

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

CORRECTIONS DEPUTY

Females as a Bona Fide Occupational Qualification are encouraged to participate.

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: \$19.99 hour/\$3,464.93 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, 4 day work week, PERS 2 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) Corrections Officer position within the Island County Sheriff's Office. Duties include those set forth in the Job Description for Deputy Sheriff - Corrections approved by the Civil Service Commission. (A copy of which is attached.)

The employee performs general custody duties associated with Corrections and Detention work in a closed and closely monitored facility. This position requires close one-on-one work with persons accused or convicted of violating the laws of the United States, Washington State, Island County, or any of the municipalities served by the Island County Sheriff either directly or by contract.

Persons selected to fill this position will be tasked with a variety of duties and responsibilities, including but not limited to, booking, releasing, fingerprinting, and photographing prisoners. This position necessitates daily contact with inmates for meals, medical treatment, visiting, recreation privileges and court appearances.

Being female is a Bona Fide Occupational Qualification (BFOQ) for the position of Corrections Officer in the female unit. Female applicants are encouraged to participate in the examination process.

Persons selected to fill this position are expected to perform consistently, proficiently and independently all duties and functions relating to the care and custody of inmates remanded to the custody of the Island County Sheriff. Work shifts are expected to be four (4) ten (10) hour work shifts.

The department facilities are located at the Island County seat in the Town of Coupeville.

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.
- (5) Good physical and mental health.
- (6) Meet minimum weight and height standards.
- (7) Vision, uncorrected 20/100, corrected to 20/20 on both eyes.

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
DEPUTY SHERIFF – CORRECTIONS

ORGANIZATION NAME: ISLAND COUNTY SHERIFF’S DEPARTMENT

DEPARTMENT: CORRECTIONS & DETENTION FACILITY

LOCATION: 2ND. FLOOR, COURTHOUSE ANNEX
COUPEVILLE, WA 98239

DEPARTMENT JOB TITLE: DEPUTY SHERIFF – CORRECTIONS

Classification Assignment: This position, for purposes of testing and maintenance of an eligibility list, is linked to the Deputy Sheriff – Patrol, testing procedures.

Job Complexity: Performs general custody duties associated with Corrections and Detention work in a closed and closely monitored facility. Requires close one-on-one work with persons accused or convicted of violating the laws of the United States, Washington State, Island County, or any of the municipalities served by the Island County Sheriff, either directly or by contract.

Job Summary: Performs a variety of duties and responsibilities in the Corrections and Detention facility. These are of a regular and recurring nature, including, but not limited to booking, releasing, fingerprinting and photographing prisoners. Necessitates daily contact with inmates for meals, medical treatment, visiting, recreation privileges and court appearances.

Distinguished Features of the Class: Individuals assigned to this classification will normally be expected to perform consistently, proficiently, and independently all duties and functions relating to the care and custody of inmates remanded to the custody of the Island County Sheriff. Work is normally performed in accordance with established procedures, policies and explicit orders, but with considerable judgment and latitude required in daily routine law enforcement matters, and sensitive issues.

Work Performed: Work performed includes, but is not limited to the following:

- (1) The receiving and processing of all persons being detained within the confines of Island County Corrections and Detention Facility, or otherwise remanded to the custody of the Island County Sheriff.
- (2) Insures the security, safety and welfare of the facility’s staff, its inmates and the general public, by a variety of means: head counts, personal observations, reports, surveillance equipment and inspection tours.

- (3) Maintains a variety of written and typewritten reports, logbooks, data collection forms and personal history forms.**
- (4) Inventories, accounts for and safeguards property belonging to the inmates, the facility, the Sheriff's Department and Island County.**
- (5) Supervises scheduled inmate activity, recreation periods, visiting and work assignments.**
- (6) Control room operations, including reception and documentation duties for visitation and other business with personnel or inmates, for both Correctional Facility and Sheriff's Office. (These duties will be regularly scheduled when the ICSO Communications Center is integrated with ICOM, a countywide radio dispatch center).**
- (7) Performs other duties as may be reasonably expected, consistent with this classification.**

Performance Requirements:

- (1) Requires the ability to read, understand and implement procedures, policies and instructions consistent with the above job description.**
- (2) Requires a better than average knowledge of the English language and its composition, ability to write the English language in both cursive and printed formats, and in a manner that is legible, logical and understandable; ability to use typewriter and data terminal; ability to work with numbers accurately; and the ability to understand verbal and written instructions as would typically be required after four years of high school with a general education curriculum.**
- (3) Requires the ability to speak clearly, logically and concisely.**
- (4) Requires general familiarity with purposes, functions and services of a law enforcement agency and corrections/detention facility.**
- (5) Requires satisfactory completion of the Corrections Officers Academy, as scheduled.**
- (6) Requires the ability and willingness to carry out explicit orders, and otherwise follow critical sequences of procedures.**
- (7) Requires the ability and willingness to deal directly with the general public, juvenile offenders, corrections and detention inmates, law enforcement agencies, and courts.**
- (8) Work rotating shifts as scheduled.**

General Recruiting Qualifications:

- (1) Minimum age of 21 years at the time of appointment.**
- (2) Possess a valid Washington State Driver's License at the time of appointment.**
- (3) United States citizen.**
- (4) Possess a high school diploma (or GED certificate).**

- (5) Good physical and mental health
- (6) Meet minimum weight and height standards.
- (7) Vision, uncorrected 20/100, corrected to 20/20 on both eyes.

General Testing Requirements:

- (1) Pass a written examination.
- (2) Pass a physical agility test.
- (3) Complete an oral Board interview.
- (4) Pass a physical examination.
- (5) Satisfactorily complete a psychological evaluation process.
- (6) Satisfactorily complete a background investigation.
- (7) Satisfactorily complete a polygraph examination.

ISLAND COUNTY CIVIL SERVICE COMMISSION APPROVED this 24th. Day of May 1995.

James K. Johnston, Chairman

S/Gene Parmelee

Gene Parmelee, Commissioner

S/Jerry Patterson

Jerry Patterson, Commissioner

JOB DESCRIPTION CORRECTIONS