CITY OF HOQUIAM
609 8th St.
Hoquiam, WA 98550
www.cityofhoquiam.com

City Hall Departments

- Mayor
  Phone (360)538-3979
  Fax (360)532-4031
- City Administrator
  Phone (360)538-3983
  Fax (360)532-4031
- City Attorney
  Phone (360)538-3981
  Fax (360)532-4031
- Finance Dept.
  Phone (360)532-5700 Ext 0
  Fax (360)532-2306
- Municipal Court
  Phone (360)538-3965
  Fax (360)533-3602
- Community Services, Parks & Cemetery
  Phone (360)538-3970
  Fax (360)538-0938
- Public Works
  —Building (360)538-3980
  —Code Enf. (360)538-3980
  —Planning (360)538-3971
  Fax (360)538-0938
- Utilities (360)538-3963
  —Building (360)538-3968
  —Water Shop (360)538-3966
  —Street/Sewer Shop (360)538-3972
  Fax (360)532-2306

Library (360)532-1710
420 7th St.
Hoquiam, WA 98550
Fax (360)538-9608

Police Department (360)532-0892
215 10th St.
Hoquiam, WA 98550
Fax (360)532-0899

Fire Department (360)538-3962
625 8th St.
Hoquiam, WA 98550
Fax (360)532-3340

NOTICE OF TESTING

CITY OF HOQUIAM
Police Services Officer
($3,919-4,596/month)

The City of Hoquiam is accepting applications for the position of **POLICE SERVICES OFFICER**.

This position is armed and includes correctional duties, records management and code enforcement with limited arrest authority. Applicants must be 21-years of age, pass a Civil Service exam, physical agility test and background investigation- to include polygraph, psychological and medical examination.

The ideal candidate will be a positive team player committed to public service. A full job description and application can be obtained at www.cityofhoquiam.com.

Applications with a resume must be received by 5:00 p.m. January 20, 2017 at the Hoquiam Finance Department, either by mail or in person at 609 8th Street, Hoquiam, WA 98550. A future date for testing will be announced to qualified applicants. If you require more information about the position, please contact Finance Director and Civil Service Secretary Corrine Schmid at 360-538-3969 **or at** cshmid@cityofhoquiam.com.

The City of Hoquiam is an equal opportunity employer.

City of Hoquiam
Job Description

Job Title: **Police Services Officer**
Department: **Police**
Reports To: **Police Department Chain-of-Command**
FLSA Status: **Non-Exempt**
Union Status: **AFSCME AFL-CIO**
Approval: **Created June 2009**

POSITION SUMMARY: The Police Services Officer provides a variety of routine and specialized public safety work relating to the care and custody of prisoners in the city jail; conducts transports of prisoners between the city jail, the court and other correctional facilities; provides specialized clerical support to the department's criminal records function; and performs code enforcement functions under a special limited police commission. This position may also assist patrol officers by screening and responding to requests for service from citizens who arrive at the police lobby, directing traffic at accident/ emergency scenes and performing other generally non-sworn police service functions.

NATURE OF WORK: Police Service Officers are expected to interact with members of the public and have a strong working knowledge of criminal law and criminal procedures. Work is performed in accordance with department policies, procedures, rules and guidelines. Shift work may be required and this position involves an element of personal danger requiring the Police Service Officer to be able to act without direct supervision. The Police Service Officer must exercise independent judgment in meeting routine and emergency situations.

The Police Service Officer must maintain care, order and discipline amongst city prisoners, perform specialized clerical functions related to police criminal records, screen and respond to general requests for service from citizens in the police lobby and conduct limited code enforcement duties.

Assignments are received through the patrol shift supervisor on-duty in addition to requests from the investigations supervisor and department administrators. The patrol shift supervisor reviews work methods and results through written reports, observations and discussions.

The Police Service Officer may be an armed position and carries a limited law enforcement commission necessary to enforce city ordinances and regulations.

EXAMPLES OF WORK: The following work functions are inherent in this position, but other duties may be assigned:

- Receive, process and release prisoners at the department's city jail or contract jail facility.
- Administer and supervise prisoner meals, visitations, recreation, counseling, work assignments and other day-to-day prisoner care needs.
- Obtain professional attention (including medical, dental, and mental health) for prisoners as required.

- Transport prisoners outside of the jail facility to court, other agencies, appointments or to other contract jail facilities.
- Answer telephone calls to the station related to the jail, police records or general citizen inquiries; receive and transmit radio messages between the jail/ station and field personnel on department tactical channel.
- Maintain security and control in all areas of the police station, the courtroom (if requested) and at the scene of accidents, disasters, emergencies or static crime scenes.
- Receive and receipt money submitted to the department for the purpose of jail or police records functions (to include bail money posted during the absence of the court clerk).
- Maintain and complete documented records of jail activities to include daily logs, booking records, department reports on jail or prisoner violations and other forms as required.
- Order and maintain supplies necessary to operate the city jail or general health and welfare functions within the station.
- Input and retrieve data accurately through the department and state/ national criminal computer records systems; accesses, updates and enters information to include vehicle registrations, driver's licenses, warrants, stolen vehicles, firearms/ property, evidence, missing persons, restraining/ no-contact orders and other criminal records.
- Provides technical and policy information about police records, processes, handles and logs requests for records, delivers police records to other agencies, prosecutor and court in timely manner and maintains police records per legal guidelines and retention schedules.
- Investigate and enforce violations of city nuisance abatement codes and animal control ordinances, such as abandoned/ junk vehicles, parking violations, accumulation of debris, and other such non-building code regulations.
- Accurately complete written/ computerized police reports and other department forms as required to document Police Service Officer activity, enforcement action or work performed.
- Ability to use assigned department weapons (including firearm if assigned), as well as physical defensive tactics to defend self and others, effect physical arrests of combative subjects and maintain custody of prisoners at all times.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS: To perform this job successfully, an individual must be able to perform all essential job duty functions satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required:

- Strong working knowledge and ability to apply city and state laws/ ordinances- to include issues related to safety, care and custody of prisoners, police and criminal records, nuisance abatement/ code enforcement and general law enforcement related inquiries.
- Ability to establish and maintain effective working relationships with other city and department staff.
- Apply established guidelines, policies, procedures, regulations and reasonable alternatives to make non-routine judgments and decisions- often with limited information or at the spur of the moment.
- Be able to deal firmly and tactfully with the public/ Take enforcement action as necessary and required.

- Ability and knowledge to use necessary and reasonable legal force to control prisoners and other persons as required.
- Ability to effectively communicate orally and in writing, including radio, phone and computer-based programs or forms.
- Capable of working shift-work and work independently without continual or immediate direct supervision.
- Ability to operate various office equipment to include computer programs related to general office functions (such as word processing) as well as specialized department (Spillman RMS) and state/ national police criminal record systems (ACCESS).
- Capable of operating a department police vehicle (including jail van) in a safe manner in accordance with legal and department guidelines.

ADDITIONAL DESIRED QUALIFICATIONS: In addition to the above provisions, the following qualifications or experience are desired for candidates for this position:

- Experience/ certification as a Washington State Corrections Officer, or Experience/ certification as a Washington State Peace Officer.
- Prior training/ experience/ certification in use of firearms and other police issued weapons/ restraints.
- State ACCESS Level II certification or ability to obtain within first six months of employment.
- Experience with processing police records to include data entry into the Spillman Records Management System.
- Valid state issued Breath Test Program Permit Card issued pursuant to WAC 448-16 or ability to obtain within first six months of employment.

MINIMUM REQUIREMENTS: Applicants to this position must be a citizen of the United States, a high school graduate (or GED equivalent) and minimum age of 21 at the time of hire. This position is sensitive in nature and requires a person of high integrity and honesty. Candidates must pass an extensive background check and cannot have been convicted of a felony or serious misdemeanor crime, nor any crime of moral turpitude. Candidates with extensive illegal drug history may be disqualified.

Candidates must successfully pass a police psychological, polygraph and medical examination as directed by the city. In addition to the medical exam, candidates must meet physical agility standards as set forth by the Hoquiam Civil Service Commission and/or Washington State Criminal Justice Training Commission.

Candidates must possess and valid Washington State driver's license at the time of employment and have a demonstrated safe and responsible driving record.

WORK ENVIRONMENT AND PHYSICAL DEMANDS: Police Service Officers primarily work within the city jail or police station, but will be required to escort prisoners to court or other outside appointments. Police Service Officers will also conduct occasional field work to include animal/ code enforcement duties or directing traffic/ securing scenes due to a traffic accident, disaster, emergency or crime.

The Police Service Officer must respond to emergencies or situations which may present physical risks from various sources, including violent suspects, inmates or citizens, weapons, excessive noise, chemicals, body secretions and other potential situations/ dangers typical to a jail or police services environment. Incumbents must be able to wear uniform items and protective equipment as required by the department.

Police Services Officers are expected to manage face-to-face interactions and confrontations with angry, hostile, depressed and/or otherwise emotionally distraught inmates, suspects or citizens. Police Service Officers may be expected to work shifts, overtime, holidays and weekends as dictated by the needs of the department and may also be required to respond to emergencies.

Essential physical tasks include the use of various equipment (associated with a jail environment /limited police enforcement duties) in addition to office equipment such as a computer, telephone, copier, scanner, printer and other specialized technical equipment. In addition to sitting, walking, standing, bending, carrying light items, a Police Services Officer must be able to run, subdue and restrain individuals within and outside of the police facility. Police Service Officers must demonstrate proficiency with department issued weapons (to include a firearm if issued).

Incumbents are required safely operate a department vehicle.