



CITY OF LYNNWOOD  
invites applications for the position of:  
**Lateral Police Officer**

An Equal Opportunity Employer

**SALARY**

Hourly  
\$31.77 - \$38.49

**OPENING DATE:** 12/31/12

**CLOSING DATE:** Continuous

**SUMMARY:**

**The City of Lynnwood currently has lateral police officer position openings.**

The incumbent of this position is responsible for general duty police work which includes the prevention, detection and investigation of crimes and for maintaining and enforcing law and order. The position is located in the Lynnwood Police Department and is under the direct supervision of the shift duty sergeant.

**ESSENTIAL FUNCTIONS**

Includes but is not limited to such essential functions as listed below:

- Provide service to the citizens of the City of Lynnwood to safeguard and protect their lives, property, and constitutional rights.
- Acquire and maintain thorough knowledge of all state, county, and city laws and ensure equal and impartial enforcement.
- Acquire and maintain familiarity with administrative policy and execute service programs within assigned area of responsibility.
- Secure all information pertinent to the proper conduct of business prior to the tour of duty.
- Inspect and maintain all equipment used.
- Ensure civil treatment and protection of all rights of all persons coming within the scope of police authority.
- Maintain firearm proficiency.
- Comply with all safety standards and regulations.
- Work toward the achievement of departmental and divisional objectives within assigned area of responsibility.
- Gather, submit, and maintain intelligence information and provide information to other units that may be useful to their investigations.
- Maintain awareness of newly enacted laws and recent court decisions and their effect on police duties and responsibilities.
- Respond to crime and/or traffic accident scenes and ensure the protection of the scene and all physical evidence and witnesses until relieved by higher authority.
- Conduct preliminary investigation at crime scenes until either relieved by a detective or to a point where a lapse in the investigation would not hamper or jeopardize the outcome of the case.
- Discern crime, public disorder, attractive nuisances, and other crime generating conditions and develop corrective strategies.
- Resolve neighborhood crime and/or disorder problems.
- Maintain radio communication during tour of duty, including mealtimes, and maintain a response time conducive to the needs of the citizens served, promptly

responding to all calls assigned and to those calls assigned other units where their closer proximity and the nature of the call demands immediate response.

- Maintain familiarity with the city and specific areas of assignment.
- Provide first aid and rescue services at crime scenes, accidents, disasters, and other emergency situations.
- Engage in a wide variety of traffic direction and crowd control activities, particularly in connection with traffic accidents, demonstrations, riots, and disasters.
- Promote and preserve order, defend persons from imminent physical harm, respond to requests for protective service, resolve conflicts between individuals and groups and protect individual constitutional guarantees.
- Maintain records of daily activities and present testimony at judicial proceedings and other formal hearings.
- Serve as an interpreter of the law to exercise discretion in determining whether to take no action, to advise, to warn, or to arrest.
- Enforce all moving violations and parking regulations according to city ordinances to ensure the smooth flow of traffic throughout the City of Lynnwood.
- Make recommendations to improve operational effectiveness.
- Encourage voluntary compliance with the law and reduce the opportunity for criminal activity.
- Give special speeches and presentations to civic and other groups to promote the police image as assigned.
- Evaluate officer performance and complete necessary report forms while assigned to the Field Officer Training and Evaluation Program.  
(Some of the above tasks are assigned to specific officers.)

**MINIMUM QUALIFICATIONS**

- Must have been employed as a full time paid law enforcement officer with a municipal, county or state law enforcement agency for at least 12 months, continually, within the last 36 months.
- Must have satisfactorily completed the Washington State Basic Law Enforcement Officer course or meet the standards prescribed by the Washington State Training Agency Commission for Equivalency.

**ADDITIONAL INFORMATION**

**AUTOMATIC DISQUALIFIERS FOR POSITION OF POLICE OFFICER**

**FALSE INFORMATION:**

Evidence that the applicant has willfully provided false or misleading information during the application or screening process, either orally or in writing.

**CRIMINAL HISTORY**

- As an adult, being convicted of a felony crime.
- As an adult, being convicted of any crime felony or misdemeanor, involving perjury, false statements or a crime of moral turpitude.
- As an adult, commission of an unreported felony crime during the three year period immediately preceding the date of application.
- Convicted of a crime of domestic violence.
- Recent or ongoing affiliation with, and/or support of, an organization or group which advocates the violent overthrow of the United States government, or whose professed goals are contrary to the interests of public safety.

**SUBSTANCE ABUSE:**

- Any illegal use of a controlled substance within three years immediately preceding the date of application.
- Illegal use of a controlled substance through injection into the body at any time.
- As an adult, a pattern of illegal drug use within the previous four years

preceding the date of application that indicates ongoing, regular or recreational illegal use of a controlled substance.

- As an adult, the selling, production or financing the production, sale or distribution of illegal controlled substances, or the obtaining of such substances through illegal use of a prescription(s).
- A history of chronic alcohol or controlled substance abuse, which has hampered job performance at any time during four years immediately preceding the date of application.
- Dependence upon prescription medications or drugs which would result in physical harm to the applicant or which would limit the applicant's ability to perform should duties preclude the availability of such medication or drug in an emergency situation.

**EMPLOYMENT HISTORY:**

- Termination from or disciplinary action in any employment within five years from the time of application for misconduct, ethics violations, criminal conduct, falsification orally or in writing, or a matter of moral turpitude

---

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:

<http://www.ci.lynnwood.wa.us/Jobs>

OUR OFFICE IS LOCATED AT:

City of Lynnwood

PO Box 5008

Lynnwood, WA 98046-5008

425-670-5084

425 670-5000

[lcharles@ci.lynnwood.wa.us](mailto:lcharles@ci.lynnwood.wa.us)

Job #2013-0101  
LATERAL POLICE OFFICER  
LC

An Equal Opportunity Employer

---

## Lateral Police Officer Supplemental Questionnaire

- \* 1. Are you currently employed as a full time law enforcement officer with a civilian law enforcement agency?  
 Yes    No
  
- \* 2. Have you been employed as a full time law enforcement officer with a civilian law enforcement agency for at least 12 of the past 36 months?  
 Yes    No
  
- \* 3. Have you successfully completed probation in your present (or most recent) employment as a law enforcement officer?  
 Yes    No
  
- \* 4. Do you claim Veteran's Preference?  
 Yes    No
  
- \* 5. If you answered Yes, have you used Veteran's Preference points to attain your current position or a former position?  
 Yes    No
  
- \* 6. Have you successfully completed the Washington State Criminal Justice Training Commission 440 hour Basic Law Enforcement Academy (or, if you are an out-of-state applicant, an equivalent to this course)?  
 Yes    No
  
- \* 7. If you answered Yes, list the name of academy, location of the academy, date of graduation, and number of hours. If you answered No, enter N/A.
  
- 8. Please attach to this application your certificate of graduation and any transcripts, progress reports, or instructor comments if you have them. If you are unable to attach, mail them to the City of Lynnwood, Human Resources Department, Attention: Lateral Officer Candidate.
  
- \* 9. Do you have any activities, commitments or responsibilities that may prevent you from meeting work attendance requirements?  
 Yes    No
  
- \* 10. If you answered Yes, explain. If you answered No, enter N/A.

- \* 11. Have you ever been convicted of, or have you served time in a correctional institution for any crime which might have some bearing on your qualifications and fitness to accept the duties and responsibilities of the position for which you are applying?  
 Yes    No
  
- \* 12. If you answered Yes, give details. If you answered No, enter N/A.
  
- \* 13. List all police or law enforcement agencies you have worked for, starting with the most recent. Include agency name, agency address, agency phone, position held and salary, name of supervisor, hire date, termination date, reason for leaving.
  
- \* 14. List all professional police courses taken that were 40 hours or more in duration. This will be primarily in-service training but can include other professional, police related training, as appropriate. List the course title, school, school location, dates, length of course and topics covered.
  
- \* 15. AREAS OF POLICE WORK: Describe all duty and specialty assignments in your police career such as patrol, traffic, investigations, narcotics, community relations/crime prevention, training of officers, K-9, DARE, administration, etc. Note the duration of each assignment and where held. Specify reason for transfer or reassignment.
  
- \* 16. REASON FOR LATERAL TRANSFER: Please give your reasons for leaving your current department and why you want to work for the Lynnwood Police Department.
  
- \* 17. List all police vehicle accidents you have been involved in, regardless of fault.
  
- 18. List all sustained citizen's complaints and internal investigations, as well as any disciplinary actions you have received while employed as a police officer.
  
- 19. List all commendations you have received while employed as a police officer.
  
- 20. List any special achievements, unusually high productivity in a particular enforcement aspect, or innovative programs you may have implemented.
  
- 21. Please attach to your application copies of all commendations, notices of disciplinary actions, and performance evaluations. If you are unable to attach, please mail to the City of Lynnwood, Human Resources Department, Lateral Officer Candidate.

- \* 22. NARRATIVE QUESTION: Please respond to the following question: Describe how your employment, experience, and education have provided you the ability to exercise seasoned judgment under stress. Please provide at least one example.

\* Required Question