



City of Everett

ANNOUNCES AN EXAMINATION / EMPLOYMENT OPPORTUNITY

POLICE OFFICER – (BLEA CERTIFIED)

**\$5533 – First Year, \$6059 – Second Year \$7251 – Third Year/Monthly
PLUS BENEFITS INCLUDING EDUCATION INCENTIVE PAY ON TOP OF BASE SALARY**

This is a Civil Service class involving general police activities associated with the protection of life and property by enforcement of state and municipal codes, regulations and ordinances. The positions are located in the Police Department at the Everett City Hall and one or more positions will generally occur each year. The Civil Service eligibility register for this position is subject to continuous modification as a result of the open/continuous nature of the process. Grades earned as a result of this screening process are valid for twelve (12) months after certification by the Civil Service Commission. Union membership is required within 30 days of employment. In addition, employment in this class requires compliance with all associated fitness standards and requirements as well as a satisfactory background check, FBI record check, polygraph (lie detector) exam, and psychological evaluation. Hiring offers are contingent upon successful completion of a City-paid LEOFF medical evaluation and medical history review that may include back x-rays and will include drug screening.

JOB DESCRIPTION

This is general duty police work protecting life and property and serving the public through the enforcement of laws and ordinances, and the prevention and investigation of crimes. Under immediate supervision of an assigned Field Training Officer (FTO), Master Police Officer (MPO) or Sergeant, employees are responsible for applying basic police academy training to actual law enforcement duties of routine difficulty. Work is performed according to detailed oral and/or written instructions.

The following knowledge, skills and abilities are considered essential functions and critical to successful performance in these positions:

Knowledge of:

- Criminal Investigations
- Criminal Law
- Criminal Procedures
- Crisis Intervention
- Firearms
- Defensive Tactics
- Patrol Procedures
- Traffic Law Enforcement
- Emergency Vehicle Operation
- Report Writing

Skill level:

- Cope with situations firmly, courteously, tactfully and with respect for the rights of all citizens.
- Provide high quality customer service when serving the public.
- Maintain composure and self-control under adverse conditions.
- Drive a police vehicle safely and satisfactorily.
- Utilize deductive reasoning to make critical decisions.
- Work effectively as a team member.

Ability to:

- Establish and maintain cooperative and effective working relationships with co-workers, supervisors, other city staff, and the public and relate to others in a courteous and respectful manner even under stressful conditions.
- Exercise judgment and remain calm in stressful and/or demanding situations.
- Apply interpersonal skills using tact, patience, courtesy, and good judgment.
- Maintain a work environment free of discrimination, harassment, and retaliation.
- Work safely and in compliance with Federal and State laws, city policies, and city standards.
- Work independently.
- Multi-task.
- Be discreet and maintain a high degree of confidentiality, accountability, responsibility, and accuracy.
- Learn the rules, regulations, and procedures of the department, and pertinent federal and state laws, and city ordinances.
- Learn the principles, practice, and techniques of modern police work.
- Learn the geography of the City, high-criminal-hazard locations, important buildings, major traffic arterials, and the sociological characteristics of various areas.

ELIGIBILITY REQUIREMENTS

1. Successful completion of the mandated course of instruction at the Washington State Basic Law Enforcement Academy (BLEA), the Washington State Patrol Training Academy, or other academy recognized as equivalent by Washington State Criminal Justice Training Commission standards within two (2) years of the application date.
2. Successful completion of all requirements as established by the State of Washington and the City for all law enforcement officers.
3. Possession of, or ability to obtain prior to employment, a valid Washington State driver license.
4. Must meet department standards of physical condition.
5. US citizenship.
6. Submission to an extensive background investigation which may include but is not limited to: FBI record check, financial records, previous employers, friends, relatives, neighbors (past and present), and polygraph (lie detector), psychological and medical examinations.
7. Possession of a high school diploma or equivalency
8. Not on the current eligible register for Police Officer-BLEA Certified, per Civil Service Rule 2.12.

SCREENING PROCESS

Application packets will be accepted on a continuing basis from the date that filing for this examination process opens. All applications will be held and a review of applications will occur prior to administration of the examination series. Only those applications on file at the time the examination series begins will be considered. Applications received after this time will be considered in the next exam series. Those meeting the requirements for the position will be examined by administration of an independently-rated questionnaire weighted 50%. A limited number of applicants with the highest passing grade on the questionnaire will be called to an oral panel evaluation, weighted 50%. All portions of the process are designed to sample and measure the requisite knowledge, skills, and abilities. Additional screening prior to appointment to these positions includes an employment and general background investigation as well as medical, drug testing, psychological, and polygraph examinations. **THOSE APPLICANTS CLAIMING VETERANS' PREFERENCE MUST SUBMIT A COPY OF THEIR DD214 FORM WITH THE EMPLOYMENT APPLICATION.**

APPLICATION PROCEDURES

Application materials may be accessed via <http://www.everettwa.gov/careers>. All applicants are required to complete and submit the City of Everett employment application and supplemental questionnaire. **FAXED or EMAILED APPLICATIONS WILL NOT BE ACCEPTED.** Note: All requirements must be met by the date the application is submitted (application date).

**FILING OPENS: January 4, 2016
OPEN/CONTINUOUS**

**OPEN/CONTINUOUS
A16003**

The City of Everett requires new hires to establish identity and employment authorization in accordance with the Immigration Reform and Control Act of 1986. THE CITY OF EVERETT VALUES A DIVERSE WORKFORCE. THE CITY DOES NOT DISCRIMINATE ON THE BASIS OF SEX, DISABILITY, RACE, COLOR, CREED, NATIONAL ORIGIN, HONORABLY DISCHARGED VETERAN OR MILITARY STATUS, OR SEXUAL ORIENTATION.

"AN EQUAL OPPORTUNITY EMPLOYER" Human Resources Department, 2930 Wetmore Ave., 5A, Everett, WA 98201. Phone (425) 257-8767. Open Monday – Friday 8 am to 5 pm