

## LAKE STEVENS CIVIL SERVICE COMMISSION



The Lake Stevens Police Department is currently seeking  
qualified applicants for  
**Lateral – Experienced Police Officer**

**2010 Salary Range: \$4,487 - \$5,619 per month, DOQ**

The Lake Stevens Civil Service Commission is accepting applications to establish an eligibility list for experienced or lateral transfer Police Officers with the City of Lake Stevens Police Department. Qualified candidates who are committed to providing the highest quality of police service to the Lake Stevens community are encouraged to apply. Applications are continuously accepted.

### **BENEFITS:**

Excellent life, medical, long-term disability, dental, and vision insurance; LEOFF retirement system; and paid vacation, sick, and 96 hours off in lieu of holiday pay. All uniforms, equipment and uniform cleaning are provided by the city.

### **SELECTION PROCESS FOR EXPERIENCED OFFICERS:**

Applications will be reviewed for minimum qualifications and proof of experience. Successful applicants will be sent a written exercise to complete. Applicants who score at least 70% will be invited to an oral assessment exercise. Successful applicants must successfully pass a background investigation including polygraph, psychological and medical exams. The new employee will complete a field-training program that will be suited to their unique qualities and a 12-month probationary period.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

May include but is not limited to the following:

- Protects private and public property.
- Prepares and presents written reports and cases for prosecutions and/or investigations of criminal, civil, and traffic offenses.
- Communicates effectively with the public, other agencies, in court and other formal settings. Court appearances as required.
- Ability and willingness to work a variety of shifts of up to twelve hours duration, including nights, weekends, and legal holidays.
- Reads and comprehends legal and non-legal documents, including the preparation and processing of such documents as citations, affidavits and warrants.
- Performs computer inquiries and type reports on computer system.
- Ability and willingness to lead others in solving community problems, facilitating discussions, and negotiating solutions.
- Endures verbal and mental abuse when confronted with hostile views and opinions of suspects and others encountered in an antagonistic environment.
- Stops traffic violators and take appropriate action; identifies suspicious individuals and questions their activities.
- Apprehends violators or offenders of the law, sometimes involving substantial elements of personal danger. In instances where lawful arrests are resisted, the officer must be prepared and able at times, through high levels of physical exertion, to protect citizens, themselves, fellow officers, and overcome the resistance.

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### QUALIFICATIONS FOR EXPERIENCED POLICE OFFICER:

The Lake Stevens Civil Service Commission considers a Lateral - Experienced Police Officer candidate to be a currently employed, full-time, civilian law enforcement officer with a city, county, state or federal agency who has successfully completed the Washington State Criminal Justice Training Commission's Basic Law Enforcement Academy; or has previously worked in that capacity within the last 24 months; or whose prior training qualifies them to attend the Washington State Criminal Justice Training Commission's Basic Law Enforcement Equivalency Academy.

#### Other Desirable qualifications for experienced Police Officer:

- Minimum of Associate of Arts Degree
- Type at least 25 w.p.m.

### SPECIAL REQUIREMENTS:

Lake Stevens Police Officers must be willing to work 12-hour shifts, holidays and weekends, in uniform and often alone, and outdoors in all types of weather. They must have the ability to carry a firearm and to qualify with a pistol and rifle on a regular basis. They must have the ability to regularly complete training in defensive tactics, driving, and first aid. They must have the ability to perform strenuous physical tasks. The Lake Stevens Police Guild represents officers under a collective bargaining agreement.

### PROFILE:

The City of Lake Stevens is predominately a residential community, located east of Everett, on Lake Stevens, the largest lake in Snohomish County. The community has experienced rapid growth, with a population of over 25,000. Outside the city is the county's largest urban growth area with an additional 30,000 people. With a high potential to grow through annexations, increasing workloads are a continuing challenge for our police team. Most patrol activity is traffic and youth related events. Officers have about half of their time committed to pro-active patrol.

The Police Department is a full service, twenty-four hour law enforcement agency founded in 1960. There are 34 full-time officers, part-time reserve officers, explorer scouts, volunteers, and interns. Support staff consists of a Police Administrative Supervisor, three Police Records Clerks and one Police Support Officer. The police department has experienced substantial change in the last few years and is state accredited.

Officers work a 12-hour shift pattern of 3 days on and 3 days off. Each vehicle has the normal emergency equipment plus a tactical rifle, low lethality weapon and mobile data terminal. Lake Stevens Police Officers are encouraged to develop expertise in specialized areas such as marine patrol, school resource officer, investigations, traffic safety, crime prevention, and bicycle patrol. The style of policing is informal and personal, service orientated, where the Police Officers know the community and the citizens know the officers. This commitment is best reflected in the mission statement formulated by the employees: ***"The Lake Stevens Police Department is committed to a professional partnership with our community by providing excellence in safety, service and education."***

### TO APPLY:

1. Complete a City of Lake Stevens Lateral Police Officer application for employment. Incomplete or unreadable applications will not be considered;
2. Attach a photocopy of your driver's license;
3. Provide proof of current employment with a civilian law enforcement agency including dates;
4. Copy of graduation certificate from the police academy (if obtained);
5. Proof of completion of probation period and field training program;
6. Copy of last job performance evaluation.

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7. Return signed originals to:

**Lake Stevens Police Department  
P.O. Box 790, 2211 Grade Road  
Lake Stevens, WA 98258**

**Questions: (425) 334-9537**

*The Lake Stevens Police Department is an Equal Opportunity Employer and does not unlawfully discriminate on the basis of race, sex, age, color, religion, national origin, marital status, disability, or any other basis prohibited by federal, state, or local law.*

**THE CITY OF LAKE STEVENS HAS A SMOKE AND TOBACCO FREE WORKPLACE POLICY and RESERVES THE RIGHT TO CHANGE TEST ELEMENTS.**