



City of Hoquiam

CIVIL SERVICE COMMISSION

EXAMINATION ANNOUNCEMENT: POLICE SERVICES OFFICER (CORRECTIONS/ RECORDS/ CODE ENFORCEMENT FUNCTIONS)

++ENTRY-LEVEL TESTING++

Salary Range (2020): \$4,241-4,974/month

The department currently has one open PSO position to fill

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

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.

This recruitment is to fill one current open position and establish a list for possible future vacancies. The top three candidates from the eligibility list will be forwarded to the Chief of Police for consideration.

Hoquiam is the second largest city in Grays Harbor County and has a population of approximately 8,434 residents. The Police Department currently has an authorized strength of 19 sworn officers, in addition to an Office Manager, Police Records Specialist, five Police Services Officers and an Animal Control Officer. The department currently handles 14,000-17,000 Law Incidents per year, has a thirty-bed City Jail (18 male and 12 female) 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.

All Police Services Officers (PSO) are represented by the AFSCME AFL-CIO union. There are a variety of possible alternative shifts available to cover the 24-hour jail operation and the department intends to institute an alternate shift schedule similar to that of the Patrol officers, which is three, 12-hour days followed by three days off.

All medical, dental and vision coverage for the Officers and dependents family is currently covered by the City with a slight dependent premium share. Uniforms, duty gear and weapons are issued by the department.



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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 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



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shift supervisor reviews work methods and results through written reports, observations and discussions.

The Police Services Officer is 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.
- 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.



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- 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.
- 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:

Applicants to this position must be a citizen of the United States or legal resident, a high school graduate (or GED equivalent) and minimum age of 21 at the time of hire. This



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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 examination, 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. The specific requirements for the Physical Agility Test (PAT) in order to attend the Corrections Officer Academy (COA) are available at the Criminal Justice Training Commission's website at <https://fortress.wa.gov/cjtc>. The test includes timed push-ups, sit-ups and a 1.5 mile run as is scored on a pass-fail basis.

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).



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Incumbents are required to safely operate a department vehicle.

EXAMINATION PROCEDURES:

The city will conduct a written test followed by the state Physical Agility Test (PAT). Candidates who successfully pass both tests will be invited to participate in an oral board examination to follow. The written score will consist of 40% of the overall score while the oral board will account for 60%. The PAT is pass-fail and is not factored into the overall score, other than each candidate is required to pass the PAT.

Following certification of the testing process, an eligibility for hire list will be used by the Police Chief to fill any vacancies.

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 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:



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- 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:

The City employment application form and declaration of veteran preference form (if applicable) are available for **download from the city website at www.cityofhoquiam.com**.

There is a \$25 testing fee due upon submitting the City employment application for the Police Services Officer (Entry-Level Officer) position.

Applications with a resume and \$25 testing fee must be received by Friday, October 9, 2020 at 5:00PM 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/Civil Service Examiner Corrine Schmid at 360-538-3969 or at cshmid@cityofhoquiam.com.

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