



207 W. 2nd Street • Grandview, Washington 98930 • Tel: (509) 882-9200 • Fax: (509) 882-3099 • www.grandview.wa.us

GRANDVIEW POLICE DEPARTMENT CERTIFIED CORRECTIONS OFFICER

The Grandview Civil Service Commission is currently accepting applications to conduct a test for the position of Corrections Officer with the Grandview Police Department. Applicants must have successfully completed the Washington State Criminal Justice Training Commission Corrections Officers Academy and hold current certification prior to hire date. Testing will consist of a physical abilities test and oral interview. An eligibility list for hiring will be established from this testing. Applications and job descriptions are available at Grandview City Hall, 207 West Second Street, Grandview, WA 98930, (509) 882-9200 and will be mailed upon request. Applications are also available on the City's website at www.grandview.wa.us. Completed and signed applications must be submitted by 5:00 p.m., Friday, May 15, 2015.

Salary for Certified Corrections Officer is \$3,327 - \$3,850 per month. Benefits include medical, dental, orthodontia and vision insurance for employee and dependents; \$25,000 life insurance; paid vacations, holidays and sick leave; participation in the Washington State Department of Retirement System.

The City of Grandview is an Equal Opportunity Employer.

Publish: Yakima Herald – 4/26/15 & 5/3/15
 Tri-City Herald – 4/26/15 & 5/3/15
 Grandview Herald/Prosser Bulletin – 4/29/15 & 5/6/15
 Daily Sun News – 4/29/15 & 5/6/15
 Washington State Criminal Justice Training Commission

JOB DESCRIPTION POLICE CORRECTIONS OFFICER

Nature of Work

This is moderately difficult and varied corrections/jail/office work involving primarily the caring for inmates during all aspects of their incarceration. Work is performed in a police department/dispatch center/jail environment subject to potential exposure to bloodborne pathogens, viruses, body vermin, cleaners, chemicals, abusive and combative persons, and less lethal chemical and electrical weapons. An employee in this class may also occasionally be responsible for the accurate execution of communications/dispatching for police and fire, as well as some clerical duties that require the application of judgment based on increasing familiarity with the general communications center operations and records of the police department. Decisions are made generally in accordance with established precedents or departmental policies.

Essential Job Functions

- A. Support jail inmate care to include booking, releasing, prisoner transportation, court security, feeding, etc., necessitating a knowledge of the laws of the State of Washington, Ordinances of the City of Grandview and policies and regulations of the Grandview Police Department.
- B. Order, purchase, and maintain inmate food, clothing, and various other supplies in general inventory.
- C. Receive new jail inmates and legibly complete Booking Form(s).
- D. Collect, record, and safely maintain an inmate's personal property.
- E. Review, evaluate, and follow court commitments or orders.
- F. Photograph and fingerprint inmates.
- G. Escort and place inmates into cells with all required amenities.
- H. Inspect jail facilities for security and cleanliness to assure facilities are maintained in accordance with standard procedures.
- I. Perform occasional body searches of inmates and of the facility for contraband items.
- J. Prepares, records, and submits written reports or memorandums concerning procedures, inmate population, general jail function, safety, security or any other issues as directed or necessary.
- K. Escort, transport, or otherwise assure security/custody of inmates in transit to court appearances, hospital or other medical facility, or other correctional institutions.
- L. Coordinate inmate control in a courtroom setting to include distribution and retention of necessary documents
- M. Calculate disposition, sentencing, and release time for inmates based on applicable criteria.
- N. Monitor inmate, trustee, and visitor movement within the facility so as to control overall security.
- O. Satisfactory performance of radio dispatching and limited clerical work in support of police and/or fire operations or other emergency personnel as the need arises.
- P. Familiarity with department IT computer network, data entry, and records functions.
- Q. Supervise community service workers.
- R. Ability to interact with the public and assist them appropriately in situations that range from routine conversation to high-stress emotional encounters.
- S. Ability to develop appropriate skills in the use of firearms.
- T. Maintain proficiency with handgun, defensive tactics and tools associated with the job.
- U. Performs any other related work as assigned.

Knowledge, Abilities, and Skills

- Working knowledge of modern office practices and procedures and fluency, verbal and written, in business English, spelling and arithmetic.
- Skill in operating a typewriter or computer keyboard, in filing and maintaining other office records, and operating common office machines.
- Good judgment in making decisions in accordance with regulations, rules, policies, laws and

ordinances.

- Ability to understand and follow moderately complex oral and written instructions.
- Ability to maintain and prepare complex reports, records and files.
- Ability to operate computer.
- Ability to remain calm in stressful situations.
- Ability to cope with situations firmly, courteously, tactfully, and with respect for the rights of all citizens.
- Ability to handle persons who become violent or may resist apprehension/incarceration.
- Ability to perform all assigned duties while maintaining appropriate personal conduct, attitude, and appearance expectations in conformance to policies, procedure, directives, and orders within the chain of command.
- Graduation from the Washington State Criminal Justice Training Commission Corrections Officers Academy within probation period.

Special Requirements

All applicants for examination for this class must be citizens of the United States; able to read and write the English language; be at least 21 years of age at time of advertising examination; in ordinary good health; of good moral character and of temperate and industrious habits; possess a high school diploma or GED equivalent; possess typing ability; must possess a valid, unrestricted Washington Driver's License at time of employment; must have no felony convictions or misdemeanor convictions involving theft, larceny, moral turpitude, controlled substances, driving while under influence of alcohol and/or drugs, hit and run or reckless driving. Evidence of any other violation of criminal or traffic statute or ordinance which in the opinion of the Commission renders the applicant unfit as a law enforcement dispatcher shall be caused to deny an application or remove an individual from further consideration.

May be approved for employment only after a thorough background investigation, including, but not limited to, drug history, driving record, credit history, criminal record, work history, reference check, polygraph exam, psychological exam, and physical exam.

Desirable Experience and Training

In addition to the above minimum requirements, it is highly desirable that applicants possess some training in office practice and related business subjects. Experience involving public contact and interaction is a plus. Having some knowledge of radio communications, radio operational procedures, radio logs, and record-keeping, etc. is highly desirable.

Fluency, verbal and written, in Spanish is preferred, but not required.

Recommended: C. O'Neil 4-16-15
City Administrator (Date)

Approved: Yuan O'Neil 4/20/15
Mayor (Date)