address: | City | State | Zip Code | Phone Number(s): | |
| List activities or commitments that may interfere with attendance requirements. | | | | | |
| Are you over 18 years of age? | Will Visa or Immigration status prevent lawful employment? | | | | |
| | If required, can proof of citizenship, Visa or Alien registration be provided? | | | | |
| <p>Have you ever been convicted of a felony? <i>(Previous conviction of a felony or other crime is not an automatic disqualifier.)</i></p> <p>Have you been convicted of a crime other than a civil infraction such as a parking ticket, within the past seven years?</p> <p>If the answer is yes to either question, explain in detail. A second sheet may be attached. If you require clarification, please ask.</p> <p>If required by the job, do you have a valid license/CDL?</p> <p>List driving offenses other than parking violations incurred in the past seven years. A second sheet may be attached.</p> | | | | | |
| Have you ever applied for employment with the City of Gig Harbor? If yes, please give date(s) and position(s): | | | | How did you hear about this position? | |

EMPLOYMENT INTERESTS AND SKILLS

| | | | |
|---|-----------|-----------------|--------------------------|
| Type of employment desired: | | Salary Desired: | Date available for work: |
| Permanent | Temporary | | |
| List specialized skills, training and software knowledge. | | | |
| | | | |

EDUCATION

| Name of School | Address of School | Grade Complete Or Degree(s) | Subject Studied or Major |
|----------------|-------------------|-----------------------------|--------------------------|
| | | | |
| | | | |
| | | | |

MILITARY

| | | | |
|--|-------------|----------------------|--------|
| Branch of Service: | Entry Rank: | Rank upon discharge: | Dates: |
| What specialized training did you receive? | | | |

ACTIVITIES

List school, civic or business activities and office held. (Exclude those which indicate race, color, religion, or national origin.) You may also list any hobbies or leisure time interests.

EMPLOYMENT EXPERIENCE

Give past employment record as completely as possible, starting with your present or latest employer. (If space is insufficient, continue on a separate page. **Please do not write "See Resume."** For unemployed or self-employed periods, show dates and locations.

| Employer's Name and Address City and State | Dates: | | Supervisor Name & Phone | Position and Salary | Reason for Leaving |
|---|--------|----|-------------------------|---------------------|--------------------|
| | From | To | | | |
| | | | | | |
| | | | | | |
| | | | | | |

REFERENCES

Give the names of two professional references who have known you for several years and to whom you are not related.

| Full Name | Address (street, city, state & zip code) | Occupation | Years known | Phone Number(s) |
|-----------|--|------------|-------------|-----------------|
| | | | | |
| | | | | |

Give the names of any relatives, friends, and/or acquaintances who are employed by the City of Gig Harbor.

| Full Name | Occupation | Location | Relationship |
|-----------|------------|----------|--------------|
| | | | |
| | | | |

The City of Gig Harbor is an Equal Opportunity Employer. At the Employer's discretion, a physical exam may be required for certain positions. An appointment of promotion to a full-time position other than law enforcement officers shall not be regular for a period of six months. Probation is an extension of the selection process and failure of same as determined by the City Administrator or department manager does not constitute any right to appeal under these regulations. The City Administrator or the department manager may terminate employees on probation. Upon satisfactory completion of the probationary period, the employee shall gain regular status.

I certify that the answers given herein are true and complete to the best of my knowledge. I authorize investigation of all statements contained in this application for employment. I understand that misrepresentation or omission of facts called for herein will be sufficient cause for cancellation of consideration for employment or dismissal from City's service if I have been employed. I understand that employment may be subject to a physical examination. I understand that if I am employed, a certified birth certificate or other evidence of birthplace and citizenship may be required.

Applicant's Signature

Date Signed



CITY OF GIG HARBOR
AUTHORIZATION AND RELEASE OF INFORMATION

As part of the employment process with the City of Gig Harbor, I, _____, authorize release and full disclosure of any and all records pertaining to me to any duly authorized agent of the City of Gig Harbor, whether such records are public, private or confidential.

I give my consent for full and complete disclosure of records from educational institutions; credit reports; verifications of any job-required certifications; employment and pre-employment records, including background reports, performance evaluations, job applications, disciplinary actions taken against me, complaints or grievances filed by or against me; salary records; records of complaint, arrest, trial and/or convictions for alleged or actual violations of law, including criminal, civil and driving records. I understand that prior criminal, civil or traffic violations will not automatically disqualify me for employment.

If required by the City of Gig Harbor for the position I am applying, I consent to undergo a medical examination and drug screen prior to being offered employment, as deemed necessary. I further consent for full and complete disclosure of medical information specifically relating to my ability to perform the essential functions of the position.

I understand that any information obtained by or developed as a result of this authorization will be considered in determining my suitability for employment by the City of Gig Harbor.

I agree to hold harmless the individual to whom this Authorization and Release of Information is presented and his/her agents and employees, from and against any and all claims, damages, losses, and expenses, including reasonable attorney's fees, arising out of or by reason of complying with this request. I further understand that in the event my application is disapproved, the sources of confidential information will not be revealed to me.

I agree to hold the City of Gig Harbor harmless from and against any and all claims, damages, losses and expenses, including reasonable attorney's fees, arising out of the use or disclosure of any information obtained from those above referenced entities as a result of this Authorization and Release of Information.

I certify, understand and agree, that the information I have provided contains no willful misrepresentation and that withholding pertinent information or falsifying information provided as part of the employment process, including a medical examination, will be grounds for non-consideration, or if employed, will be cause for termination.

Signature

Date

APPLICATION SUPPLEMENT FOR
LATERAL ENTRY POLICE OFFICER
CITY OF GIG HARBOR

Name: _____
Last First Middle

Address: _____

Phone: _____

Provide complete answers to all questions. Attach extra pages if needed to completely answer any question. Any omission or misrepresentation of facts called for hereon will be sufficient cause for cancellation of consideration of this position, or dismissal from service if you have been accepted.

1. Have you ever been terminated for cause, terminated during probation, asked to leave, or resigned in lieu of termination, from any public safety position? If yes, provide details.

DRUGS

(Possession – to avail oneself of, own, control, have)

2. Have you ever possessed, used or sold any controlled substance? If yes, document types of substance(s), amounts, number of times, and approximate date(s) of possession. Be as complete and specific as possible. Attach additional pages if needed.

3. Have you possessed or used any controlled substance(s) since your 25th birthday? If yes, provide details.

- 11. Have you committed any crimes as an adult (age 18 or over)? List all crimes committed, whether or not they resulted in an arrest or conviction.

- 12. Have you ever committed any felonies? List all felonies committed, whether or not they resulted in an arrest or conviction.

- 13. Has your driver’s license ever been suspended or revoked? If yes, provide details.

- 14. Have you had any collisions involving DUI, reckless driving, hit and run, or driving while your license was suspended or revoked?

- 15. List all traffic citations you have received. Provide dates, locations, final disposition, and other pertinent information. Attach additional pages if needed.

I authorize investigation of all statements I have made in this questionnaire. I understand that any omission or misrepresentation of facts made by me will be sufficient cause for cancellation of consideration for this position, or dismissal from service if I am hired into this position.

Applicant Signature

Date signed