

ISLAND COUNTY CIVIL SERVICE COMMISSION

P. O. BOX 5000 - Coupeville, WA 98239-5000

360-678-7975 – Please leave a message.

Email Address: l.meehan@co.island.wa.us

EXAMINATION ANNOUNCEMENT AND INFORMATION SHEET

ENTRY LEVEL PATROL DEPUTY

OPENING DATE: Pre-employment written and physical ability testing is offer continuously through Public Safety Testing. <https://www.publicsafetytesting.com/>

CLOSING DATE: Saturday, January 31, 2015. You must have successfully completed the both the physical ability test (PAT) and written examination through Public Safety Testing before your application will be considered complete. For this examination process, a complete Island County Employment Application package (see below for details) must be received or postmarked by 1/31/15. (You may submit your application package prior to testing with Public Safety Testing.) Qualified applicants who have completed PST testing and the Island County Application package will be invited to participate in an Oral Board interview in February 2015.

SALARY: \$26.38 hour/\$4,572.51 month

BENEFITS: Health, Dental, Vision and Life Insurance. Paid vacations, sick leave and holidays. Uniforms and duty gear provided on initial hire and annual clothing allowance. Take home patrol cars. 4 day work week. LEOFF II Retirement.

Read this announcement thoroughly - it contains vital information about the Application and Civil Service Examination process. All notifications regarding this process will be sent to you by email, unless you express a preference otherwise by written notice.

This Civil Service Examination is for a full-time, sworn (Commissioned) position within the Island County Sheriff's Office. Duties include those set forth in the Job Description for Deputy Sheriff approved by the Civil Service Commission. (A copy of which is attached.)

MINIMUM QUALIFICATIONS:

All applicants must meet minimum qualifications:

- (1) Attainment of the minimum age of 21 years. No maximum age requirement.
- (2) Possession of, or ability to obtain prior to employment, a valid Washington State Driver License.
- (3) Be a high school graduate or possess GED certification.
- (4) Be a United States Citizen who can read and write the English language.

DISQUALIFIERS: See attachment "Automatic Disqualifiers for Deputy Sheriff Position"

EXAMINATION PROCESS: You must have successfully completed the both the physical ability test (PAT) and written examination through Public Safety Testing before your application will be considered complete. For the current examination process, a complete Island County Employment Application package (see below for details) must be received or postmarked by 1/31/15. (You may submit your application package prior to your testing with Public Safety Testing.) Qualified applicants who have completed PST testing and the Island County Application package will be invited to participate in an Oral Board interview in February 2015. In order to be placed on an Eligibility List, applicants must achieve a minimum score of 70% (seventy percent). Veterans' Criteria Status and Service Credit will only be applied to a passing score.

The weight of each phase of the examination is as follows:

1.	Physical Ability	Pass/Fail
2.	Written Examination	50%
3.	Oral Board Interview	50%

Once the examination process is complete a Civil Service Eligibility List will be established. Applicants will be placed on the list in order of their final score. Applicants will be certified from this list to fill vacant positions in accordance with local Civil Service Rules.

SELECTION PROCESS:

Vacancies are filled by the Civil Service "rule of three" with the top three candidates forwarded to the appointing authority for interview and background investigation as vacancies occur. Applicants given a conditional offer of employment are subject to further processes including polygraph examination, psychological examination, medical examination and background investigation. All appointments are subject to successful completion of a probationary period equivalent to twelve months of full-time service.

APPLICATION PROCESS:

In addition to successful completion of Public Safety Testing's physical ability test (PAT) and written examinations, you must complete an Island County Application for Employment form for this position.

Please include a cover letter and a resume in your application package. Your resume should contain your work history, educational history, including major courses of study and a history of training courses that directly affect your ability to perform as a patrol deputy. If applicable, include all military training courses. Reference letters from current or previous supervisor, current or former co-worker/peer and personal reference letters may be included with your application package.

Your application materials including application forms, certificates, cover letter and resume will be evaluated as part of the Civil Service Examination process. Be sure to sign the application form where required. Witnessed signatures do not require a Notary. Unsigned or incomplete applications will not be accepted.

If you are claiming Veteran's Scoring Criteria Status, please complete the Claim for Veteran's Criteria Status form and include a copy of your latest military discharge DD Form 214. If you are a current Island County Reserve Deputy or employed by the Island County Sheriff's Department, note your employment history in your cover letter.

To obtain an Application Package you may request an electronic version by contacting l.meehan@co.island.wa.us. If you require that the forms be mailed to you, please send a Self-addressed, Stamped 9" x 12" envelope with \$1.61 postage to Island County Civil Service Commission, P.O. Box 5000, Coupeville, WA 98239-5000. Application packages may also be obtained at the Sheriff's Office or from the Island County Human Resources Office in Coupeville.

Do not mail your application package to Human Resources. Instead, your complete application package should be returned by mail to:

Island County Civil Service Commission
P.O. Box 5000
Coupeville, WA 98239-5000

ISLAND COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

Island County Sheriff's Office

Automatic Disqualifiers for Deputy Sheriff Position

The Island County Sheriff's Office will automatically disqualify any individual who has at any time:

- Been convicted of a felony (or pled no contest to a felony charge) or any offense that would be a felony if committed in Washington State, or has been incarcerated for any crime.
- Sold marijuana, narcotics or dangerous drugs.
- Used (tried) illegally any narcotic or dangerous drug by injection.
- Used illegally for any purpose marijuana within the past 2 years.
- Used illegally any other dangerous drugs or narcotics (marijuana included) other than for experimentation within the past 7 years. The use of an illegal drug is presumed to be not for experimentation by the Island County Sheriff's Office if:
 1. The use of marijuana exceeds a total of 10 times or exceeds 5 times in the past 7 years.
 2. The use of dangerous drugs or narcotics, other than marijuana, exceeds a total of 2 times in the past 7 years.
- Been dishonorably discharged from the United States armed forces.
- Had a pattern of abusing prescription medication.
- Received more than 4 moving traffic violations within the preceding 3 years; or reckless driving violation within the preceding 5 years; or driving while license suspended within the preceding 5 years; or driving while intoxicated within the preceding five years.
- Been involved in more than one motor vehicle accident within the preceding 3 years for which the applicant received a traffic or criminal citation and was convicted, forfeited bail, or entered a plea of "guilty" or "no contest".
- Been previously employed as a law enforcement agent and since has committed or violated federal, state or city laws pertaining to criminal activity.
- Committed any serious violation of Federal, State, City or County laws.
- Lied during any stage of the hiring process.
- Falsified his or her personal history questionnaire or application, or failed to disclose pertinent information.
- Been convicted of any crime under a domestic violence statute.
- Unlawful sexual misconduct.
- Any sustained finding of dishonesty against candidate from previous law enforcement employer, (Brady Material).

Discretionary Disqualifiers:

The following disqualifiers may, upon review by Island County Sheriff's Office, make you ineligible to become an Island County Deputy Sheriff:

- Alcohol or substance misuse and/or abuse.
- Excessive traffic violations.
- Commission of a misdemeanor or gross misdemeanor.
- A demonstrated unwillingness to honor fiscal contracts or just debts.
- Any other conduct or pattern of conduct that would tend to disrupt, diminish, or otherwise jeopardize public trust in the law enforcement profession.
- An inability to perform the essential functions of a Police Officer.

"Your Community Policing Partner"

JOB DESCRIPTION

ORGANIZATION NAME: ISLAND COUNTY SHERIFF’S OFFICE

DEPARTMENT: CRIMINAL DIVISION

LOCATION: LAW & JUSTICE CENTER
COUPEVILLE, WASHINGTON

DEPARTMENT JOB TITLE: DEPUTY SHERIFF

Status: Non-Exempt
Reports To: Sergeant/ Lieutenant
Supervises: Junior Employees when necessary
Civil Service Status: Classified
Probation: 1 year
Employment Status: Full-Time
Work Hours: 4 – Ten Hour Shifts or 5 – Eight Hour Shifts

PERCENTAGE OF INVOLVEMENT

80% Patrol/Investigations
10% Community Relations
5% Court
5% Miscellaneous

JOB SUMMARY

Under general supervision, supervises and performs general duty police work with a shift or unit of the Sheriff's Office involving a wide range of duties performed to protect life and property, enforce laws and ordinances, and preserve order within the community.

ESSENTIAL FUNCTIONS

With or without accommodations, must be able to:

1. Get along well with others.
2. Have regular and predictable attendance.
3. Exercise rational judgment and control of emotions when responding to emergencies.
4. Self-initiate work priorities and work independent of direct supervision.
5. Protect the general safety of the public.
6. Drive emergency vehicles under stressful conditions.
7. Conduct physical apprehensions and arrests of resistive and/or fleeing, and often, dangerous suspects.
8. Be loyal by affirmatively promoting the mission, goals, objectives, and directives of the Sheriff, and superior command personnel.

GENERAL DUTIES AND RESPONSIBILITIES

Duties include but are not limited to:

1. Inspects the assigned patrol vehicle prior to beginning shift to include: checking under all seats, front and back, and all compartments where the public or incarcerated suspects may have had access.
2. Operates the assigned patrol vehicle in accordance with all applicable laws and regulations.
3. Patrols assigned area to include all public and private businesses and residences, parking lots, surface streets and interstates enforcing all federal, state and local laws. Responds to calls for service, performs preliminary investigations as assigned, initiate's actions to investigate suspicious persons or circumstances, and provides assistance to persons who require it.
4. Directs vehicular traffic; enforces traffic laws; directs pedestrian traffic; investigates road damage; removes hazards from the roadway; conducts traffic stops to check operator's license, issue citations, and explain legal procedures, check vehicle license plates, registration and other required documents.
5. Investigates traffic accidents and determines cause; protects, processes and stores all physical evidence related to a specific incident; requests the necessary emergency equipment required at the scene, takes precautions at an accident scene by creating detours or working traffic control to reduce the possibility of other accidents.
6. Positions vehicles at road blocks to effectively isolate the scene of hazardous situations.
7. Reviews and investigates all hit & run vehicular accidents to include: computer inquiries, interviews, interrogations and documentation.
8. Patrols and enforces all parking ordinances in the county, responds to specific complaints from citizens regarding parking issues; issues summons for violations testifies in district court regarding traffic violation issues.
9. Enforces all applicable county, state and federal laws.
10. Uses oral communication skills to testify in a courtroom setting or other legal proceeding to ensure complete and correct information is related to all participants.
11. As a Field Training Officer (FTO or PTO), trains and instructs probationary officers (PO)'s, including providing orientation, instruction and training in radio traffic, procedures for arresting persons, use of force, report writing, application of laws and instruction in other areas of practical law enforcement. Monitors the performance of PO's members, corrects performance deficiencies, provides feedback, and takes corrective action, as needed.
12. As a Detective, conducts criminal investigations; interrogates and obtains statements from victims, witnesses and suspects; obtains confessions from suspects; collects and processes evidence; performs crime scene investigations; compiles investigative findings and completes a wide variety of police reports.

13. Investigates all potential arson fires; conducts investigation, interviews witnesses, assists in the preparation of the case for prosecution, and testifies in court.
14. Secures and protects the scene of a crime and the immediate area surrounding the crime scene so that no evidence is disturbed.
15. Processes crime scenes, including processing latent prints.
16. Reviews all reports, evidence and notes related to an investigation to allow for knowledgeable courtroom testimony.
17. Provides depositions or courtroom testimony to the court on incidents where officer may have direct knowledge or information.
18. Obtains arrest warrants from judicial authority by presenting facts and evidence as basis for obtaining warrant resulting from the investigation of a criminal incident.
19. Makes arrests of persons observed or suspected of committing crimes, based on probable cause.
20. Advises persons under arrest and explains their rights according to the law to ensure complete understanding of these rights.
21. Conducts stop and frisk searches on suspicious persons for the safety of all involved parties.
22. Searches movable vehicles both interior and exterior under independent probable cause in accordance with established search and seizure rules and Sheriff's Office procedures.
23. Searches persons, premises, or property incident to a lawful arrest with a warrant or consent in accordance with established Sheriff's Office policy and search and seizure laws.
24. Plans methods and procedures for conducting a search of a person or premise using all available information on the size and location of the person or premise.
25. Removes weapons from persons unlawfully armed.
26. Advises victims or other involved persons of their rights according to current law and the proper procedures to follow to prosecute a case.
27. Confiscates property for evidence resulting from an arrest for safekeeping by physically taking property to the Evidence Processing Room and completing necessary paperwork.
28. Maintains and inspects all duty related personal and Sheriff's Office equipment, to include: vehicles, uniform apparel, weapons and ammunition, handcuffs, badges, flashlights, pagers, cellular phones, gear, specialized and other equipment.
29. Demonstrates a proficiency in the use of all issued equipment.
30. Identifies, confiscates, preserves, and maintains the chain of custody of all evidence in accordance with current search and seizure laws and Sheriff's Office policy.

31. Communicates over and listens to police radio, issues lookout and other required information while on patrol.
32. Orally communicates with the public, fellow members and supervisors to a degree that complete understanding is accomplished.
33. Assists in the evacuation or rescue of persons and property in emergency situations such as aircraft crashes, fires, floods and other natural or manmade disasters.
34. Provides victims of crime with information, referral, and other assistance as provided in Washington State law and Sheriff's Office regulations.
35. Speaks with and refers citizens in need to appropriate public and social services.
36. Communicates with citizens in assigned patrol area to establish rapport and trust.
37. Obtains information on persons or property involved in a crime from witnesses, victims or others with knowledge of the incident.
38. Maintains and organizes field notes and other information to complete comprehensive Sheriff's Office reports.
39. Completes all required paperwork in a timely manner.
40. Attends in-service and specialized training as required.
41. Performs highly specialized duties and tasks associated with specialized assignments such as Detective, Police K-9 Officer, Traffic, HEAT, Crisis Negotiator, and instructor.

MATERIALS AND EQUIPMENT USED

1. Vehicle
2. Communication Equipment
3. Computer
4. Firearms
5. Protective and Safety Equipment
6. Speed Measuring Devices
7. Specialized/Technical Equipment
8. Chemical/Impact Weapons
9. General Office Equipment

MINIMUM QUALIFICATIONS

1. High School diploma or GED
2. Completion of all requirements for Washington State Certified Peace Officer
3. Civil Service Commission requirements
4. Valid Washington State Driver's License
5. CPR & First Aid Certified
6. United States Citizen
7. Meet visual requirements

GENERAL TESTING REQUIREMENTS

1. Pass physical fitness test
2. Pass written test
3. Pass oral board/interview and/or assessment center
4. Satisfactorily complete a background investigation
5. Pass polygraph examination
6. Satisfactorily complete psychological evaluation
7. Satisfactorily complete medical examination

PHYSICAL ABILITIES

With or without accommodations, the incumbent must have the:

1. Ability to see and accurately identify and distinguish between colors;
2. Ability to accurately identify and distinguish between the smell of different materials, or chemicals;
3. Possess good hearing in order to hear sirens, alarms, the human voice, and to accurately identify and distinguish between inputs from short or long ranges, and clearly hear radio messages;
4. Possess an audible voice for in-person and radio communications;
5. Possess sufficient body strength in order to perform normal duties of the position;
6. Ability to sit stand, stoop and bend, and walk about.

REQUISTE JOB KNOWLEDGE

1. Local, state and federal laws and current county ordinances.
2. Judicial system, operation and procedures for criminal prosecution.
3. Legal limitations of member's authority and the limits and requirements in the use of force.
4. First Aid procedures and equipment at the first respondent level.
5. Suspect/victim/witness interview and interrogation concepts, principles and practices.
6. Sheriff's Office policies and standard operating procedures.

7. Public relations techniques for handling calls for service or complaints.
8. Crime scene processing procedures and the security and protection of a crime scene.
9. Basic crime prevention techniques.
10. Defensive tactics to protect self and others.
11. Proper arrest and suspect apprehension techniques.
12. Crime patterns, potential problem areas, and prior offenders within patrol area.
13. Training, care and deployment of a canine unit.
14. Jail and Communications Operations.
15. Record keeping, report preparation, filing methods and record management techniques.
16. Correct English usage, including spelling, grammar, punctuation, and vocabulary.
17. Standard business arithmetic, including percentages and decimals.
18. Applicable state, federal and local laws, rules and regulations.
19. Computer applications related to the work.

REQUISITE SKILLS

1. Skill in the use and operation of all assigned equipment to include: police vehicle, emergency equipment, firearms, restraint devices, technical equipment and basic first aid equipment.
2. Preparing clear and concise reports, correspondence and other written materials.
3. Organizing work, setting priorities, meeting critical deadlines, and following up assignments with a minimum of direction.
4. Applying logical thinking to solve problems or accomplish tasks; to understand, interpret and communicate complicated policies, procedures and protocols.
5. Using tact, discretion, initiative and independent judgment within established guidelines.
6. Communicating clearly and effectively, orally and in writing.

REQUISTE MENTAL ABILITIES

1. Ability to mediate disputes between diverse groups of people.
2. Ability to be articulate while testifying in court or other legal proceedings.
3. Ability to understand and carry out oral and written instructions, giving close attention to detail and accuracy.
4. Ability to read and interpret documents such as Washington State Criminal and Traffic Codes, safety rules, operation and maintenance instructions, procedure manuals, and so forth.

5. Ability to write routine reports and correspondence.
6. Ability to speak effectively before public groups and respond to questions.
7. Ability to compute ratios and percentages and interpret bar graphs.
8. Ability to interpret a variety of instructions in written, oral, diagram or schedule form.
9. Ability to instruct and train individuals in general duty police work.
10. Ability to solve practical problems and deal with a variety of variables in situations where only limited standardization exists.
11. Ability to use physical strength of arms and legs to climb up and over or to jump over, across, ascend, or descend large obstacles.
12. Ability to pursue suspects on foot for a sustained period while bearing duty equipment.
13. Ability to subdue suspects in a physical confrontation while bearing duty equipment.
14. Ability to push or pull self through openings of varying nature by using the necessary upper or lower body strength of the arms or legs.
15. Ability to drag, push, pull, lift, or carry heavy objects or persons, move heavy equipment, rescue individuals, restrain suspects or victims, and drag persons away from dangerous situations or respond to incidents.
16. Ability to run up or down stairways or respond quickly to other incidents.
17. While performing the essential functions of this job the member is frequently required to stand, walk, run, drive, sit, use hands to finger, handle or feel, talk or hear, and lift and/or move up to 50 pounds.

WORKING CONDITIONS (DEPENDING ON AREA OF ASSIGNMENT)

1. While performing the essential functions of this position the member is frequently exposed to outdoor weather conditions.
2. While performing the essential functions of this position the member is occasionally exposed to work near moving mechanical parts, work in precarious places, fumes or airborne particles, toxic or caustic chemicals, and handling calls dealing with explosives.
3. Exposure to unknown and dangerous conditions such as intoxicated or violent arrestees and life threatening situations such as armed and/or violent arrestees.
4. Exposure to unknown health conditions from contacts with individuals or animals with contagious or communicable diseases.

5. Occasional exposure during work time to hazardous situations which involve armed or physically violent persons or interviewing mentally or emotionally disturbed persons.
6. Working time may require irregular hours and shifts; at times voluntary and involuntary overtime may be necessary, as well as being called back to duty on short notice.
7. The incumbent's working conditions are typically moderately quiet.
8. At emergency or training scene, the incumbent's working conditions may be moderately loud.

CAUSE FOR REMOVAL

The incumbent may be removed with or without personal fault. Economic conditions that cause reductions in work force, the member's inability to attend regularly to work, and a failure to perform competently on any of the essential functions of the position or consistently failing to perform competently on regular duties and tasks are among the major reasons for job removal without fault. Failures to uphold the mission of the Sheriff's Office, committing gross acts of disloyalty, and not complying with preconditions for original employment are major reasons for termination with fault. Requiring excessive amounts supervisory counseling and/or remedial training are among major reasons for termination with or without fault.

NOTE: This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this class. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this description. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the American with Disabilities Act (ADA). Reasonable accommodations for the specific disability will be made for the incumbent/applicant when possible.

ISLAND COUNTY CIVIL SERVICE COMMISSION APPROVED: 17th DAY OF February, 2010.

Commissioner, Chair

Commissioner

Commissioner