



CITY OF ELLENSBURG
EMPLOYMENT OPPORTUNITY
POLICE OFFICER - LATERAL

SALARY: 1/1/22 through 6/30/22 wage: \$5,201 - \$6,773/month - (depending on qualifications/experience)
1.5% increase effective 7/1/22

OPENING DATE: December 6, 2021

CLOSING DATE: January 7, 2022

JOB SUMMARY: Under regular supervision, perform police services in accordance with the mission, goals and objectives of the Ellensburg Police Department and in compliance with governing federal, state, and local laws.

MINIMUM QUALIFICATIONS:

Experience: Experience gained with another agency for at least 24 of the past 36 months (post academy experience) shall be recognized and at the discretion of the appointing authority and current Washington State Basic Academy certification or equivalent

Age: 21 years old

Education: High School graduate or equivalent

Citizenship: Must be a US Citizen or a lawful permanent resident who can read and write the English language and provide acceptable proof of identity

Physical Condition: Offer of employment is contingent upon passing minimum medical and health standards as required by State law

Eyes: 20-20 or correctable to 20-20 by adequate lenses

Hearing: Excellent or correctable

License: Must possess a current Washington State driver's license by the time of appointment to this position

Residence: Successful applicant will be required to live in the City of Ellensburg or in close proximity

Specific Abilities: Must have excellent emotional control and be able to interact positively with the public. Must possess ability to function in all types of weather and under all conditions.

HOURS: 40 hour work week, 12 hour shifts at varying times.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

All of the following are to be performed while adhering to City of Ellensburg and Ellensburg Police Department operational policies, safety rules, and procedures. This position requires regular and consistent attendance to accomplish the following essential functions:

Arrest persons with or without a warrant and advise them of constitutional rights; conduct full searches of arrested persons; conduct frisk and/or pat downs; handcuff suspects or prisoners; seize contraband, weapons and stolen property from suspects; request verification of warrants before execution and execute arrest warrants; inspect patrol vehicle for weapons and contraband (e.g., before and after prisoner transport)

Subdue physically attacking person or person resisting arrest; use weaponless defense tactics; grip person tightly to prevent escape; disarm violent armed suspect; pull person out of vehicle who is resisting arrest; break up fights between two or more persons

Conduct motor vehicle enforcement; stop vehicles to investigate, warn, cite or arrest occupants; execute felony motor vehicle stop; arrest DUI suspects; investigate State reportable motor vehicle accidents

Use deadly force; draw weapon to protect self or third party; discharge firearm at person; fire weapon in combat (not including training); fire a weapon in dark environment with flashlight in one hand; participate in firearms training; clean and inspect firearms

Engage in high speed pursuit driving in congested area and/or on open road; engage in high speed response driving in congested area, on open road, and or off road; operate police vehicle on ice and/or snow covered road

Provide emergency assistance; take mentally deranged persons into custody for their own protection; administer cardio-pulmonary resuscitation (CPR) and mouth-to-mouth resuscitation; apply basic first aid to control bleeding, to unresponsive/unconscious person, to treat heart attack; talk with persons attempting to commit suicide to get them to delay or stop their attempt; use protective gear to prevent contact with infectious diseases; intercede in domestic disputes to resolve, maintain peace, protect person, etc.

Respond to and secure crime scenes; photograph crime scene; collect evidence and property; package, initial, mark, and label evidence; record location of physical evidence at scene; complete forms to document chain of custody of evidence; locate and protect latent evidence; dust and lift latent prints

Conduct criminal investigations including conducting preliminary and primary investigation of events related to any crimes and incidents (not limited to: homicide; rape, robbery, felony assault; burglary, fatal traffic accidents, vehicular homicide, vehicular assault, family disturbance, any other criminal activity as defined by local, State or Federal law); interrogate suspects; prepare incident paperwork; present evidence and testimony in legal and administrative proceedings; prepare affidavits and serve search warrants

Participate in special operations such as stakeouts, raids, and searches; search for a person in a darkened building or environment

Other duties may be assigned.

This is a representative sample--not to imply a complete listing of responsibilities and tasks.

SUPERVISORY RESPONSIBILITIES:

NONE

SUPERVISION RECEIVED:

Directly supervised by Police Sergeant(s). May be supervised by a Police Corporal in the absence of the Sergeant.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

High school diploma or general education degree (GED)

LANGUAGE SKILLS:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

MATHEMATICAL SKILLS:

Ability to apply basic concepts of mathematics, algebra, and geometry.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES:

(A) Thorough knowledge of modern law enforcement principles, procedures, techniques, and equipment; Considerable knowledge of applicable laws, ordinances, and department rules and regulations; Extensive knowledge of City's geography. Routinely exposed to confidential information; may disseminate such information consistent with departmental policies and procedures, requiring judgment; (B) Skill in the operation of the tools and equipment listed below; (C) Ability to perform work requiring good physical condition; Ability to communicate effectively orally and in writing; Ability to establish and maintain effective working relationships with, peers and supervisors and the general public; Ability to exercise sound judgment in evaluating situations and in making decisions; Ability to follow and give verbal and written instructions; Ability to meet the special requirements listed below.

CERTIFICATES, LICENSES, REGISTRATIONS:

Must possess, or be able to obtain by time of hire a valid Washington State Driver's License without record of suspension or revocation in any state. Basic Law Enforcement Training (or Police Officer Standards and Training) certification or equivalent; BAC card; First Aid and CPR; Radar certified; Current and valid Washington State Peace Officer Certification granted by The Washington State Criminal Justice Training Commission within one-year of appointment.

SPECIAL REQUIREMENTS:

(A) Applicants must agree to a credit check and be in good credit standing having no debts currently assigned to collections with a history that reflects no pattern of credit instability. The applicant must not have a pending garnishment or judgement which may cause undue hardship while employed with this agency, with the exception of child support. The hiring authority shall determine the status of applicant's credit history on a case by case basis; (B) Commissioned police officers must successfully complete all necessary training in accordance with the Washington State Criminal Justice Training Commission and EPD requirements and participate in on-going training; (C) Must be 21 years of age at time of appointment.

TOOLS AND EQUIPMENT USED:

Police car, police radio, radar gun, handgun and other weapons as required, use and demonstrate proficiency with less lethal tools, handcuffs, breathalyzer, pager, first aid equipment, fire extinguisher, personal computer including word processing software, tape measure, bullet-proof vest, flashlights, basic office supplies, radar/laser gun copy machine, shredder, telephone, camera, PBT.

PHYSICAL REQUIRMENTS/DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee must have the ability to maintain physical conditioning and endurance to function effectively in emergency situations.

The employee must meet the Department's required medical and physical agility standards.

Work is performed while walking or driving in varying weather conditions. The employee risks physical hazard from mechanical equipment, exposure to hazardous chemicals and fumes, and violent suspects. The employee will be subject to call on a 24-hour basis for emergencies and variable duty schedules.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls and talk or hear. The employee frequently is required to walk, sit, and reach with hands and arms. The employee is occasionally required to stand; climb or balance; stoop, kneel, crouch, or crawl; and smell.

The employee must be able to perform heavy manual labor, including but not limited to bending, stooping, twisting, pulling, working in confined spaces. The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move more than 75 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in outside weather conditions. The employee frequently works near moving mechanical parts. The employee is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration.

Performance of hazardous tasks under emergency conditions may require strenuous exertion under such handicaps as limited visibility, exposure to hazardous or toxic chemicals and gases, extremes in temperatures and weather, cramped

surroundings, and contact with death, emotional stress, contagious disease and terminal illness. The noise level in the work environment is usually moderate to loud.

KEY RELATIONSHIPS:

The key relationships described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the employee will provide information to, collect information from, coordinate projects and activities, solve problems, and negotiate solutions within policy guidelines with: the general public, other law enforcement agencies, other public service agencies, community groups, and schools. Contact will be made in writing, by telephone, in person, and/or through teaching or formal instruction.

JOB BENEFITS: Sick leave, paid vacation after six months, holiday leave credit, LEOFF retirement system, education incentive pay, fitness incentive pay, longevity pay, and department liability insurance.

EXAMINATION PROCEDURE: An eligibility list will be established from those who successfully pass the following requirements:

- a. Oral Review Board.
- b. Successful background check including a credit check, polygraph, and psychological exam.

VETERANS PREFERENCE: Veterans preference will be granted in accordance with RCW 41.04 to applicants who:

- 1. Pass the oral review board;
- 2. Served in the U. S. Armed Forces during any period of war (Viet Nam Era includes period of August 5, 1964 to May 7, 1975) and the period beginning on the date of any future declaration of war by the Congress and ending on the date prescribed by presidential proclamation or concurrent resolution of the Congress, *or* has served in any branch of the Armed Forces of the United States and has received an Armed Forces Expeditionary Medal, or Marine Corps and Navy Expeditionary Medal, for opposed action on foreign soil;
- 3. Honorably discharged or received a discharge for physical reasons with an honorable record;
- 4. Have not used veterans preference before in securing past employment;
- 5. Submit a copy of their military Form DD 214 **at the time of submitting the application for this position.**

SELECTION PROCESS: Applications can be completed and submitted through our website at www.ci.ellensburg.wa.us under the human resources page / employment opportunities link or obtained from the Human Resources Department, City of Ellensburg, 501 N. Anderson Street, Ellensburg, WA 98926 and filed with the HR Office, ATTENTION: CIVIL SERVICE COMMISSION, by 5:00 p.m., Friday, January 7, 2022. Resumes are not accepted in lieu of completing our application form.

Prior to hiring, applicants must successfully pass an extensive background investigation including a credit check, a polygraph and psychological examination, as well as a medical examination which includes a drug screen.

IN ACCORDANCE WITH THE IMMIGRATION REFORM AND CONTROL ACT OF 1986, ALL NEW EMPLOYEES WILL BE ADVISED OF ACCEPTABLE DOCUMENTS TO VERIFY IDENTITY AND WORK AUTHORIZATION, WHICH MUST BE SUBMITTED WITHIN THREE (3) DAYS OF DATE OF HIRE. THIS IS A CONDITION OF EMPLOYMENT WITH THE CITY OF ELLENSBURG.

The City of Ellensburg is an equal opportunity employer and encourages applications from all persons without regard to race, creed, color, national origin, sex, age, marital status, disability or any other non-merit factor. We will provide reasonable accommodation to disabled applicants, if requested and the Human Resources Department is notified at least two (2) days prior to the need.

**THE CITY OF ELLENSBURG IS AN EQUAL OPPORTUNITY EMPLOYER
(EOE)**

HUMAN RESOURCES PHONE NO.: (509) 962-7222

FAX NO: (509) 962-7143