



# 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](http://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.**

## POLICE OFFICER

### Nature of Work

This is a responsible human relations and skilled 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, on bicycle when assigned, and on foot. The employee responds to calls for service, which include reports of criminal activity, traffic safety, crime prevention, and general public safety problems.

The employee conducts preliminary and continued investigations for reported crimes and traffic accidents. This responsibility includes crime scene processing, interviewing witnesses and victims, and enforcing specific violations of the law.

The employee performs several assignments to prevent crime and traffic accidents. These assignments are educational and inspectional: presentations on prevention techniques; conducting security surveys; security checks on home and businesses; inspection of business practices and policies; and inspection of building construction for compliance with the security ordinance.

### Controls Over the Work

The employee is under the direct supervision of a Police Lieutenant and Sergeant, with general supervision by the Chief of Police.

The employee's behavior is governed by policies and procedures of the Police Department; local, state, and federal laws; and, court decisions.

The employee exercises considerable discretion in regulating daily activity and use of enforcement powers.

Performance is monitored daily by the Police Sergeant, Lieutenant, or Chief of Police, for compliance with policies and laws. However, the employee usually performs with minimum supervision.

### Essential Duties and Responsibilities

Patrols the community in a vehicle, on foot, or bicycle when assigned, to deter and detect criminal activity.

Responds to calls for service: documents allegations of a crime; protects persons and property; and advises on preventative practices.

Performs preliminary and continued investigations (traffic and criminal): searches for and collects physical evidence; and, interviews witnesses and victims.

Enforces traffic laws by monitoring traffic movement visually and with radar, contracts violators, and issues traffic citations.

Enforces criminal laws by arrest or non-arrest dispositions.

Conducts Security Surveys for businesses.

Inspects new construction for compliance with Security Ordinance.

Recovers and returns stolen property.

Testifies in court.

Writes reports on alleged crimes, traffic accidents, and arrests.

A valid Washington State driver's license and a history of safe driving is an essential duty of the job.

#### Knowledge, Abilities, and Skills

Thorough knowledge of the accepted practices of delivering police service.

Thorough knowledge of local, state, and federal laws.

Thorough knowledge of department policies, procedures, regulations, and directives.

Considerable knowledge of court decisions relating to police powers.

Good knowledge of human relation techniques.

Ability to write comprehensive and detailed crime reports, accident reports, and administrative reports.

Ability to effectively communicate orally.

Ability to relate to the community, superiors, city officials, and other city employees.

Ability to effectively and safely use a firearm and operate a motor vehicle.

#### Physical Demands and Work Environment

The employee primarily drives a vehicle, walks or rides a bicycle when assigned. Thus, there is considerable walking, bending, stooping, reaching, and at times, running.

Since the employee takes physical custody of persons, there is a certain amount of physical contact and confrontation. And, sometimes the employee is vulnerable to personal injury.

The employee is exposed to all weather conditions, and other outside environmental conditions.

The employee rotates in a 24-hour shift schedule.

The work sometimes requires above average physical agility and conditioning.

### Qualifications Required

Entry Level minimum standards: Must be 21 years of age at time of application, have completed high school or GED; be a U. S. citizen; have the ability to read, write, and speak English fluently; have ability to pass background investigation including polygraph, psychological, and medical examinations; and have the ability to perform essential job requirements of the position.

Lateral Entry minimum standards: All of the Entry Level standards plus successful completion of a State accredited law enforcement academy, and must have been employed as a Commissioned Police Officer on a full-time basis by a law enforcement agency exceeding a consecutive twelve month period. Shall not have had a lapse in employment as a law enforcement officer for a period exceeding the previous twelve months, calculated from the day of appointment.