



# City of Hoquiam

## CIVIL SERVICE COMMISSION

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Updated April 2018

### **EXAMINATION ANNOUNCEMENT: POLICE SERVICES OFFICER**

**(CORRECTIONS/ RECORDS/ CODE ENFORCEMENT FUNCTIONS)**

**++EXPERIENCED LATERAL CORRECTIONS OFFICER TESTING++**

**2018 Salary Range \$3,997-\$4,688**

### **CONTINUOUS TESTING PROCESS**

The City of Hoquiam is examining experienced corrections officer applicants for potential employment as a full-time Police Services Officer. Police Service Officers are responsible for corrections, records and code enforcement functions for the Hoquiam Police Department, primarily within the City Jail.

Lateral Police Services Officer candidates must have attended the Corrections Officer Academy (COA) conducted by the Washington Criminal Justice Training Commission (CJTC), or have completed a similar academy in another state or federal training which is recognized by the CJTC and are eligible to attend the Corrections Officer (Equivalency) Academy.

Employees of the state Department of Corrections who completed CORE training prior to 2008 will already possess a CJTC COA certificate. In 2008, the DOC started conducting an in-house DOC CORE academy/ training program which did not automatically earn the COA certificate from the state Criminal Justice Training Commission. DOC CORE trained, experienced corrections officer candidates may apply for this position, but will be required to attend and successfully complete the CJTC Corrections Officer Equivalency Academy after hire.

Please read the entire announcement and follow all directions carefully during the application process. Attention to detail is an important quality and may be part of the overall examination and selection.

Since this is a continuous testing process, your score based on your prior training and experience will place you on the eligibility list as it exists at the time. The list may change over time as applicants and scores are added. Upon a position opening, the top three candidates from the eligibility list will be forwarded to the Chief of Police for consideration and the required background investigation, including polygraph, medical and psychological examination.



# City of Hoquiam

## CIVIL SERVICE COMMISSION

---

Hoquiam is the second largest city in Grays Harbor County and has a population of approximately 8,845 residents. The Police Department currently has an authorized strength of 18 sworn officers, in addition to an Administrative Assistant, five Police Services Officers and an Animal Control Officer. The Department has four divisions: Administration, Patrol, Investigations and Police Services. The department handles over 14,000-17,000 Law Incidents per year and is a member of the Grays Harbor Drug Task Force with one Detective assigned full-time to the unit.

In April of 2013, the department reopened the City Jail in the Police Services Division under a contract with the state Department of Corrections to hold "Swift and Certain" state probation violators. This contract helps to offset a significant portion of jail operating expenses while at the same time making jail beds available for city inmates. The City Jail has been subsequently expanded and currently has bunks for 18 male and 12 female inmates.

All Police Services Officers (PSO) are represented by the AFSCME AFL-CIO union. Police Services Officers are assigned to a Patrol Squad and work a rotating, compressed work schedule of three-12 hour days followed by three days off.

All medical, dental and vision coverage for the Officer and dependent family is currently covered by the City with only a slight employee co-pay. Uniforms, duty gear, training and weapons are all covered by the department.

The Hoquiam Police Department embraces the "community policing" philosophy as reflected in the department's mission statement:

*"Through community partnerships and problem solving, we take a unified stance against crime, violence, disorder and disregard for the law. With the budgetary support and cooperation of the citizens we serve, we help Hoquiam to be strong and self sufficient- because a strong community is a safe community."*

Applicants should be self-motivated with a strong desire to serve the community and promote professional law enforcement. Members of the Hoquiam Police Department are very proud of their service to the community; all new applicants should have a history of demonstrative leadership and quality public service.

Experienced officers from diverse cultural and ethnic backgrounds are encouraged to apply. The City of Hoquiam is an equal opportunity employer

**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



# City of Hoquiam

## CIVIL SERVICE COMMISSION

---

facilities; provides specialized clerical support to the department's criminal records and evidence function; and supports limited 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 (generally for non-criminal incidents), directing traffic at accident/ emergency scenes and performing other generally non-sworn police service functions.

**NATURE OF WORK:** Police Services 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 Services Officer to be able to act without direct supervision. The Police Services Officer must exercise independent judgment in meeting routine and emergency situations.

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

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 Services Officer may be an armed position and carries a limited law enforcement commission necessary to enforce certain 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.



# City of Hoquiam

## CIVIL SERVICE COMMISSION

---

- 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; access, update and enter information to include vehicle registrations, driver's licenses, warrants, stolen vehicles, firearms/ property, evidence, missing persons, restraining/ no-contact orders and other criminal records.
- Provide technical and policy information about police records to include processing, handling and logging requests for records, delivering police records to other agencies, prosecutor and court in timely manner and maintaining police records per legal guidelines and retention schedules.
- Assist the assigned department evidence custodians with intake, sign-out and release of evidence/ property items.
- Provide assistance to other city staff to help 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 Services 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/ evidence, nuisance abatement/ code enforcement and general law enforcement related inquiries.



# City of Hoquiam

## CIVIL SERVICE COMMISSION

---

- 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 and/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.

**MINIMUM REQUIREMENTS:** Lateral Police Services Officer candidates must have attended the Corrections Officer Academy (COA) conducted by the Washington Criminal Justice Training Commission (CJTC), or have completed a similar academy in another state or federal training which is recognized by the CJTC and are eligible to attend the Corrections Officer (Equivalency) Academy.

Employees of the state Department of Corrections who completed CORE training prior to 2008 will already possess a CJTC COA certificate. In 2008, the DOC started conducting in-house DOC academy/ training program which did not automatically earn the COA certificate from the state Criminal Justice Training Commission. DOC CORE trained experienced corrections officer candidates may apply, but will be required to attend the CJTC Corrections Officer Equivalency Academy.

Applicants to this lateral officer 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, or 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



# City of Hoquiam

## CIVIL SERVICE COMMISSION

---

physical agility standards as set forth by the Hoquiam Civil Service Commission and/or Washington State Criminal Justice Training Commission.

Candidates must possess a 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 Services Officers primarily work within the City Jail or police station, but will be required to escort prisoners to court or other outside appointments. Police Services 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 Services 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 Services 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 /police services 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 and carrying items, a Police Services Officer must be able to run, subdue and restrain individuals within and outside of the police facility. Police Services Officer must demonstrate proficiency with department issued weapons (to include a firearm if issued).

Incumbents are required to safely operate a department vehicle.

**EXAMINATION PROCEDURES:** This recruitment is continuous- applications are accepted at any time and will be scored according to an objective assessment of training and experience before being placed on a continuously updated eligibility for hire list. The top three candidates from the eligibility list will be forwarded to the Chief of Police for consideration whenever a position becomes vacant or new positions are added.

The Chief may choose from among the top three candidates on an eligibility list. Candidates may be asked to interview with the Chief and/or his designee. The department will





# City of Hoquiam

## CIVIL SERVICE COMMISSION

---

conduct a complete background check on the final candidate(s) to include a polygraph, medical and psychological examination.

Candidates appointed to a Police Services Officer position will be required to satisfactorily complete a 12-month probationary period in accordance with Hoquiam Civil Service Rules and union contract. Salary levels and certain other conditions of employment are established by a collective bargaining agreement.

Veteran's Scoring Criteria will be added to the final score for those who qualify under the City's civil service rules. If you wish to request veteran's scoring criteria, you must complete a City of Hoquiam veteran's scoring criteria form and return it, along with a form DD214, with your job application. Unclear information or information that is not supported by the DD214 will be disregarded.

*Under Washington state law, if you have previously utilized Veteran's preference or scoring criteria to obtain a public service job, you may not claim preference or scoring criteria a second time.*

**CONDITIONS OF EMPLOYMENT:** As a condition of employment, candidates will be required to successfully complete the following:

- Background investigation by the Police Department (criminal activity, employment history, credit history, driving record, etc.).

Following a conditional offer of employment, a prospective officer must successfully complete, as a condition of final employment:

- A medical examination by a licensed physician, including drug test;
- A psychological examination by a licensed psychologist to establish fitness for duty;
- Polygraph examination.

In accordance with the Immigration and Nationality Act (INA), Section 274A, all new employees must show employment authorization to work in the United States and verification of identity. Applicants are advised that this documentation is a condition of employment with the City of Hoquiam. New employees will be advised of acceptable documents to verify identity and work authorization.

**HOW TO APPLY:** Applicants may retrieve the required application materials from the City's Internet webpage at [www.cityofhoquiam.com](http://www.cityofhoquiam.com).

You may request a Police Services Officer application packet at Hoquiam City Hall, 609 8<sup>th</sup> Street, Hoquiam, Washington 98550- or contact the City's Administrative Secretary.



# City of Hoquiam

## CIVIL SERVICE COMMISSION

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*However, it is preferred candidates download the forms from the city website and complete the documents in Microsoft Word or equivalent program instead of handwritten submissions. The application and testing forms are designed to be completed on a computer and printed out for final signature and submission. The Police Services Officer position requires experience with computer work both for police records management functions and to conduct entries into the state and national crime computer systems (ACCESS/ WACIC/ NCIC).*

Your completed lateral corrections officer packet must include the following:

1. City of Hoquiam Employment application;
2. Experienced Corrections Officer Application Questionnaire;
3. Experienced Corrections Officer Listing of Qualifications for Police Services Officer Position;
4. Veteran's Scoring Criteria Declaration.

**Resumes or other application forms will not be accepted in lieu of the official application packet.**

Applicants with questions about the PSO position or job tasks may contact Deputy Chief Don Wertanen at 360-532-0892 x 104 or [dwertanen@cityofhoquiam.com](mailto:dwertanen@cityofhoquiam.com).