

## LAKE STEVENS CIVIL SERVICE COMMISSION



### Police Support Officer

2010 Salary Range: \$3,545 - \$4,369 per month, DOQ

The Lake Stevens Civil Service Commission is currently creating an eligibility list for Police Support Officer (PSO) with the 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 to **PublicSafetyTesting.com** as soon as possible!

#### **BENEFITS:**

Excellent life, medical, long-term disability, dental, and vision insurance; PERS 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 POLICE SUPPORT OFFICERS:**

**PublicSafetyTesting.com** conducts the City of Lake Stevens written and physical agility examinations for the Police Support Officer position. Please visit their website at <http://www.publicsafetytesting.com> and you will be able to fill out your application online and select the testing date, time and location most convenient for you. For further information, call toll-free 1-866-HIRE-911. Top scoring applicants from the PublicSafetyTesting process will be invited to an oral board assessment. Successful applicants must successfully pass a background investigation including polygraph, psychological and medical exams. The new employee will complete a field-training program and a 12-month probationary period.

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

May include but is not limited to the following:

- Interviews individuals and responds to calls, via police radio, telephone or in-person regarding complaints or inquiries dealing with legal statutes, civil and criminal; provides information regarding laws and ordinances, and walk-in complaints.
- As directed by a Police Sergeant, may be called back to work after normal hours, on weekends and holidays to respond to crime scenes to search, identify and collect evidence; document, measure, bag, label and record evidence seized; process evidence using basic scientific tools, and take evidence to the crime lab and respond to traffic crashes to provide traffic control as needed.
- Responsible for violations of the Lake Stevens Municipal Code, including capturing animals and transporting to the proper facility. Create police reports, issue criminal citations, traffic infractions and warning notices.
- Inventorying, acquiring, and maintaining the operational proficiency of equipment and supplies used by patrol and support officers.
- Assist with the operation of the property and evidence room as directed and supervised, including accurately accounting for evidence, creating complete documentation, researching and ownership of property and the status of a criminal case and purging property as directed and supervised by the Support Supervisor, in accordance with State Law.

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- Transport low-risk prisoners as directed using appropriate vehicles to custody facilities. Perform pre-transport searches of prisoners, use restraint devices and take custody of property belonging to the prisoner.
- Works with community groups and individuals to develop crime prevention programs; conducts neighborhood block watches, personal safety talks and home/business crime prevention checks and services.
- Establishes and maintains a close working relationship with the various social and community service agencies within Snohomish County.
- May transport runaways, or victims of domestic violence to court or to a shelter; transport abandoned, neglected or abused children to Child Protective Services; provides support and information to persons in crisis situations.
- Administers immediate assistance to citizens in critical and/or emergency situations where there is a low probability of life-threatening physical violence.
- As directed by the Police Sergeant, investigates, processes, or assists, but is not limited to the following variety of calls for service: abandoned vehicles, agency assist, agency referral, animal control services, checks on well-being, child abuse assistance, child custody, crime scene processing, crime victim/witness assist, death, limited domestic violence follow-up, drug abuse complaint/problem, emergency assistance (food, shelter, funds, etc.) family/neighborhood dispute follow-up, garbage dumping complaints, harassment complaints, juvenile problems, mental complaints, follow up, missing persons, noise/nuisance complaints (including vehicles and properties), officer assist, parking problems, property lost/found, public assist, rape victim assist, subpoena service, traffic control/hazard, transport (emergency) and truancy.
- Attends specialized training classes, seminars or sessions in crime scene preservation, interviewing, mediation, and other PSO related topics as well as emergency first aid (including CPR), and other job-related knowledge, methods, skills, or techniques.
- Assists officers by performing a variety of interview/investigative duties where there is a low probability of the occurrence of life threatening physical violence.
- The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

### **QUALIFICATIONS FOR POLICE SUPPORT OFFICER:**

- Knowledge of law enforcement procedures and investigation methods.
- High School Diploma or GED certificate.
- Graduation from a reserve police officer academy preferred.
- Skills in the operation and understanding of personal computers and typical office equipment, including the ability to type 35 words per minute.
- Speak and write clearly and correctly and prepare required reports and correspondence.
- Ability to assist individuals who are angry, unpleasant or with mental problems while maintaining a good public relation image in all working situations even when subjected to abusive and threatening language.
- Ability to work in a team environment by assisting others, being adaptable to changing circumstances while being pleasant and professional.

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- Ability to organize, prioritize and multi-task. Ability self-initiate work and to conduct long-term projects to a successful conclusion.
- Prefer a minimum of at least one year of college course work or three years of work experience in a public contact situation.
- Minimum age of 21.
- Valid Washington Driver's License.
- Pass a background investigation and a polygraph examination.
- Excellent physical condition.

### SPECIAL REQUIREMENTS:

Lake Stevens Police Support Officers must be willing to work variable shifts including nights, weekends, and legal holiday hours, and may be subject to occasional shift extensions and/or call-outs. Lake Stevens Police Support Officers must wear a uniform and often work alone in the outdoors, in all types of weather. They must have the ability to carry a firearm and to qualify with a pistol 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:

Located east of Everett, Washington, the City of Lake Stevens is predominately a residential community situated 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 for grow through annexations, increasing workloads are a continuing challenge for our police team.

The Lake Stevens Police Department is a full service, twenty-four hour law enforcement agency founded in 1960. There are currently 34 full-time officers authorized, 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 a state accredited agency.

Police Support Officers typically work a 12-hour shift pattern of 3 days on and 3 days off. The Police Support vehicle has the normal emergency equipment plus a mobile data terminal. The style of policing is informal and personal, service orientated, where the Police Support 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:

Please visit the PublicSafetyTesting website at <http://www.publicsafetytesting.com> and you will be able to fill out your application online and select the testing date, time and location most convenient for you. For further information, call toll-free 1-866-HIRE-911.

***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.**