

TOWN OF COUPEVILLE

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NANCY CONARD Mayor

LARRY KWARSICK Planner

GREG CANE Town Engineer

JUDY THOMAS Clerk Treasurer

LANCE DAVENPORT Town Marshal

Town of Coupeville
Deputy Marshal - Lateral Entry

The Town of Coupeville is accepting applications for a lateral entry Deputy Marshal. 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. 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 Monday, November 26, 2012.

TOWN OF COUPEVILLE

Job Description

POSITION TITLE:	Deputy Marshal
DEPARTMENT:	Marshal's Office
REPORTS TO:	Town Marshal
STATUS:	FTE
SALARY RANGE:	See Current Collective Bargaining Agreement
FLSA EXEMPT:	No
REPRESENTATION:	Coupeville Deputy Marshal's Association

GENERAL DESCRIPTION:

The Deputy Marshal performs work involving the protection of life and property, the enforcement of laws and ordinances, investigation of crimes, and maintenance of civil order. They have a responsibility to the community to possess an ability to communicate both verbally and in writing, and to develop and maintain good relationships with members of the community, the department, and other town employees. Deputy Marshals appear in court to present evidence and to testify against persons accused of crimes, apprehend violators of the law, perform security and traffic control, respond to and investigate citizen complaints, and provide and/or facilitate services to citizens in need.

The nature of policing in a small community provides unique opportunities and challenges. Deputy Marshals are expected to interact directly with community members, collaborating to solve emerging issues using a variety of techniques. In addition to traditional criminal patrols, Deputy Marshals are regularly called upon the employ strategies such as foot patrols, regular presence in town parks and community events, community meetings, and participation in school activities. Community input and interaction may be routinely used to shape department response and accountability.

ESSENTIAL JOB FUNCTIONS:

- Patrols residential and commercial areas of the community to detect criminal activity, to aid in preventing crime and to enforce federal, state, and town laws and regulations.
- Observes, reports, and acts on conditions conducive to crime and danger such as checking buildings for security, assisting other officers on traffic stops and checking suspicious persons and vehicles. Reports traffic hazards and directs both vehicle and pedestrian traffic flow when necessary. Assist motorists by calling for repair service, giving directions, and gaining access to vehicles with keys locked inside.

- Determines the nature of a call, investigating the circumstances and taking any necessary and prudent action such as making arrests and transporting prisoners. Searches prisoners, collects personal effects, and assures proper receipting and safeguarding of personal effects.
- Provides assistance to the public in emergency and non-emergency situations including, but not limited to: providing first response to fires in the community; administering first aid, CPR and AED as needed, as well as requesting additional medical service as necessary; performing crisis intervention in sensitive situations such as domestic disputes; assisting persons with complaints and inquiries or directing them to the appropriate authorities.
- Prepares a variety of records including, but not limited to, reports on arrests, incidents, property impounded, accidents, offenses and damage to property. Assists in receiving, searching, transporting, booking, fingerprinting and supervising prisoners.
- Performs initial and follow-up investigations on a variety of cases including, but not limited to, violent crimes, abuse cases, narcotics, traffic collisions and citizen complaints. Conducts interviews of victims, witnesses, and suspects and submits progress reports on cases under investigation. Collects and documents evidence, obtains warrants and arrests suspects.
- Appears in court, and is available to testify in matters of which the officer has knowledge.
- Maintains proficiency in the use of police-related equipment. Attends conferences, training and programs to increase knowledge and skills in law enforcement.
- Prepares and maintains legible, concise and understandable activity logs and other related or similar types of information as a reference record of incidents and details.
- Assists in the development, organization, and implementation of crime prevention programs within the residential and business communities. Provides general information to the public regarding laws and ordinances. Conducts public awareness programs to reduce residents, businesses and schools potential for being a victim.
- Initiates contact with residents, businesses and schools to enhance overall public perception of the department and town government.
- Maintains effective inter-agency communications to ensure efficient and accurate exchange of information regarding criminal activity; also includes communications with support services from other agencies such as dispatch, fire, and news media personnel.
- Maintains department equipment and vehicles and may schedule preventive maintenance and repair work.
- Regular, predictable and reliable attendance.

OTHER JOB FUNCTIONS:

- Performs other related duties as assigned.

QUALIFICATION REQUIREMENTS:

- Must be a U.S. citizen.
- Must be at least 21 years of age at the time of written examination.
- Must have a high school diploma or certificate of equivalency (GED).
- Must have a valid Washington State Driver's License and evidence of good driving record at the time of appointment, and must maintain each throughout employment with the town.
- Must be able to pass a stringent background investigation, a polygraph examination, a psychological exam and a medical exam.

- Must meet required physical/medical standards and all Coupeville Civil Service Rules and Regulations for the position.
- Must be proficient in the use of all assigned and/or required equipment, to include the ability to obtain and maintain any related qualifications or certifications.
- Possess strength and agility sufficient to perform assignments.
- Must possess certification from the Washington State Law Enforcement Training Commission or other state-approved certifying agency, or the ability to obtain state certification within the first year of employment.
- Must be able to work overtime before and after scheduled work shift and on days off upon short notice, as well as working varying shifts and be available to be recalled for emergency situations.
- Must be able to analyze situations and adopt a quick, effective, and reasonable course of action, particularly under conditions which are psychologically and emotionally stressful.
- Must be able to communicate effectively with people who are in physical or emotional stress.
- Must possess a current first aid/CPR or ability to obtain within the first year of appointment.
- Must have the ability to determine priority of customer needs and follow up on them.
- Must be able to consistently demonstrate tact, courtesy, reliability, and maturity while carrying out assigned duties.
- Must be able to perform stressful duties in a calm and professional manner.
- Must be able to disseminate sensitive information in a discreet and confidential manner.
- Must possess a clear voice for oral communications and have excellent written communication skills.
- Must be able to understand and carry out complex oral and written instructions in the English language.
- Must be able to work in a team environment.
- Must have effective organizational, interpersonal and customer service skills.
- Must be able to perform basic arithmetic calculations.
- Must be able to understand and utilize codes, regulations, instruction manuals, and maps in performing job functions.
- Must be proficient in keyboarding and the use of common business software.

MACHINES, TOOLS, SPECIAL EQUIPMENT USED:

Includes, but is not limited to, firearms, police vehicles, radios, baton, TASER, handcuffs, flares, breath testing equipment, chemical sprays, still and video cameras, fire extinguishers, Automated External Defibrillator (AED), flashlight, utility belt, body armor, Hazmat gear, radar, computers, electronic equipment, telephones, and office equipment.

PHYSICAL REQUIREMENTS:

FREQUENCY GUIDELINES

SELDOM (1-10% of the time)	OCCASIONAL (11-33% of the time)
FREQUENT (34-66% of the time)	CONSTANT (67-100% of the time)
NEVER (not at all)	

Note: The demands described within this job description are meant to represent the maximum level of demand that would be encountered over an extended period of employment. The employee may not meet the described level on a daily basis, but would need to be capable of doing so in order to maintain full-duty employment over time.

Sitting: The employee is required FREQUENTLY to sit while driving a patrol vehicle and when completing paperwork/reports while at the station.

Standing: The employee is required FREQUENTLY to stand intermittently with either sitting or walking during a shift. Standing occurs on a variety of natural and artificial surfaces, including even and uneven ground. OCCASIONALLY the employee will be required to stand for long periods of time, such as when conducting traffic control or while serving as scene security or containment.

Walking: The employee is required FREQUENTLY to walk intermittently with either sitting or standing during a shift. Walking occurs over a variety of natural and artificial surfaces, including even and uneven ground, and generally involves distances up to 200 feet without interruption, but may involve distances of up to ½ mile. OCCASIONALLY the employee will be required to walk at a high rate of speed or run when apprehending a suspect or responding to an emergency situation. Though this may not occur regularly, the employee must be capable of completing this level of exertion.

Lifting/Carrying: The employee is required FREQUENTLY to lift/carry from 0-25 pounds, including but not limited to the above-listed machines, tools, and special equipment over distances of up to 100 feet, SELDOM over distances of 100 feet. The employee is required to CONSTANTLY wear a utility (duty) belt and attached equipment, typically weighing between 7-15 pounds. OCCASIONALLY the employee will be required to lift and/or move 100 pounds or more at any given time during a shift. The employee will also be required to exert force to lift or move items weighing significantly more than 100 pounds when apprehending suspects and in emergency situations. Though this may not occur regularly, the employee must be capable of completing this level of exertion. Use of both arms is required with all lifting/carrying activities.

Pushing/Pulling: The employee is required FREQUENTLY to use 0-10 pounds of force to push/pull objects. OCCASIONALLY the employee will be required to push/pull with over 100 pounds of force when apprehending suspects who resist arrest, taking them to the ground, or to drag/move the suspect, or performing other activities in an emergency situation. Though this may not occur regularly, the employee must be capable of completing this level of exertion. The employee must be able to push/pull with both arms.

Climbing: The employee is required OCCASIONALLY climb stairs, fences, retaining walls, and other obstacles encountered while working in the field. The employee will be required to climb ladders to reach high places on a SELDOM basis. The employee must have the ability to climb stairs, ladders, fencing, retaining walls, and other obstacles while pursuing a suspect or responding to emergencies.

Bending/Stooping: The employee is required CONSTANTLY to bend at waist level getting into and out of patrol vehicle. OCCASIONALLY the employee is required to bend/stoop at waist level to obtain or access items located below thigh level, to reach for items on the ground, to look under items such as a vehicle or bed, or to access cover. The employee must be able to bend/stoop if needed at any given time during a shift.

Kneel/Crawl: The employee is required OCCASIONALLY, on an irregular basis, when investigating a crime scene or vehicle collision, when pursuing a suspect in a building crawl space or attic, or when accessing cover and/or concealment. The employee must be able to kneel/crawl if needed at any given time during a shift.

Laying: The employee is required on a SELDOM basis to lay prone (typically anterior) to access cover and/or concealment, accessing items under low objects, and manipulating a firearm. Generally, the length of time in this position is short in duration, but can be for extended periods. Though this may not occur regularly, the employee must be able to lay prone if needed at any given time during a shift.

Twisting: The employee is required FREQUENTLY to rotate at neck level while driving. OCCASIONALLY the employee will be required to rotate minimally at waist level, and more than minimally when apprehending a suspect. The employee is required FREQUENTLY to twist their wrists and forearms in conjunction with handling/grasping activities and when apprehending a suspect.

Handling/Grasping: The employee is required CONSTANTLY to handle/grasp items, and is commonly in conjunction with a twisting/rotating of the wrists and forearms, reaching, fine manipulation/fingering, and when pushing/pulling. Handling/grasping occurs bilaterally.

Reaching: The employee is required FREQUENTLY to reach between thigh and shoulder level. OCCASIONALLY the employee is required to reach below thigh level or above shoulder level. Reaching is performed bilaterally and commonly in conjunction with force when apprehending a suspect or assisting in an emergency.

Fine Manipulation/Fingering: The employee is required CONSTANTLY to use fine manipulation/fingering associated with completing paperwork and reports, and when using items including but not limited to the above-listed machines, tools, and special equipment. Fine manipulation/fingering occurs bilaterally and commonly in conjunction with handling/grasping.

Feeling: The employee is required OCCASIONALLY to use feeling when searching a suspect, vehicle, or surroundings for evidence and/or contraband.

Repetitive Motion: The employee is required OCCASIONALLY to perform tasks of a repetitive nature or motion. This is most closely associated with keyboarding to complete reports and other required paperwork.

Vision/Communication: The employee must be capable of communicating in the English language. Bilingual capabilities are not required but benefit the employee when communicating with individuals who are not fluent in the English language. Normal or corrected to normal hearing is required. Normal or corrected to normal vision is required.

Taste/Smell: The employee may smell items such as drugs, chemicals, gunshot residue or other items to assist the employee in pursuing a suspect or give cause for further investigation, e.g. alcohol on a subject's breath.

Vibration: The employee SELDOM will be exposed to vibration that is typically short and transient in nature.

Temperature Extremes: The employee SELDOM will be exposed to temperature extremes, except that it is required of the employee to carry out duties in all weather conditions.

Environmental Factors: Duties are mostly field based and interaction with moving vehicles, weapons, and/or violent people is routine. It is common that fumes, airborne particles and/or pathogens, toxic/caustic chemicals and bodily fluids are present. Duties are expected to be carried out in all weather conditions. Firearms are carried.



RECEIPT OF JOB DESCRIPTION

I have received a copy and read the job description for the Deputy Marshal position which I currently hold. I understand that this job description does not constitute an employment contract. I also understand that the job description is an approximation of the actual duties that I will be required to carry out, and that it is subject to change at any time as authorized by the Mayor.

Deputy Marshal Signature

Date

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? _____

(USE THIS SPACE FOR ADDITIONAL INFORMATION)

I hereby certify that this application contains no willful misrepresentation, and that the information given by me is true and complete to the best of my knowledge and belief. I am aware that should investigation at any time disclose any such misrepresentation or falsification, my application may be rejected, my name may be removed from the register, or I may be dismissed from the service.

Signature

Date

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:
Topic(s) Covered:

Hours:

2. Course Title:
School:

Dates & Length of Course: Dates:
Topic(s) Covered:

Hours:

3. Course Title:
School:

Dates & Length of Course: Dates:
Topic(s) Covered:

Hours:

4. Course Title:
School:

Dates & Length of Course: Dates:
Topic(s) Covered:

Hours:

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