

TOWN OF COUPEVILLE

4 NE Seventh
PO Box 725
Coupeville WA 98239
360.678.4461 • 360.678.3299 Fax



NANCY CONARD Mayor

LARRY KWARSICK Planner
DAVID PENROD Town Marshal
JUDY THOMAS Clerk Treasurer
MALCOLM BISHOP Public Works Director

Town of Coupeville
Deputy Marshal - Lateral Entry

The Town of Coupeville is in the process of establishing an eligibility list for the position of lateral entry Deputy Marshal in anticipation of future vacancies. Minimum qualifications include two years general sworn law enforcement experience with a federal, state, county or municipal agency. A minimum of twelve (12) months, uninterrupted experience in a law enforcement environment, during the twenty-four (24) months immediately preceding the position opening date is required. A complete job description and application can be obtained by calling (360) 678-4461, extension 7, or email clerktreasurer@townofcoupeville.org. Applications for this position will be accepted until 4:30 p.m. on Wednesday, August 29, 2012.



Deputy Marshal Job Description

<u>Department::</u>	Police
<u>Reports To:</u>	Town Marshal
<u>Supervises:</u>	None
<u>Definition:</u>	Non-exempt position providing law enforcement services.

Essential Duties:

The Deputy Marshal's job is a hands-on position in a small police department which requires the ability to cooperate and coordinate with other officers and reservists while performing routine on-the-street police procedures. The ability to communicate both verbally and in writing and to develop and maintain good relationships with members of the community, from the very young to the very old, is essential. The Deputy Marshal also must possess up to date skills in police procedures.

The position involves the responsibility for the protection of lives and property and the prevention of crime in the town through all police functions. Work involves seeing that order is maintained and that laws and ordinances are enforced. In general, the Deputy Marshal is responsible for efficient, practical and competent law enforcement within the community.

Required Knowledge, Skills And Abilities

- Thorough knowledge of the technical phases of crime prevention, law enforcement, rules of evidence and such related functions such as investigation, patrol, traffic control and safety, criminal identification, record keeping and the care and custody of prisoners.
- Thorough knowledge of the rules, regulations and procedures of the Police Department.
- Thorough knowledge of municipal, state, and federal criminal and related laws, ordinances and codes of the powers and limitations of peace officers.
- Thorough knowledge of the behavior of criminals and causes underlying criminality.
- Ability to establish and maintain effective and cooperative relationships with other town officials, state, federal, and county authorities, civic leaders and the general public.
- Ability to prepare technical reports.
- Ability to analyze complex police problems and to adopt quick, effective and reasonable courses of action with due regard to surrounding hazards and circumstances.
- Ability to command the respect of fellow officers and others.

Minimum Qualifications:

Must be a citizen of the United States, be able to read and write the English language, have a valid Washington State Driver's license and must at a minimum be a high school graduate or possess a General Equivalency Degree. Must be able to pass the Washington State Law Enforcement Training Academy, or be able to pass the Washington State Equivalency Exam within one year of the date of employment.

Knowledge of criminal law investigation and crime prevention methods and techniques; knowledge of the rules of evidence and the laws governing the custody of persons; knowledge of the technical aspects of records systems, office procedures and photography; knowledge in human relations; knowledge of accepted practices and procedures in modern police work.

Ability to analyze complex law enforcement problems and situations and to adopt quick, effective and reasonable courses of action, with due regard to surrounding hazards and circumstances; ability to make thorough investigations and prepare accurate and comprehensive reports; ability to express ideas clearly and concisely, orally and in writing, to groups and individuals; ability to establish and maintain effective, cooperative working relationships with officials, civic, school and business groups and the general public; must conform with any other criteria which is required by this position.

Must be of good moral character, and of temperate and industrious habits; be of a disposition suitable for law enforcement duties and be in excellent health; have normal vision and hearing with no disqualifying physical defects. (Health Standards -- LEOFF Retirement System). Must conform with any other criteria required by the Coupeville Civil Service Commission Rules and Regulations for this position.

Applicants for this position shall have at least two years law enforcement experience or an Associate's Degree in law enforcement.

Working Conditions:

Typical law enforcement conditions, both in the office and in the field.

COUPEVILLE CIVIL SERVICE COMMISSION

Application for Examination

P. O. Box 725

Coupeville, Washington 98239

Date rec'd _____

Time rec'd _____

Rec'd by _____

INSTRUCTIONS • PLEASE COMPLETE IN INK OR TYPE

You **MUST** show on this application form that you meet the advertised minimum qualifications for the exam. Unsigned or incomplete applications cannot be accepted. A \$20.00 testing fee is required.

1. _____
 Last Name First Middle

2. _____
 Mailing Address City County State Zip

Phone Number

Message Phone

Date of Birth

Social Security Number

Driver's License Number and State

3. A. RECENT WORK EXPERIENCE (Include Volunteer Police Reserve)

Employing Firm _____ Address _____

Your Title _____ Supervisor _____ Phone _____

Specific Duties _____

Time Employed:

Yrs _____ Mos _____

Starting _____

Hours/Week _____

Starting Wage _____

Ending Wage _____

Reason for Leaving or Considering Change

Employing Firm _____ Address _____

Your Title _____ Supervisor _____ Phone _____

Specific Duties _____

Time Employed:

Yrs _____ Mos _____

Starting _____

Hours/Week _____

Starting Wage _____

Ending Wage _____

Reason for Leaving

DATES	JOB TITLE	EMPLOYER

(Attach Additional Sheets if Necessary)

4. EDUCATION

Name and Location of High School _____ Graduate? _____ Year _____

If you did not graduate, have you passed a G.E.D. Test? _____

Name and Location of College _____ Graduate? _____ Year _____

Major _____ Type of Degree _____

Name and Location of College _____ Graduate? _____ Year _____

Major _____ Type of Degree _____

Other Courses and Training _____

5. Have you ever served in the Military Services of the United States? _____

Active Duty Dates _____ Branch of Service _____

Do you claim veteran's preference? _____ (If YES, you MUST attach Form DD214)

- 1) Are you receiving veteran's retirement pay? _____
- 2) If YES, what is the source? _____
- 3) Have you ever been granted veteran's preference? _____
- 4) If so, were you hired or appointed? _____

6. Have you ever been convicted on any law violation other than parking tickets within the last seven years? _____
 (A Conviction Record will not necessarily disqualify you)

If yes, supply the information requested below for each conviction:

DATE OF OFFENSE	PLACE	CHARGES	PENALTIES	REMARKS

7. List any Professional, Trade, Business or Civic Activities

8. REFERENCES

Name _____ Phone No. _____
 Name _____ Phone No. _____
 Name _____ Phone No. _____

9. Can you perform the essential functions of the job with or without reasonable accommodation? _____

TOWN OF COUPEVILLE

REFERENCE CHECK PERMISSION FORM

I, _____ give permission for an authorized representative of the Town of Coupeville to inquire of former employers and other individuals, including academic institutions, about my ability to perform all aspects of the position for which I am being considered. Those individuals who supply references may respond freely to all questions concerning my job related knowledge, skills, abilities, education and experience, and any other matters which may be relevant to my performance in the position I am seeking. I hereby release all those employers, references, academic institutions and other individuals from any and all liability arising from their giving or receiving information about my employment history, my academic credentials or qualifications, and my suitability for employment with the Town of Coupeville. It is further agreed and understood that I shall hold the Town of Coupeville harmless for use of any and all information gained through these inquiries.

Signature

Date

TOWN OF COUPEVILLE
Civil Service Training and Experience Evaluation

Lateral Police Officer (Experienced)

ALL QUESTIONS MUST BE ANSWERED FULLY AND TYPED OR NEATLY PRINTED FOR CONSIDERATION.

ATTACH ADDITIONAL PAPER IF NECESSARY.

NAME _____ DATE _____

I. PERSONAL HISTORY:

Do you have a valid driver's license with no pending risk of loss? Yes ____ No ____
Driver's License No. State _____

A minimum of two years general sworn law enforcement experience, with a federal, state, county or municipal agency. A minimum of twelve (12) months uninterrupted experience in a law enforcement environment during the twenty-four (24) months immediately preceding the position opening date.

Do you meet this requirement? Yes ____ No ____

United States citizen? Yes ____ No ____

Were you given a psychological examination for any of the positions described on the application?

Yes ____ No ____ If yes, please indicate which positions:

Were you given a polygraph for any of the positions described on the application?

Yes ____ No ____ If yes, please indicate which positions:

Have you had a break of service in your law enforcement career?

Yes ____ No ____ If yes, list dates not in active service, duration of break, and reason for break in service:

Are you a graduate of a state or regional Basic Law Enforcement Academy?

Yes ____ No ____

If yes, please list name of academy and dates of attendance.

II. POLICE EDUCATION

Please describe courses taken relating to police work (40 hours or more in duration) including basic police academy:

1. Course Title:

School:

Dates & Length of Course: Dates:

Hours:

Topic(s) Covered:

2. Course Title:

School:

Dates & Length of Course: Dates:

Hours:

Topic(s) Covered:

3. Course Title:

School:

Dates & Length of Course: Dates:

Hours:

Topic(s) Covered:

4. Course Title:

School:

Dates & Length of Course: Dates:

Hours:

Topic(s) Covered:

III. AREAS OF POLICE WORK:

Describe all duty and specialty assignments in your police career, such as traffic, investigation, narcotics, community relations/crime prevention, training of officers, gambling, patrol, and administration. Note the duration of each assignment and where held. Please give reasons for transfers or reassignments. Be specific.

IV. REASON FOR LATERAL TRANSFER:

Please give your reasons for leaving your current department and why you want to work for the Coupeville Marshal's Office:

V. WORK ACTIVITIES

Describe any information regarding the following areas:

- Innovative programs you implemented or recommended:
- Commendations and/or special achievements:
- Experience using computer software:
- Police accidents:
- Departmental reprimands:

VI. MILITARY SERVICE:

Were you ever in the U.S. Military Service? Yes _____ No _____

Dates of Service: to

Was your discharge or separation under honorable conditions? Yes _____ No _____

Branch of Service:

ESSAY QUESTIONS

Use additional paper if needed

1. What do you feel is the most effective approach to community policing and what have you accomplished as a police officer to enhance citizen relations?

2. Coupeville is a small community of 1,910 population with four deputy marshals and a Town Marshal. Please discuss how your professional and personal skills will apply to small town policing. How does this position fit into your career plans?

The facts set forth in my application for examination and supplemental questionnaire are true and complete. I understand that if qualified for examination, or employed, false statements on this application shall be considered sufficient cause for dismissal. You are hereby authorized to make any investigation of my personal history through any investigative agencies of your choice.

This applicant, by signing this application consents to a background investigation and specifically waives any right to inquire as to the contents of or obtain copies of the material received as a result of such background investigation.

Date

Applicant's Name (typed or printed)

Applicant's Signature