



KITSAP COUNTY
invites applications for the position of:
DEPUTY SHERIFF 2-LATERAL

SALARY: \$28.96 - \$36.97 Hourly
\$60,236.80 - \$76,897.60 Annually

OPENING DATE: 07/08/15

CLOSING DATE: Continuous

GENERAL STATEMENT:

Under the direction of the assigned supervisor, the incumbent in this position is a commissioned law enforcement officer that performs journey-level law enforcement duties involving the protection of life and property, the enforcement of laws and ordinances, the maintenance of order, the investigation of crime, and related work as required. It is required to work both independently and as part of a team.

Distinguishing Characteristics

The Deputy Sheriff 2 is the second level in a two level classification series. The Deputy Sheriff 2 classification is distinguished from the Deputy Sheriff 1 classification by performance of more complex law enforcement duties than that of the entry level Deputy Sheriff 1. Work is performed under regular or frequent supervisory review for adherence to policy, authority, and procedures of the Sheriff's office.

QUALIFICATIONS FOR PERFORMANCE OF THE ESSENTIAL FUNCTIONS:

Required Education and Experience

- 90 quarter credits or 60 semester hours from a college or university accredited by an agency recognized by the US Department of Education; AND
- One year of employment as a full-time (full police powers) commissioned law enforcement officer for a state police/patrol, county sheriff's office or municipal police agency; AND
- Successfully completed an agency's law enforcement patrol FTO and probationary program; AND
- Applicants must be currently employed or not be separated from employment for more than one year as a full-time, commissioned law enforcement officer by a state police/patrol, county sheriff's office or municipal police agency at the time of application.
- Applicants will be disqualified if they have resigned in lieu of being terminated for cause or were discharged for disqualifying misconduct from a full-time commissioned law enforcement position, in accordance with RCW 43.101.

Equivalent Experience for Education

- Full-time (full police powers) commissioned law enforcement officer for a state police/patrol, county sheriff's office or municipal police agency may be used to offset the required college credits on a year-to-year basis. For example, without any college you will be required to have two years of full-time, commissioned service. With one year of college (45 quarter or 30 semester credits) you will be required to have one year of full-time, commissioned service; OR
- Military Education Equivalency – applicants that have been honorably discharged from active duty, supply a DD214 with application; who also have a military education equivalency of 90 quarter credits or 60 semester hours; and supply Joint Service Transcript and/or Verification of Military Experience and Training DD2586 form; OR
- Three years as a (currently employed) Corrections Officer in good standing with Kitsap County Corrections.

Required Licenses, Certificates, Examinations/Tests and Other Requirements

Please note: The incumbent is responsible for obtaining and maintaining all of the following required licenses, certifications and other requirements.

Prior to employment the successful candidate must:

- Washington State Criminal Justice Training Academy or possess a valid Peace Officer's certification (RCW 43.101.095).
- Must pass multi-phased testing process including a written examination, physical agility, oral board interview, credit and criminal background check through law enforcement agencies and a lie detection examination.
- Pass a LOEFF II medical/physical and psychological evaluation requirements.
- Submit official transcripts from an accredited college or university.
- In accordance with RCW 41.14.100, applicants must be 21 years of age, a citizen of the United States, and able to read, write and speak the English language so as to be easily understood.
- Driving record review to verify their eligibility to drive for Kitsap County parking violations.

At time of appointment the successful candidate must:

- Possess a valid Washington State Driver's License.
- Be able to fulfill all traveling requirements of this position and meet the qualifications and guidelines of the Sheriff's Office Vehicle Operation Policies in the operation of a motor vehicle on County business.
- During employment the successful candidate must:
- Complete the Washington State Criminal Justice Training Commission Basic Law Enforcement Academy (WSCJTC BLEA) equivalency if applicable.

Required Knowledge, Skills and Abilities

Knowledge of:

- Federal, state and local laws.
- Law enforcement practices and techniques, specifically those relating to criminal investigation and report writing.
- General principles of criminal investigation.
- Techniques of interviewing and interrogation.
- Identification and preservation of physical evidence.
- National Incident Management System (NIMS)

Skills and/or Ability to:

- Appear for scheduled shifts with regular, predictable and punctual attendance.
- Work various shifts, weekends, holidays and overtime as required.
- Be of service to a diverse population, respecting others values, cultures and/or backgrounds.
- Establish and maintain effective working relationships with others using tact, courtesy and good judgment.
- Interacts with others in a way that gives them confidence in one's intention and those of the organization.
- Effectively plan, prioritize, organize and complete multiple tasks within prescribed timeframes.
- Use independent judgment in deciding courses of action handling difficult and emergency situations without assistance.
- Meet minimum department standards on firearms qualifications and accurately fire weapons in stressful situations.
- Read, write and speak the English language so as to be easily understood (RCW 41.14.100).
- Compose and prepare incident reports, logically organizing details.
- Operate standard office equipment such as personal computer/word processor, calculators, copiers and telephone system.
- Maintaining confidentiality and integrity of sensitive criminal history and related law enforcement agency information, data, files and systems
- Read, understand, interpret and apply relevant federal and state laws, county ordinances and established principles, practices, policies and procedures of law enforcement.
- Physically perform assigned duties and essential functions of the position.
- Learn and use investigative techniques and procedures.
- Satisfactorily complete prescribed courses of training at the academy and during in-service training programs within prescribed timeframes.
- Compose and prepare incident reports, logically organizing details.

Working Conditions/Physical Activities

(The physical demands described are representative of those that must be met by the employee to successfully perform the essential functions of this job. Kitsap County provides reasonable accommodation to enable individuals with disabilities to perform the essential functions.)

Positions in this class typically require:

- Work in vehicle and in an office setting.
- Assist in emergency situations dealing with stressful, violent and combative situations.
- Safely operate an emergency vehicle in dangerous climates and situations.
- Walking, standing, sitting, digital dexterity, talking, hearing and seeing all for extended periods of time.
- Sufficient strength and flexibility including running, jumping, balancing, climbing, crawling, kneeling, bending stooping, twisting, crouching, reaching, lifting, carrying, dragging, throwing, pushing/pulling in order to physically subdue, apprehend and restrain prisoners or suspects in a variety of volatile, possibly dangerous situations.
- Visual acuity is required to conduct investigations of traffic accidents and crime scenes and operate mobile data terminals. (Visual acuity cannot be worse than 20/100 in each eye without correction and corrected to 20/20 in the better eye and 20/30 in the lesser eye.)
- Substantial in-person contact with the public, suspects, prisoners and other law enforcement agencies requires that the incumbent hear voice communication and respond appropriately.
- Wearing protective equipment as required by the Department.
- Exposed to the hazards associated with all weather conditions and traffic.

ILLUSTRATIVE EXAMPLE OF DUTIES:

(Any one position may not include all of the duties listed nor do the listed examples include all tasks which may be found in positions of this class.)

Essential Job Duties:

- Patrol a designated area of the County in a police patrol vehicle and/or on foot to deter and discover crime.
- Perform on-scene investigations at crime scenes.
- Aid persons in trouble and render other public services as needed.
- Patrol a designated area of the County in a patrol car, boat, or on a motorcycle to enforce traffic and parking ordinances and investigate accidents.
- Operate a radar unit to discover speed violations.
- Routinely check vehicle identification against current list of stolen vehicles and identification of violator against list of outstanding arrest warrants.
- Issue citations to violators of state laws and County ordinances.
- Serve warrants of arrest; arrest persons on misdemeanor and felony charges.
- Handcuff and search arrested persons and secure their custody.
- Complete necessary reports concerning alleged crimes and available evidence and witnesses.
- Serve subpoenas, garnishments, writs of execution, writs of attachment, writs of restitution, orders of sale and various other civil processes issued by the courts.
- Respond to reports of possible crime and take action as the situation requires securing the scene. Interview victims and witnesses.
- Gather evidence and arrest suspects; complete incident and arrest reports.
- Investigate persons suspected of being engaged in crime and ascertain and secure evidence pertaining to alleged crime and arrest suspects for probable cause.
- Respond to scenes of accidents; administer emergency first aid and summon aid cars or other patrol units for assistance in treating the injured and controlling the scene.
- Interview principals and witnesses, make general drawings of accident scenes noting details and complete a standard accident report.
- Issue citations or make arrests as the situation warrants.
- Investigate and assist drivers in stalled vehicles and pedestrians who appear to be hurt or in trouble.
- Interview persons with complaints or inquiries, give information on laws and ordinances, and attempt to resolve the problem or to direct them to proper authorities.
- When assigned to the jail, is responsible for the care and custody of incarcerated inmates and to maintain security of the jail as prescribed by standard operating procedures.
- Perform guard duty at hospitals and in court. Transfer inmates to and from jail and courts.
- Conduct comprehensive and specialized criminal investigations of reported crimes appropriate to their assignment.

- Interview victims and witnesses; locate, arrest and interview suspects.
- Arrange line-ups for victims and witness identification.
- Gather evidence and conduct necessary searches.
- Prepare case files detailing all aspects of an investigation and present it through the chain of command to a prosecuting attorney.
- Develop street contacts to obtain information about crime; maintain contact with paroled criminals and suspects at large.
- Perform undercover and decoy work; check known and possible stolen property outlets such as pawn shops and junkyards.
- Receive training in the safety and use of firearms and other weapons.
- Discharge firearms and other weapons accurately.
- Testify in court.
- May perform specialized duties depending on individual officer's background and ability, and the needs of the department.

Other Job Duties:

- May be assigned as Field Training Officers to more junior Deputy Sheriffs and may perform specialized duty assignments, such as K-9 or Investigator.
- Perform other related duties as assigned.

OTHER POSITION RELATED INFORMATION:

This position is:

- Classified as eligible for overtime under the Fair Labor Standards Act (FLSA)
- Covered under a collective bargaining agreement. Union membership or service fee obligation is mandatory within 30 days of employment.
- Must wear the office issued uniform.
- Any conviction record may be disqualifying.
- Applicants will be disqualified who have resigned in lieu of termination or were discharged for disqualifying misconduct from a full-time, commissioned law enforcement position during their probationary period.

IMPORTANT RECRUITMENT INFORMATION

RECRUITMENT PROCESS:

In order to qualify for a position on the Hiring Register, you are required to successfully pass the following requirements: Review of qualifications, written examination and physical agility. An applicant **must** successfully pass each examination requirement before being able to proceed to the next exam. Notification will be emailed to all qualified applicants and updated through our online hiring center. Please make sure to check your email and the online system daily for updates.

EXAMINATION PROCESS

Examination Dates:

- The Physical Agility and the Written Examinations: These exams will be scheduled on an on going basis. Written notification will be sent out in advance to qualified candidates on the finalized dates.

Types of Exams:

- **Physical Agility:** The requirements are from the Washington State Criminal Justice Training Commission and include: 300 meter run, push ups, sit ups and a 1.5 mile run. For more information please review the requirements at <https://fortress.wa.gov/cjtc/www/>
 - o Any candidate that has successfully passed a physical agility test at an agency that utilizes the Washington State Criminal Justice Training Commission physical standards and can provide documentation of passing the physical agility test within the last 6 months (from the closing date) will not be required to take the physical agility test with Kitsap County. Candidates must provide the documentation to Kitsap County Human Resources by either uploading the document to their application or sending it to kitsapphs@co.kitsap.wa.us
- **Written Exam:** The test is a little over 3 hours long, so plan accordingly. The estimated cost is about \$28.00. Qualified candidates will need to pay by cash, check or money order at the date of the tests. Checks are to be made payable to the Kitsap County Treasurer. If paying by cash, you must have the exact amount. The test is provided by ErgoMetrics and they now provide practice tests that are available at: <http://ergometrics.org/applicants.cfm>. The minimum passing score for this examination is set at 70%.

VETERAN'S PREFERENCE

Veteran's preference is granted in accordance with RCW 41.047.010 to applicants who have not used veteran's preference before in securing any past employment.

Candidates claiming Veteran's Preference must submit their DD214 and the Kitsap County Veteran's Preference Checklist form. The form is available at: <http://www.kitsapgov.com/jobline/NEOGOV%20DOCS/AA%20VetPrefChecklist9.2009.pdf>

OTHER IMPORTANT INFORMATION

- When an applicant on the hiring register is offered permanent employment that will be contingent upon the applicant successfully passing **a medical, psychological and polygraph examination, and a complete reference and background investigation, executive board interview and any other process deemed necessary by the Sheriff's Office.**
- **Any conviction record may be disqualifying.**
- The term of the hiring register shall normally be for six (6) months and in no event longer than two (2) years.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.kitsapgov.com>

Position #2015-DEPSHF2
DEPUTY SHERIFF 2-LATERAL
CM

614 Division St, MS#23
Port Orchard, WA 98366
360.337.7185

DEPUTY SHERIFF 2-LATERAL Supplemental Questionnaire

- * 1. Employees in this department are considered 'essential employees' and are expected to report to duty on time and remain at work until the end of the scheduled shift even if an inclement weather event or emergency is declared. Are you able to meet this requirements?
 YES
 NO
- * 2. (REQ-1) I certify that I have read the complete job classification for this position and I am able to perform the essential functions of this position, with or without reasonable accommodations.
 YES
 NO
- * 3. I understand that all related experience must be listed under the work history to quantify and qualify my application; it must include a detailed explanation of my roles and responsibilities at each relevant employer. Resumes are not rated or reviewed for minimum and preferred qualifications. I also understand that an incomplete application or lack of details will disqualify my application.
 YES
 NO
- * 4. (DRA-01) Do you have a valid driver's license? NOTE: You must possess a valid Washington State Driver's License by the time of appointment. (Required.)
 Yes
 No
- * 5. (DRA-04) Has your driver's license been suspended for any reason in the last 3 years?
 Yes
 No
- * 6. (DRA-05) Has your driver's license been suspended for any reason more than once in the last 5 years?
 Yes
 No

- * 7. (DRA-07) Have you been convicted once in the last 3 years, or twice in the last 5 years for reckless driving or other similar offenses (e.g. careless driving)?
 - Yes
 - No
- * 8. (DRA-08) Have you been convicted in the last 5 years for any driving offense involving the use of drugs, alcohol or any controlled substances?
 - Yes
 - No
- * 9. (DRA-10) Have you been found at-fault for two or more accidents in the last five years, or found at-fault in any accident in the last five years resulting in a fatality?
 - Yes
 - No
- * 10. In accordance with The Kitsap County Sheriff's Office hiring standards; candidates that are regular users of tobacco/nicotine products in the last twelve months will not be considered eligible for employment. This includes, but is not limited to cigarettes, e-cigarettes, cigars, chewing tobacco, etc. Occasional use of these products would be acceptable. The Sheriff's Office defines occasional use as less than six times per year. Are you a regular user of tobacco/nicotine products? (This includes regular use of all nicotine products such as: cigarettes, e-cigarettes, chewing tobacco, etc.)
 - YES
 - NO
- * 11. (DRA-SF) - Have you had more than one conviction in the last year; OR three or more convictions in the last three years; OR five or more convictions in the last five years for all other traffic violations other than parking violations?
 - YES
 - NO
- * 12. (DS-1&2) Do you have at least 90 quarter credits or 60 semester hours from a college or the equivalent? *If yes, applicants must list the applicable education in the education section of the application.
 - YES
 - NO
- * 13. (DS-2) Do you have at least one year of experience as a full-time (full police powers) commissioned law enforcement officer for a state police/patrol, county sheriff's office or municipal police agency? *If yes, all relevant employment must be listed under the employment history section of this application to quantify and qualify the application.
 - YES
 - NO
- * 14. (DS-2) Have you completed an agency's law enforcement patrol FTO and probationary program?
 - YES
 - NO
- 15. (DS-2) If you answered yes that you have you completed an agency's law enforcement patrol FTO and probationary program please list the agency and date when you completed the FTO program
- * 16. (DS-1&2) Have you been termed for cause or were you discharged for disqualifying misconduct from a full-time commissioned law enforcement position? *If yes, this will

disqualify your application per (RCW 43.101).

YES

NO

- * 17. (DS-2) Have you successfully passed the Washington State Criminal Justice Training Academy OR possesses a valid Peace Officer's certification?

YES

NO

- * 18. (DS-1&2) The Sheriff's office conducts a thorough background investigation. After reviewing the hiring standards is there anything in your background that may prohibit the Kitsap County Sheriff's Office from hiring you?

YES

NO

19. (DS-1&2) If you answered yes, please explain.

- * 20. Did you successfully pass a physical agility test at an agency that utilizes the Washington State Criminal Justice Training Commission physical standards? Please note: Any candidate that has successfully passed a physical agility test at an agency that utilizes the Washington State Criminal Justice Training Commission physical standards and can provide documentation of passing the physical agility test within the last 6 months (from the closing date) will not be required to take the physical agility test with Kitsap County. Candidates must provide the documentation to Kitsap County Human Resources by either uploading the document to their application or sending it to kitsapphs@co.kitsap.wa.us.

YES

NO

- * Required Question