



CITY OF Federal Way

Human Resources
33325 8th Avenue South
~~Mailing Address: PO Box 9748~~
Federal Way, WA 98003-9748
Job Information Line (253) 835-2505

EMPLOYMENT OPPORTUNITY

VISIT US ON THE WEB. WWW.CITYOFFEDERALWAY.COM

POLICE OFFICER – EXPERIENCED

Police Department
Job #13-001

EMPLOYMENT STATUS: Regular, Full-Time
OPENS: January 02, 2013
SALARY RANGE: \$4,612-\$6,188/month (2012 salary range)
up to 10.25% career development pay incentive/month. **CLOSES:** October 31, 2013

BASIC FUNCTION: Under the direction of an assigned supervisor, and performing individually or as a member of a team, participate in the following activities: enforce state statutes and local ordinances, regulations and laws; apprehend suspects; respond to and investigate disturbances, service and accident calls; patrol and conduct surveillance; receive training and maintain skills proficiency; operate a vehicle during routine and emergency situations; communicate with the public in normal and adverse situations; complete verbal and written reports and documentation; work independently following written or verbal instructions that are general in nature; and perform a variety of specialized duties as assigned. Successful candidates will have a strong service orientation and demonstrated record of responsiveness to community priorities and concerns.

KNOWLEDGE OF: Police department organization, policies and directives. Principles, practices and procedures used in police work. Understanding of community policing concepts. State, county, and city laws and ordinances. Recent legislation and court decisions affecting police duties. City services and human services agencies. Geography, street addressing and characteristics of the City and specific areas of assignment. Traffic and crowd control techniques. Rules of evidence and laws of arrest. Operation of a variety of specialized police vehicles and equipment. Crime prevention procedures. Oral and written communication skills. Correct English usage, grammar, spelling, punctuation and vocabulary. Interpersonal skills using tact, patience and courtesy. Basic First Aid procedures. Firearm law and usage. Keyboarding, word processing, computer skills.

ABILITY TO: Exercise discretion when responding to emergencies. Protect the lives, property and constitutional rights of the general public. Prepare clear and concise reports. Present evidence and testimony in court. Maintain current knowledge of the law and modern law enforcement techniques. Respond to crime and emergency scenes and take immediate and appropriate action. Apply emergency first aid methods skillfully. Maintain proficiency in driving and the use of firearms in accordance with departmental guidelines. Analyze situations accurately and adopt an effective course of action. React quickly and calmly in emergency conditions. Maintain self-control under emotionally demanding circumstances. Work long hours and withstand the physical strain of police work. Participate in specialized programs and assignments to support police-related activities and community relations. Communicate effectively both verbally and in writing. Read, interpret, apply and explain laws, codes, rules, regulations, policies and procedures. Understand and work within scope of authority. Carry out supervisor's instruction and department procedures. Relate effectively to people of a variety of cultures, languages, disabilities and socio-economic situations. Deal courteously with the general public and convey a positive, professional image of the department and the City. Establish and maintain cooperative and effective working relationship with others. Operate a vehicle during normal and adverse conditions. Observe legal and defensive driving practices. Comply with safety standards and regulations. Demonstrated ability to positively and effectively interact with diverse individuals to accomplish a common goal. Physical ability to perform the essential work activities (listing of essential work activities available upon request).

EDUCATION AND EXPERIENCE: Requires high school graduation, successful completion of a basic police academy, minimum of one year of continuous law enforcement employment at a municipal, county or state law enforcement agency as a police officer performing the essential duties on patrol, and no more than 18 months break in service. College level course work in law enforcement or related field, bilingual capability and specialized law enforcement training are highly desirable. Prior to employment must have U.S. Citizenship; attainment of the age of 21 years; a valid Washington State driver's license and good driving record, certificate of successful completion of the Washington State Criminal Justice Training Commission Police Officer Academy or an equivalent basic law enforcement academy certificate; submission to thorough employment reference and background investigation; submission to psychological and general medical evaluation; submission to FBI record check and polygraph examination. Felony conviction disqualifies.

TO APPLY: Please submit a **REQUIRED** City of Federal Way application form, prescreening questionnaire, personal history statement, and \$20.00 non-refundable application fee to Civil Service Commission Secretary/Chief Examiner. Application materials available at City Hall, 33325 8th Avenue South, Federal Way WA 98003 or by calling 253-835-2531. Brief resume and cover letter recommended but not required. **VETERAN'S PREFERENCE:** In accordance with RCW 41.04, veterans who meet criteria for Veteran's Preference and achieve passing scores on competitive employment examinations have 5 to 10% added to their final weighted score where a ranked eligibility list is established. For Veterans' Scoring Criteria, please attach copy 4 of your DD214. **RE-APPLICATION:** Pursuant to Civil Service Rule 8.12.1 no one may be reexamined for the same class within one (1) year of the effective date of such examination.

A POSITION IN THIS CLASSIFICATION WILL BE REPRESENTED BY THE FEDERAL WAY POLICE GUILD AND MEMBERSHIP WITHIN 30 DAYS OF HIRE IS A CONDITION OF EMPLOYMENT.

TESTING: Written examination will be conducted on Wednesday March 06, Wednesday June 05, Wednesday September 04 and Wednesday November 06, 2013 at City Hall, 33325 8th Avenue South. Panel interviews are scheduled the day after written examination dates. Your score on the written examination will determine where you rank on the eligibility register. However, you must obtain a minimum score of 70 on the written examination in order to be placed on the register. The panel interview will be the first step in the background process, this is a pass/fail and you must obtain a pass on 70% of the questions from at least two of the three panel members in order to proceed in the process. You will be notified in writing a time for testing and interview.

YOUR APPLICATION MUST BE COMPLETE PRIOR TO TESTING.

The City of Federal Way is an equal opportunity employer committed to a diverse workplace. Any person requiring ADA accommodation should advise the City of the need. For telecommunications relay service for voice and text telephones call 7-1-1 or 1-800-833-6388/TTY or 1-800-833-6384/voice.

EQUAL OPPORTUNITY EMPLOYER

CITY OF FEDERAL WAY
organizational philosophy statement:
Service
Pride
Integrity
Responsibility
Innovation
Teamwork

CITY OF FEDERAL WAY

EMPLOYMENT PROCESS

Thank you for considering employment with the City of Federal Way. This information is provided to assist you in understanding our employment process. Please read it carefully before completing the application form.

AN EQUAL OPPORTUNITY EMPLOYER

The City of Federal Way does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, marital or veteran status, or any other legally protected status, in the provision of services, in programs or activities, or in employment opportunities and benefits.

JOB ANNOUNCEMENT

For each position advertised, a job announcement is provided. The job announcement lists the nature of work, desired knowledge, abilities and skills and required training and experience for the position. It is important that you review the job announcement carefully to assure that you meet the minimum qualifications before completing the application form.

EMPLOYMENT APPLICATION

The application form is required for all city job openings. It is important that you review the application form carefully. An incomplete application form may disqualify you. Applications will be accepted for current job openings only. If you are applying for more than one job opening, a separate application form is required for each position.

OTHER ATTACHMENTS

Applicants may attach other information that will assist us in the review and selection process. Such information may include letters of recommendation, licenses or certificates. **ATTACHMENTS WILL NOT BE RETURNED, SO PLEASE DO NOT INCLUDE THE ORIGINALS!**

INTERVIEWS / TESTING

Human Resources will notify successful applicants for an interview and/or testing; unsuccessful applicants will be notified by letter. If you wish to inquire about the status of your application, you may contact the Human Resources Department at (253) 835-2531. Please allow fifteen working days from the position closing date.

REASONABLE ACCOMMODATION

Any individual requiring ADA accommodation during any part of the selection process should advise the City of the need.

FUTURE JOB OPPORTUNITIES

To assist you when inquiring about current city job openings, the City has installed a 24 hour job information line. The job information number is (253) 835-2505. This recording will list the current job openings along with the salary, qualifications and closing date for each position. Further, City job openings are advertised in the Federal Way Mirror, Tacoma News Tribune, Seattle Times, and on the web at WWW.CITYOFFEDERALWAY.COM

If you have any questions about the process, please feel free to request clarification. Our concern is that the process is as fair and unbiased as possible and that each applicant be given an equal opportunity for employment.

Again, thank you for your interest in the City of Federal Way.

IMMIGRATION PROCESS

In accordance with the Immigration Reform and Control Act, Section 274A, all new employees must provide proof of a legal right to work in the United States after hire. Applicants are advised that this documentation must be submitted within 72 hours of the date of hire. This is a condition of employment with the City of Federal Way.