ISLAND COUNTY CIVIL SERVICE COMMISSION
P. O. BOX 5000 - COUPEVILLE, WA 98239
360-678-7975 – Please leave a message.
Email Address: l.meehan@co.island.wa.us

EXAMINATION ANNOUNCEMENT AND INFORMATION SHEET

LATERAL ENTRY PATROL DEPUTY

OPENING DATE: **Continuing**

CLOSING DATE: **Friday, June 14, 2013. Applications must be postmarked by 6/14/13.**

SALARY: **$4,440.88 PER MONTH - DOE plus generous benefit package**

REQUIREMENTS:

THIS IS A FULL-TIME, SWORN (COMMISSIONED) POSITION WITHIN THE CRIMINAL DIVISION OF THE ISLAND COUNTY SHERIFF'S OFFICE, AND REQUIRES CIVIL SERVICE EXAMINATION PROCEDURES.

APPLICANTS ARE REQUIRED TO HAVE A MINIMUM ONE YEAR OF GENERAL LAW ENFORCEMENT EXPERIENCE, WHICH CAN INCLUDE RELATED WORK AS WELL AS TRAINING TIME, WITH A FEDERAL, STATE, COUNTY OR MUNICIPAL LAW ENFORCEMENT AGENCY. MUST BE A GRADUATE OF THE WASHINGTON STATE CRIMINAL JUSTICE TRAINING COMMISSION BASIC LAW ENFORCEMENT ACADEMY, OR A COURSE RECOGNIZED BY THE WASHINGTON STATE CRIMINAL JUSTICE TRAINING COMMISSION, OR A FEDERALLY CERTIFIED AND CREDENTIAL LAW ENFORCEMENT ACADEMY. MUST ALSO BE FIRST RESPONDER, EMERGENCY MEDICAL TECHNICIAN (EMT), OR INDUSTRIAL FIRST AID CERTIFIED, WITH A VALID CPR ENDORSEMENT, PRIOR TO THE COMPLETION OF THE ONE-YEAR PROBATIONARY PERIOD. APPLICANT MUST HAVE BEEN EMPLOYED FULL TIME AS A LAW ENFORCEMENT OFFICER DURING THE PAST 36 MONTHS.

IN ADDITION, ALL APPLICANTS MUST:

(1) BE AT LEAST 21 YEARS OF AGE.
(2) POSSESS, OR BE ABLE TO OBTAIN PRIOR TO EMPLOYMENT A VALID WASHINGTON STATE DRIVER'S LICENSE.
(3) BE A HIGH SCHOOL GRADUATE OR HAVE ATTENDED GED CERTIFICATION.
(4) BE A UNITED STATES CITIZEN
(5) SATISFACTORILY PASS THE CIVIL SERVICE COMMISSION ADMINISTERED PHYSICAL ABILITY TEST, THE WRITTEN EXAMINATION AND THE ORAL BOARD EXAMINATION. THE ORAL BOARD SHALL CONSIST OF THREE MEMBERS CHOSEN BY THE CIVIL SERVICE COMMISSION FROM OUTSIDE THE ISLAND COUNTY SHERIFF'S OFFICE.

APPLICATIONS SHOULD BE RETURNED BY MAIL TO THE FOLLOWING:
ISLAND COUNTY CIVIL SERVICE COMMISSION
P. O. BOX 5000
COUPEVILLE, WA 98239-5000

A CIVIL SERVICE ELIGIBILITY LIST WILL BE ESTABLISHED. APPLICANTS WILL BE PLACED ON THE LIST IN ORDER OF THEIR FINAL SCORE. APPLICANTS WILL BE CERTIFIED FROM THIS LIST TO FILL VACANT POSITIONS IN ACCORDANCE WITH LOCAL CIVIL SERVICE RULES. UPON RECEIPT OF THE SUBMITTED NAMES FROM THE ELIGIBILITY LIST, THE APPOINTING POWER (SHERIFF) WILL SCREEN APPLICANTS FOR SELECTION AS FOLLOWS:

- **A. SCHEDULE APPLICANT FOR AN INTERVIEW**
- **B. SCHEDULE APPLICANT FOR A COMPLETE POLYGRAPH EXAMINATION (PASS/FAIL)**
- **C. SCHEDULE APPLICANT FOR A COMPLETE PSYCHOLOGICAL EXAMINATION (PASS/FAIL)**
- **D. SATISFACTORY COMPLETION OF MEDICAL EXAMINATION AND PHYSICAL STANDARDS TESTS.**
- **E. SATISFACTORY COMPLETION OF A BACKGROUND INVESTIGATION.**

ANY ADVERSE REPORT OR UNACCEPTABLE RESULT IN ANY OF THE ABOVE STEPS WILL RESULT IN TERMINATION OF THE APPLICANT'S CANDIDACY AND REMOVAL OF APPLICANT'S NAME FROM THE ELIGIBILITY LIST.

<u>NOTE:</u> A COMPLETED APPLICATION IS MANDATORY. A TYPED RESUME IS HIGHLY DESIRED. YOUR RESUME SHOULD CONTAIN YOUR COMPLETE WORK HISTORY, COMPLETE EDUCATIONAL HISTORY, INCLUDING COURSES OF STUDY, AND YOUR COMPLETE HISTORY OF TRAINING COURSES THAT DIRECTLY AFFECT YOUR ABILITY TO PERFORM AS A LAW ENFORCEMENT OFFICER. INCLUDE ALL MILITARY TRAINING COURSES.

COPIES OF ALL CERTIFICATES FROM A RECOGNIZED BASIC POLICE ACADEMY, TOGETHER WITH COPIES OF YOUR LATEST MILITARY DISCHARGE (DD FORM 214) MUST ACCOMPANY YOUR APPLICATION. THE DD214 FORM IS REQUIRED FOR CLAIMING VETERANS PREFERENCE POINTS. VETERANS PREFERENCE CAN BE USED ONLY ONE-TIME IN APPOINTMENTS TO CIVIL SERVICE POSITIONS.

ISLAND COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

JOB DESCRIPTION

ORGANIZATION NAME: **ISLAND COUNTY SHERIFF'S OFFICE**

DEPARTMENT: **CRIMINAL DIVISION**

LOCATION: **LAW & JUSTICE CENTER**
COUPEVILLE, WASHINGTON

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GENERAL DUTIES AND RESPONSIBLITIES
Duties include but are not limited to:

1. Inspects the assigned patrol vehicle prior to beginning shift to include: checking under all seats, front and back, and all compartments where the public or incarcerated suspects may have had access.

2. Operates the assigned patrol vehicle in accordance with all applicable laws and regulations.

3. Patrols assigned area to include all public and private businesses and residences, parking lots, surface streets and interstates enforcing all federal, state and local laws. Responds to calls for service, performs preliminary investigations as assigned, initiate's actions to investigate suspicious persons or circumstances, and provides assistance to persons who require it.

4. Directs vehicular traffic; enforces traffic laws; directs pedestrian traffic; investigates road damage; removes hazards from the roadway; conducts traffic stops to check operator's license, issue citations, and explain legal procedures, check vehicle license plates, registration and other required documents.

5. Investigates traffic accidents and determines cause; protects, processes and stores all physical evidence related to a specific incident; requests the necessary emergency equipment required at the scene, takes precautions at an accident scene by creating detours or working traffic control to reduce the possibility of other accidents.

6. Positions vehicles at road blocks to effectively isolate the scene of hazardous situations.

7. Reviews and investigates all hit & run vehicular accidents to include: computer inquiries, interviews, interrogations and documentation.

8. Patrols and enforces all parking ordinances in the county, responds to specific complaints from citizens regarding parking issues; issues summons for violations testifies in district court regarding traffic violation issues.

9. Enforces all applicable county, state and federal laws.

10. Uses oral communication skills to testify in a courtroom setting or other legal proceeding to ensure complete and correct information is related to all participants.

11. As a Field Training Officer (FTO or PTO), trains and instructs probationary officers (PO)'s, including providing orientation, instruction and training in radio traffic, procedures for arresting persons, use of force, report writing, application of laws and instruction in other areas of practical law enforcement. Monitors the performance of PO's members, corrects performance deficiencies, provides feedback, and takes corrective action, as needed.

12. As a Detective, conducts criminal investigations; interrogates and obtains statements from victims, witnesses and suspects; obtains confessions from suspects; collects and processes evidence; performs crime scene investigations; compiles investigative findings and completes a wide variety of police reports.

13. Investigates all potential arson fires; conducts investigation, interviews witnesses, assists in the preparation of the case for prosecution, and testifies in court.

14. Secures and protects the scene of a crime and the immediate area surrounding the crime scene so that no evidence is disturbed.

15. Processes crime scenes, including processing latent prints.

16. Reviews all reports, evidence and notes related to an investigation to allow for knowledgeable courtroom testimony.

17. Provides depositions or courtroom testimony to the court on incidents where officer may have direct knowledge or information.

18. Obtains arrest warrants from judicial authority by presenting facts and evidence as basis for obtaining warrant resulting from the investigation of a criminal incident.

19. Makes arrests of persons observed or suspected of committing crimes, based on probable cause.

20. Advises persons under arrest and explains their rights according to the law to ensure complete understanding of these rights.

21. Conducts stop and frisk searches on suspicious persons for the safety of all involved parties.

22. Searches movable vehicles both interior and exterior under independent probable cause in accordance with established search and seizure rules and Sheriff's Office procedures.

23. Searches persons, premises, or property incident to a lawful arrest with a warrant or consent in accordance with established Sheriff's Office policy and search and seizure laws.

24. Plans methods and procedures for conducting a search of a person or premise using all available information on the size and location of the person or premise.

25. Removes weapons from persons unlawfully armed.

26. Advises victims or other involved persons of their rights according to current law and the proper procedures to follow to prosecute a case.

27. Confiscates property for evidence resulting from an arrest for safekeeping by physically taking property to the Evidence Processing Room and completing necessary paperwork.

28. Maintains and inspects all duty related personal and Sheriff's Office equipment, to include: vehicles, uniform apparel, weapons and ammunition, handcuffs, badges, flashlights, pagers, cellular phones, gear, specialized and other equipment.

29. Demonstrates a proficiency in the use of all issued equipment.

30. Identifies, confiscates, preserves, and maintains the chain of custody of all evidence in accordance with current search and seizure laws and Sheriff's Office policy.

31. Communicates over and listens to police radio, issues lookout and other required information while on patrol.

32. Orally communicates with the public, fellow members and supervisors to a degree that complete understanding is accomplished.

33. Assists in the evacuation or rescue of persons and property in emergency situations such as aircraft crashes, fires, floods and other natural or manmade disasters.

34. Provides victims of crime with information, referral, and other assistance as provided in Washington State law and Sheriff's Office regulations.

35. Speaks with and refers citizens in need to appropriate public and social services.

36. Communicates with citizens in assigned patrol area to establish rapport and trust.

37. Obtains information on persons or property involved in a crime from witnesses, victims or others with knowledge of the incident.

38. Maintains and organizes field notes and other information to complete comprehensive Sheriff's Office reports.

39. Completes all required paperwork in a timely manner.

40. Attends in-service and specialized training as required.

41. Performs highly specialized duties and tasks associated with specialized assignments such as Detective, Police K-9 Officer, Traffic, HEAT, Crisis Negotiator, and instructor.

MATERIALS AND EQUIPMENT USED

1. Vehicle
2. Communication Equipment
3. Computer
4. Firearms
5. Protective and Safety Equipment
6. Speed Measuring Devices
7. Specialized/Technical Equipment
8. Chemical/Impact Weapons
9. General Office Equipment

MINIMUM QUALIFICATIONS

1. High School diploma or GED
2. Completion of all requirements for Washington State Certified Peace Officer
3. Civil Service Commission requirements
4. Valid Washington State Driver's License
5. CPR & First Aid Certified
6. United States Citizen
7. Meet visual requirements

GENERAL TESTING REQUIREMENTS

1. Pass physical fitness test
2. Pass written test
3. Pass oral board/interview and/or assessment center
4. Satisfactorily complete a background investigation
5. Pass polygraph examination
6. Satisfactorily complete psychological evaluation
7. Satisfactorily complete medical examination

PHYSICAL ABILITIES

With or without accommodations, the incumbent must have the:

1. Ability to see and accurately identify and distinguish between colors;

2. Ability to accurately identify and distinguish between the smell of different materials, or chemicals;

3. Possess good hearing in order to hear sirens, alarms, the human voice, and to accurately identify and distinguish between inputs from short or long ranges, and clearly hear radio messages;

4. Possess an audible voice for in-person and radio communications;

5. Possess sufficient body strength in order to perform normal duties of the position;

6. Ability to sit stand, stoop and bend, and walk about.

REQUISTE JOB KNOWLEDGE

1. Local, state and federal laws and current county ordinances.
2. Judicial system, operation and procedures for criminal prosecution.
3. Legal limitations of member's authority and the limits and requirements in the use of force.
4. First Aid procedures and equipment at the first respondent level.
5. Suspect/victim/witness interview and interrogation concepts, principles and practices.
6. Sheriff's Office policies and standard operating procedures.

7. Public relations techniques for handling calls for service or complaints.
8. Crime scene processing procedures and the security and protection of a crime scene.
9. Basic crime prevention techniques.
10. Defensive tactics to protect self and others.
11. Proper arrest and suspect apprehension techniques.
12. Crime patterns, potential problem areas, and prior offenders within patrol area.
13. Training, care and deployment of a canine unit.
14. Jail and Communications Operations.
15. Record keeping, report preparation, filing methods and record management techniques.
16. Correct English usage, including spelling, grammar, punctuation, and vocabulary.
17. Standard business arithmetic, including percentages and decimals.
18. Applicable state, federal and local laws, rules and regulations.
19. Computer applications related to the work.

REQUISITE SKILLS

1. Skill in the use and operation of all assigned equipment to include: police vehicle, emergency equipment, firearms, restraint devices, technical equipment and basic first aid equipment.

2. Preparing clear and concise reports, correspondence and other written materials.

3. Organizing work, setting priorities, meeting critical deadlines, and following up assignments with a minimum of direction.

4. Applying logical thinking to solve problems or accomplish tasks; to understand, interpret and communicate complicated policies, procedures and protocols.

5. Using tact, discretion, initiative and independent judgment within established guidelines.

6. Communicating clearly and effectively, orally and in writing.

REQUISTE MENTAL ABILITIES

1. Ability to mediate disputes between diverse groups of people.

2. Ability to be articulate while testifying in court or other legal proceedings.

3. Ability to understand and carry out oral and written instructions, giving close attention to detail and accuracy.

4. Ability to read and interpret documents such as Washington State Criminal and Traffic Codes, safety rules, operation and maintenance instructions, procedure manuals, and so forth.

5. Ability to write routine reports and correspondence.

6. Ability to speak effectively before public groups and respond to questions.

7. Ability to compute ratios and percentages and interpret bar graphs.

8. Ability to interpret a variety of instructions in written, oral, diagram or schedule form.

9. Ability to instruct and train individuals in general duty police work.

10. Ability to solve practical problems and deal with a variety of variables in situations where only limited standardization exists.

11. Ability to use physical strength of arms and legs to climb up and over or to jump over, across, ascend, or descend large obstacles.

12. Ability to pursue suspects on foot for a sustained period while bearing duty equipment.

13. Ability to subdue suspects in a physical confrontation while bearing duty equipment.

14. Ability to push or pull self through openings of varying nature by using the necessary upper or lower body strength of the arms or legs.

15. Ability to drag, push, pull, lift, or carry heavy objects or persons, move heavy equipment, rescue individuals, restrain suspects or victims, and drag persons away from dangerous situations or respond to incidents.

16. Ability to run up or down stairways or respond quickly to other incidents.

17. While performing the essential functions of this job the member is frequently required to stand, walk, run, drive, sit, use hands to finger, handle or feel, talk or hear, and lift and/or move up to 50 pounds.

WORKING CONDITIONS (DEPENDING ON AREA OF ASSIGNMENT)

1. While performing the essential functions of this position the member is frequently exposed to outdoor weather conditions.

2. While performing the essential functions of this position the member is occasionally exposed to work near moving mechanical parts, work in precarious places, fumes or airborne particles, toxic or caustic chemicals, and handling calls dealing with explosives.

3. Exposure to unknown and dangerous conditions such as intoxicated or violent arrestees and life threatening situations such as armed and/or violent arrestees.

4. Exposure to unknown health conditions from contacts with individuals or animals with contagious or communicable diseases.

5. Occasional exposure during work time to hazardous situations which involve armed or physically violent persons or interviewing mentally or emotionally disturbed persons.

6. Working time may require irregular hours and shifts; at times voluntary and involuntary overtime may be necessary, as well as being called back to duty on short notice.

7. The incumbent's working conditions are typically moderately quiet.

8. At emergency or training scene, the incumbent's working conditions may be moderately loud.

CAUSE FOR REMOVAL

The incumbent may be removed with or without personal fault. Economic conditions that cause reductions in work force, the member's inability to attend regularly to work, and a failure to perform competently on any of the essential functions of the position or consistently failing to perform competently on regular duties and tasks are among the major reasons for job removal without fault. Failures to uphold the mission of the Sheriff's Office, committing gross acts of disloyalty, and not complying with preconditions for original employment are major reasons for termination with fault. Requiring excessive amounts supervisory counseling and/or remedial training are among major reasons for termination with or without fault.

NOTE: This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this class. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this description. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the American with Disabilities Act (ADA). Reasonable accommodations for the specific disability will be made for the incumbent/applicant when possible.

ISLAND COUNTY CIVIL SERVICE COMMISSION APPROVED: 17th DAY OF February, 2010.

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Commissioner, Chair

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Commissioner

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Commissioner