



CITY OF BAINBRIDGE ISLAND

REGULAR MEETING OF THE CIVIL SERVICE COMMISSION

9:00 AM – OCTOBER 14, 2014
BAINBRIDGE ISLAND CITY HALL
280 MADISON AVE. N., BAINBRIDGE ISLAND, WA

AGENDA

Action

1. CALL TO ORDER / ROLL CALL

9:00 AM

Chair: Richard Daniels

Vice Chair: Trennon Bird

Commissioners: Katherine Dunn Robert Killian Daniel Reisfeld

2. CONFLICT OF INTEREST DISCLOSURE

9:05 AM

3. PUBLIC COMMENT

9:10 AM

4. APPROVE REGULAR MEETING MINUTES – SEPTEMBER 9, 2014

9:15 AM

Consider Approval

5. PRESENTATIONS

9:20 AM

a. Ethics Training – TBD

Information

b. Open Public Meetings Act Training – Lisa Marshall

Information

6. NEW BUSINESS

9:50 AM

a. Consider revision to Agency Disqualifiers

Consider Approval

b. Consider date change for November Regular Meeting

Consider Approval

c. Consider date change for December Regular Meeting

Consider Approval

d. Discuss classification plan for Sergeant position

Information

7. EXECUTIVE SESSION – REVIEW QUALIFICATIONS OF AN APPLICANT FOR EMPLOYMENT

10:20 AM

8. UNFINISHED BUSINESS

11:00 AM

a. Consider setting oral interview schedule

Consider Approval

b. Consider promotional examination options

Consider Approval

All times listed are approximate. Americans with Disabilities Act (ADA) accommodations provided upon request. Those requiring special accommodations, please contact the Secretary/Chief Examiner Amber Richards at 206.780.2545 or arichards@bainbridgewa.gov by noon the day preceding the Meeting.



CITY OF BAINBRIDGE ISLAND

9. REPORT BY CHIEF OF POLICE
11:15 AM

Information

10. REPORT BY SECRETARY/CHIEF EXAMINER
11:30 AM

Information

- a.* Update on Entry Level Officer List
- b.* Update on Lateral Officer List

11. AJDOURNMENT
11:40 AM



CITY OF BAINBRIDGE ISLAND

CIVIL SERVICE COMMISSION
REGULAR MEETING
SEPTEMBER 9, 2014

MINUTES

1. CALL TO ORDER/ROLL CALL

The Civil Service Commission Special Meeting was called to order in the Council Conference Room at City Hall at 9:04 am by Chair Rich Daniels. A quorum was present consisting of Commissioners Trennon Bird, Kathy Dunn, Rob Killian, and Dan Reisfeld.

2. CONFLICT OF INTEREST DISCLOSURE

Each Commissioner reported that no new conflicts of interest had arisen since the last meeting; some commissioners shared important inter-meeting communications.

3. PUBLIC COMMENT

There was no public comment.

4. APPROVE REGULAR MEETING MINUTES – AUGUST 12, 2014

Motion: *I move to approve the August 12 minutes.*

DUNN/REISFELD: The motion passed 5-0.

5. NEW BUSINESS

5a. Dismissal of Yates Appeal

No action taken – will be considered at next meeting.

5b. Consider promotional examination options

Suggestions were presented for conducting an internal promotional exam through an Assessment Center provided through PST.

No action taken – will be considered at next meeting.

6. UNFINISHED BUSINESS

6a. Consider setting oral interview schedule

Consideration was given to setting a future oral interview schedule.

No action taken – will be considered at next meeting.

Commissioner Killian proposed a change to rule 8.14.1 – extending the waiting period for reexamination from three months to one year.

Motion: *So moved*

KILLIAN/DUNN: The motion passed 5-0.

7. REPORT BY CHIEF OF POLICE

The Chief discussed the current vacancies in the Police Department.

The Chief discussed recent happenings involving the Police Department.

The Chief discussed the status of the SRO

8. REPORT BY SECRETARY/CHIEF EXAMINER

S/CE Richards conveyed recommendations from legal counsel related to updating the list of agency disqualifiers.

S/CE Richards conveyed recommendation s from Jon Walters of PST related to streamlining the hiring process.

S/CE Richards discussed upcoming Ethics and OPMA training.

S/CE Richards provided an update on the Civil Service Conference.

The meeting was adjourned at 11:00 am.

Richard Daniels, Chair

Amber Richards, Secretary/Chief Examiner

BAINBRIDGE ISLAND POLICE DEPARTMENT

Employment Disqualifiers

Automatic Disqualifiers: Applicants SHALL be automatically disqualified for employment with the Bainbridge Island Police Department in the following circumstances:

Criminal Activity (including criminal traffic offenses):

- Any felony conviction as an adult
- Any misdemeanor conviction as an adult, within five years prior to application
- Any misdemeanor conviction as an adult, while employed in a criminal justice capacity
- Any conviction as an adult for any crime under a domestic violence statute

Drug Use:

- Any illegal use, distribution, or possession of any controlled substance as an adult, within five years prior to application, except personal use of marijuana
- Any personal use of marijuana as an adult, within one year prior to application

Employment:

- Lying, providing misleading information, or failure to make full disclosure concerning any material information during any stage of any criminal justice hiring process
- Any act of cheating or creating an unfair advantage in connection with any examination required for any criminal justice hiring process
- Dishonorable Discharge, Bad Conduct Discharge, or Dishonorable Dismissal from any branch of US armed forces, except for reasons of sexual orientation
- Discharge from any position of criminal justice employment

Potential Disqualifiers: Applicants MAY be disqualified for employment with the Bainbridge Island Police Department for any factor or combination of factors which reasonably demonstrate that the candidate would not be a successful employee, or that the candidate's employment would be incompatible with the mission or core values of the Bainbridge Island Police Department, including but not limited to the following circumstances:

- Any history of irresponsible driving
- Previous discharge or resignation in lieu of discharge from, or unsatisfactory record of employment with, any prior public or private employer, including any branch of the US armed forces
- Any history of personal financial irresponsibility, including failure to pay taxes or child support
- Unprofessional personal appearance
- Any history of juvenile criminal activity
- Admission of any adult felony conduct, unlawful sexual conduct, or domestic violence as defined by law

Port of Seattle:

Driving

AUTOMATIC: One or more traffic crime convictions in the last five years (DUI, Suspended, Reckless, Negligent 1st degree, etc.)

AUTOMATIC: As an adult, any conviction for Attempting to Elude or Hit and Run

AUTOMATIC: Involvement as a driver in two or more chargeable (at fault) collisions within three years prior to date of application

AUTOMATIC: Any two convictions for driving under the influence of alcohol and/or drugs

Drug Usage

AUTOMATIC: Any adult illegal use or possession of a drug classified as a hallucinogenic within seven years prior to application for employment

AUTOMATIC: Any adult illegal use or possession of marijuana within one year prior to application for employment

AUTOMATIC: Any other adult illegal use or possession of a drug not mentioned above (including cocaine) within three years prior to application for employment

AUTOMATIC: Any illegal adult use or possession of a drug while employed in any law enforcement capacity, including military police

AUTOMATIC: Any adult illegal manufacture of a drug or illegal substance

AUTOMATIC: Failure to divulge any information about personal illegal use or possession of drugs

AUTOMATIC: Any drug test of the applicant, during the course of the hiring process, where illegal drugs are detected

Criminal Activity

AUTOMATIC: Any adult felony conviction

AUTOMATIC: Conviction of any offense classified as a felony under Washington law while employed in any capacity at a law enforcement agency

AUTOMATIC: Admission(s) of having committed any act amounting to a felony under Washington law, as an adult, within five years prior to application or while employed as a peace officer (including military police officers)

AUTOMATIC: Any conviction under a domestic violence statute

AUTOMATIC: Unlawful sexual misconduct

Employment

AUTOMATIC: Dishonorable discharge from the United States armed forces

AUTOMATIC: Lying during any stage of the hiring process

AUTOMATIC: Falsification of application, personal history questionnaire or other forms during hiring process.

AUTOMATIC: Previous revocation or denial of any (CJTC/POST) certified status, or suspension of current CJTC/POST certified status

Financial

AUTOMATIC: An applicant's credit history, including excessive credit card debt or unresolved accounts in collection, will be thoroughly assessed and may be grounds for disqualification.

Medina

Driving

POTENTIAL:: Reviewed on individual basis.

Drug Usage

AUTOMATIC:: Illegal drug substance usage or exposure within past 10 years.

AUTOMATIC:: Illegal use of illegal drugs in the last 10 years.

AUTOMATIC:: Illegal use of ANY controlled substance while employed in a criminal justice capacity.

AUTOMATIC:: Illegal opiate use.

AUTOMATIC:: Hallucinogen use within past 10 years.

POTENTIAL:: Other drug use outside these standards will be considered on case by case basis.

AUTOMATIC:: No illegal sale of ANY drug, including marijuana.

Criminal Activity

AUTOMATIC:: Any adult felony conviction.

AUTOMATIC:: Any misdemeanor, or felony conviction while employed in a criminal justice capacity.

POTENTIAL:: Adult misdemeanor convictions will be carefully reviewed.

AUTOMATIC:: Been convicted of any crime under a domestic violence statute.

AUTOMATIC:: Unlawful sexual misconduct.

Employment

AUTOMATIC:: Been dishonorably discharged from the United States armed forces.

AUTOMATIC:: Lied during any stage of the hiring process.

AUTOMATIC:: Falsified his or her application, personal history questionnaire, or any other forms during hiring process.

AUTOMATIC:: Previous revocation or denial of CJTC/POST certified status, or suspension of current CJTC/POST certified status.

Financial

AUTOMATIC: Failure to pay income tax or child support.

POTENTIAL: Current credit accounts, or unresolved accounts in collection will be carefully reviewed.

Kirkland

Driving

AUTOMATIC: 1 or more traffic crime convictions in last 5 years (DWI, Suspended, Reckless, etc.)

AUTOMATIC: Suspension of driver's license within past 5 years.

POTENTIAL: Applicant's driving record will be carefully reviewed.

Drug Usage

AUTOMATIC: Illegal use of ANY controlled substance while employed in a criminal justice capacity.

AUTOMATIC: Pattern of illegal use of prescription medication.

POTENTIAL: All illegal drug use will be closely scrutinized on a case by case basis.

Criminal Activity

AUTOMATIC: Any adult felony conviction.

AUTOMATIC: Any misdemeanor or felony conviction while employed in a criminal justice capacity.

POTENTIAL: Adult misdemeanor convictions will be carefully reviewed.

POTENTIAL: Juvenile felony convictions will be carefully reviewed.

AUTOMATIC: Been convicted of any crime under a domestic violence statute.

AUTOMATIC: Sold drugs.

Employment

AUTOMATIC: Been dishonorably discharged from the United States armed forces.

AUTOMATIC: Lied during any stage of the hiring process.

AUTOMATIC: Falsified his or her application, personal history questionnaire, or any other forms during hiring process.

AUTOMATIC: Previous revocation or denial of any (CJTC/POST) certified status, or suspension of current CJTC/POST certified status.

Financial

AUTOMATIC: Failure to pay income tax or child support.

AUTOMATIC: Current credit accounts, or unresolved accounts in collection will be carefully reviewed

AUTOMATIC: Any conduct or pattern of behavior that would tend to disrupt, diminish or otherwise jeopardize public trust in the law enforcement profession.

Other

AUTOMATIC: Exposed tattoo's which can not be covered by a standard uniform of the day.

Issaquah

Driving

AUTOMATIC: 1 or more traffic crime convictions in last 5 years (DWI, Suspended, Reckless, etc)

AUTOMATIC: Suspension of driver's license within past 5 years

AUTOMATIC: 3 or more moving violations in past 3 years

AUTOMATIC: 3 or more at-fault accidents in past 3 years

Drug Usage

AUTOMATIC: Have used marijuana within the last 5 years (if last used after the age of 21).

AUTOMATIC: Have used marijuana within the last 3 years (if last used under the age of 21).

AUTOMATIC: Illegal use of ANY controlled substance while employed in a criminal justice capacity

AUTOMATIC: Illegal opiate use

AUTOMATIC: Hallucinogen use within past 10 years. No more than 3 uses total

AUTOMATIC: Illegal use of 3 or more different controlled substances

AUTOMATIC: No illegal sale of ANY drug, including marijuana.

AUTOMATIC: Pattern of illegal use of prescription medication

POTENTIAL: Other drug use outside these standards will be considered on case by case basis

AUTOMATIC: Have ever illegally used amphetamines, methamphetamines, cocaine, heroin, barbiturates, or valium.

AUTOMATIC: Have ever illegally used a drug after submitting application to any Law Enforcement agency.

Criminal Activity

AUTOMATIC: Any adult felony conviction

AUTOMATIC: Any misdemeanor, or felony conviction while employed in a criminal justice capacity

POTENTIAL: Adult misdemeanor convictions will be carefully reviewed

POTENTIAL: Juvenile felony conviction will be carefully reviewed

AUTOMATIC: Been convicted of any crime under a domestic violence statute.

AUTOMATIC: Unlawful sexual misconduct.

Employment

AUTOMATIC: 2 or more terminations, or leaving employer in lieu of termination

AUTOMATIC: Withdrawn from consideration for any (law enforcement/fire/corrections/dispatch) employment because of the following reasons: DISHONESTY IN APPLICATION PROCESS/BACKGROUND

AUTOMATIC: Been dishonorably discharged from the United States armed forces.

AUTOMATIC: Lied during any stage of the hiring process.

AUTOMATIC: Falsified his or her application, personal history questionnaire, or any other forms during hiring process.

AUTOMATIC: Previous revocation or denial of CJTC certified status, or suspension of current CJTC certified status.

Financial

AUTOMATIC: Failure to pay income tax or child support

POTENTIAL: Current credit accounts, or unresolved accounts in collection will be carefully reviewed

Des Moines

Driving

AUTOMATIC: One (1) or more traffic crime convictions in last five (5) years (DWI, Suspended, Reckless, etc).

AUTOMATIC: Suspension of driver's license within past five (5) years.

AUTOMATIC: Three (3) or more moving violations in past two (2) years.

AUTOMATIC: Two (2) or more at-fault accidents in past five (5) years.

Drug Usage

AUTOMATIC: Illegal use of illegal drugs in the last three (3) years.

AUTOMATIC: Illegal use of ANY controlled substance while employed in a criminal justice capacity.

POTENTIAL: Other drug use outside these standards will be considered on case by case basis.

AUTOMATIC: No illegal sale of ANY drug, including marijuana.

AUTOMATIC: Pattern of illegal use of prescription medication.

Criminal Activity

AUTOMATIC: Any adult felony conviction.

AUTOMATIC: Any misdemeanor, or felony conviction while employed in a criminal justice capacity.

POTENTIAL: Adult misdemeanor convictions will be carefully reviewed.

POTENTIAL: Juvenile felony conviction will be carefully reviewed.

AUTOMATIC: Been convicted of any crime under a domestic violence statute.

AUTOMATIC: Unlawful sexual misconduct.

Employment

AUTOMATIC: Withdrawn from consideration for any (law enforcement/fire/corrections/dispatch) employment because of the following reasons: (will be determined by background investigation).

AUTOMATIC: Been dishonorably discharged from the United States armed forces.

AUTOMATIC: Lied during any stage of the hiring process.

AUTOMATIC: Falsified his or her application, personal history questionnaire, or any other forms during hiring process.

AUTOMATIC: Previous revocation or denial of (CJTC/POST) certified status, or suspension of current (CJTC/POST) certified status.

Financial

AUTOMATIC: Failure to pay income tax or child support.

POTENTIAL: Current credit accounts, or unresolved accounts in collection will be carefully reviewed.

Bremerton

Driving

AUTOMATIC: 1 or more traffic crime convictions in last 5 years (DWI, Suspended, Reckless, etc).

AUTOMATIC: Suspension of driver's license within past 5 years.

AUTOMATIC: 3 or more moving violations in past 5 years.

AUTOMATIC: 2 or more at-fault accidents in past 5 years.

Drug Usage

AUTOMATIC: Illegal drug substance usage or exposure within past 8 years.

AUTOMATIC: Illegal use of illegal drugs in the last 8 years.

AUTOMATIC: Illegal use of ANY controlled substance while employed in a criminal justice capacity.

AUTOMATIC: Illegal opiate use.

AUTOMATIC: No illegal sale of ANY drug, including marijuana.

AUTOMATIC: Pattern of illegal use of prescription medication.

Criminal Activity

AUTOMATIC: Any adult felony conviction.

POTENTIAL: Juvenile felony conviction will be carefully reviewed.

AUTOMATIC: Unlawful sexual misconduct.

Employment

AUTOMATIC: Withdrawn from consideration for any (law enforcement/fire/corrections/dispatch) employment because of the following reasons: Deceptive results of a truth verification examination concerning the applicant's background. Evidence that the applicant has willfully omitted pertinent information; provided false or misleading information during the application process or in written application or statement of personal history, or has cheated during any phase of testing during application process.

AUTOMATIC: Lied during any stage of the hiring process.

AUTOMATIC: Falsified his or her application, personal history questionnaire, or any other forms during hiring process.

Mercer Island

Driving

AUTOMATIC: Conviction of 1 DUI in the last 5 years, or 2 convictions in lifetime.

Drug Usage

AUTOMATIC: Illegal use of controlled substance within 3 years prior to application.

Criminal Activity

AUTOMATIC: Any adult felony conviction.

AUTOMATIC: Any domestic assault conviction

Port Orchard

Driving

AUTOMATIC: 1 or more traffic crime convictions in last 5 years (DWI, Suspended, Reckless, etc).

Drug Usage

AUTOMATIC: Illegal use of ANY controlled substance while employed in a criminal justice capacity.

POTENTIAL: Illegal drug use in any form, will be considered on case by case basis.

AUTOMATIC: Illegal use of controlled substance through injection into the body at any time.

Criminal Activity

AUTOMATIC: Any adult felony conviction - Mandatory Academy rejection (WAC 139-05-220).

AUTOMATIC: Any misdemeanor, or felony conviction while employed in a criminal justice capacity.

POTENTIAL: Adult misdemeanor convictions will be carefully reviewed.

POTENTIAL: Juvenile felony conviction will be carefully reviewed.

AUTOMATIC: Been convicted of any crime under a domestic violence statute.

AUTOMATIC: Been convicted of stalking.

AUTOMATIC: Been convicted of a Felony (or pled nolo contendere to a felony charge), or any offense that would be a felony if committed in Washington State, or has been incarcerated after conviction for any crime.

AUTOMATIC: Conviction of a gross misdemeanor or misdemeanor involving moral turpitude. Mandatory Academy rejection (WAC 139-05-220).

Gig Harbor

Drug Usage

AUTOMATIC: Illegal use of illegal drugs in the last 3 years.

AUTOMATIC: Illegal use of ANY controlled substance while employed in a criminal justice capacity.

AUTOMATIC: No illegal sale of ANY drug, including marijuana.

Criminal Activity

AUTOMATIC: Any adult felony conviction.

AUTOMATIC: Been convicted of any crime under a domestic violence statute / (Brady) protective orders.

AUTOMATIC: Crimes of violence.

Snoqualmie

Driving

AUTOMATIC: 2 or more traffic crime convictions in last 5 years (DWI, Suspended, Reckless, etc).

AUTOMATIC: Suspension of driver's license within past 5 years.

AUTOMATIC: 2 or more moving violations in past 2 years.

AUTOMATIC: 1 or more at-fault accidents in past 2 years.

Drug Usage

AUTOMATIC: Illegal drug substance usage or exposure within past 5 years.

AUTOMATIC: Illegal use of illegal drugs in the last 5 years.

AUTOMATIC: Illegal use of ANY controlled substance while employed in a criminal justice capacity.

AUTOMATIC: Illegal opiate use.

AUTOMATIC: Hallucinogen use within past 7 years. No more than 2 uses total.

AUTOMATIC: Illegal use of 3 or more different controlled substances.

POTENTIAL: Other drug use outside these standards will be considered on case by case basis.

AUTOMATIC: No illegal sale of ANY drug, including marijuana.

AUTOMATIC: Illegal use of dangerous drugs or narcotics, other than marijuana, for any purpose more than 3 time(s) in lifetime, and no use within the past 5 years.

AUTOMATIC: Pattern of illegal use of prescription medication.

Criminal Activity

AUTOMATIC: Any adult felony conviction.

AUTOMATIC: Any misdemeanor, or felony conviction while employed in a criminal justice capacity.

POTENTIAL: Adult misdemeanor convictions will be carefully reviewed.

AUTOMATIC: Been convicted of any crime under a domestic violence statute.

AUTOMATIC: Unlawful sexual misconduct.

Employment

AUTOMATIC: 3 or more terminations, or leaving employer in lieu of termination.

AUTOMATIC: Been dishonorably discharged from the United States armed forces.

AUTOMATIC: Lied during any stage of the hiring process.

AUTOMATIC: Falsified his or her application, personal history questionnaire, or any other forms during hiring process.

AUTOMATIC: Previous revocation or denial of CJTC certified status, or suspension of current CJTC certified status.

Financial

AUTOMATIC: Failure to pay income tax or child support.

POTENTIAL: Current credit accounts, or unresolved accounts in collection will be carefully reviewed.

SPEC 21.03

POLICE SERGEANT

MINIMUM REQUIREMENTS (For Admission to the Examination)

All applicants for examination for this class must be citizens of the United States and be able to read and write the English language. Applicants must have graduated from a standard high school, vocational school or equivalent. It is desirable that applicants for this examination have college level course work in management or business administration subjects. Applicants must be able to meet the medical and physical requirements prescribed in Rule 21.01.

Applicants for examination for this class shall have completed at least three and one half years of continuous service as a Police Officer in the Auburn Police Department. Provided, if there are no applicants available from within the Department the examination shall be open to any officer who shall have served at least three and one half years as a member of a qualified Federal, State, or Municipal law enforcement agency, having served three and one half years in the grade of Police Officer or its equivalent, and possess a valid motor vehicle operator's license.

NATURE OF WORK

This is first line supervisory police work in directing a squad or section of police personnel in the performance in their duties on an assigned shift, or specialized non-supervisory police work of comparable responsibility

EXAMPLES OF WORK

Supervises and has responsibility for the work assigned to a squad or section of commissioned or non-commissioned police personnel.

Directly supervises patrol, traffic, investigations, crime prevention, training, records, and jail service.

Conducts and participates in training activities; studies and instructs personnel in modern police science methods and techniques.

Writes case reports, maintains logs, court dockets, and other related reports; develops and coordinates work schedules.

Evaluates employee performance, both orally and in writing, at specific designated intervals; provides career and personal counseling to subordinates when necessary or requested.

Maintains equitable discipline among personnel under command; administers or initiates necessary disciplinary action and, when conditions warrant, orders the temporary suspension of an employee pending further disciplinary action.

Identifies and assists in providing training programs for department personnel; assists in development of department regulations, policies, and procedures.

Participates in department staff meetings, supervisors' meetings, etc.

Assumes command at any incident requiring the presence of subordinate police personnel.

Inspects and evaluates traffic problem areas for correction or improvement; coordinates traffic situations or incidents with Traffic Engineering; recommends changes in traffic patterns or improve traffic safety and flow.

Attends meetings and conferences pertaining to department operations, the criminal justice system, and the general public.

Responds to traffic situations, both routine and emergency, including serious injury, fatality accidents, hazardous spills, and officer requested response.

Instructs, supervises, and participates in specialized police training.

Maintains continual contact with other police agencies dealing with similar case assignments and responsibilities.

Coordinates response of units to specific situations; determines need for additional assistance; provides back-up and vehicle patrol when necessary.

Maintains department training records; ensures that certification of specialized training is current; develops and distributes training bulletins; coordinates training between department and other police agencies.

Assists department field training officers in the development and maintenance of FTO manual.

Assumes the responsibility of the Police Department's operation in the absence of command personnel.

Determines workloads; anticipates budgetary needs for squad or section.

Reviews periodically the quality of reports completed by subordinates.

Investigates and resolves citizen complaints involving assigned personnel.

Employee in this category are required to perform all duties and tasks required in the rank of Police Officer.

Performs all duties in accordance with department rules and regulations.

Performance is reviewed by inspection and through oral and written reports to superiors.

Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

KNOWLEDGE OF:

City ordinances, Civil Service regulations, applicable state and federal laws, and WAC rules.

Content, intent, and application of criminal law.

Adult and juvenile judicial procedures and the criminal justice system.

Civil and constitutional rights, their content, intent, and application.

Organizational and planning concepts.

Basic budgeting and purchasing techniques.

Supervisory practices and performance evaluation techniques.

Department regulations, policies, and procedures.

Laws of arrest, search, and seizure.

Techniques of investigation and interrogation.

Techniques of identification and preservation of evidence.

Criminal case preparation and procedures.

First-aid principles and skill in their application.

Techniques of criminal identification.

SKILLS IN:

Supervising, evaluation, and motivating subordinates.

Dealing with the public courteously, firmly, and effectively.

Interpersonal relationships.

Maintaining accurate and complete files and reports.

Maintaining control and acting effectively in stressful, hazardous and life threatening situations.

Analyzing dangerous situations rapidly and accurately.

Report writing and case preparation.

Crime scene supervision.

Use and care of firearms.

ABILITY TO:

Prepare clear and concise written reports.

Communicate effectively, both orally and in writing.

Assign, instruct, and review work of subordinates in an effective working relationship.

Plan schedules and coordinate work of personnel in assigned squad or section.

Supervise and evaluate performance of subordinates and interpret evaluation for correcting deficiencies in a positive manner.

Enforce laws with firmness and tact.

Analyze situations quickly and objectively, to determine efficient, effective and reasonable courses of action, taking into account circumstances.

Assist subordinates in setting goals and planning and coordinating their work.

Effectively deal with violations of rules, policies and procedures on an impartial basis.

Interpret and enforce the Auburn Police Department Rules and Regulations.

Learn specific duties and responsibilities of individual assignments and apply and carry out as required.

Assume overall responsibility or command of department when required.

Understand and execute oral and written directions.

Obtain information through interview and interrogation.

React quickly and calmly in emergency situations.

REPORTING RELATIONSHIPS

Employee works under general supervision of a command officer. Employee supervises work assigned to a squad or section of police personnel which may entail supervision of civilian personnel and special assignments or functions. Work is performed in accordance with departmental rules and regulations as well as City ordinances and State and Federal law. Situations or questions of an unusual or policy nature are referred to the supervisor for resolution. Work is reviewed by inspection and through oral and written reports to supervisor.



Police Sergeant

Class Code:
81

Bargaining Unit: Longview Police Guild

CITY OF LONGVIEW WA
Established Date: Dec 1, 2010
Revision Date: Apr 15, 2011

SALARY RANGE

\$7,357.00 Monthly
\$88,284.00 Annually

CLASS SUMMARY:

Position involves responsible supervisory, investigative and administrative police work and assigning shifts of uniformed and/or plainclothes officers. Frequently participates in the work performed by subordinate officers, and acts for superiors in their absence. Work requires the use of seasoned judgment and specialized knowledge and skills in interpreting laws, court decisions, administrative directives and in leading and training patrolmen.

CLASS ESSENTIAL JOB DUTIES:

Conducts briefing sessions and inspects personnel prior to the beginning of each watch. Receives/reviews reports, investigations, communications and records of prior watch & prepares report of shift activities. Prepares duty assignments, assigns/inspects equipment, maintains close supervision of personnel, special details and areas. Monitors all calls, directs and participates in the investigation of cases and supervises preparation of cases and investigation reports for court and prosecution. Coordinates, assigns, trains and directs police reserve unit. Assumes responsibility and control of jail facilities, persons in custody, their property and well being; directs incarceration, interrogation, arraignment and release of prisoners and suspects. Receives and answers complaints and requests for information; investigates complaints made against officers under his/her supervision and prepares reports for the attention of superior officers. Prepares material and submits reports and recommendations for improvements to superior officers for needed traffic control and traffic alterations, investigative processes, administrative and procedure policies.

TRAINING AND EXPERIENCE:

Completion of college level and law enforcement training programs and five (5) years of police experience with at least three (3) consecutive years of satisfactory service as a police officer with Longview immediately prior to the examination.

KNOWLEDGE AND SKILLS:

American system of government, the judicial process, federal, state and local laws and ordinances; law enforcement policies and procedures; principles and practices of criminal investigation, identification and modern police administration; use and care of firearms and defensive weapons and effective supervisory practices.

Ability to:

Serve as specialized department representative and instructor in academy training sessions, public speaking assignments and community programs. Train/evaluate new officers during probationary period and department service. Cooperate and plan in efforts with federal, state, county and other neighboring municipalities in major enforcement, investigation actions or emergency situations.

PHYSICAL REQUIREMENTS:

Physical:

The incumbent must be physically capable of driving a vehicle safely under various conditions, including emergencies; frequently lifting, carrying, dragging, pulling and pushing objects of varying weight and size; standing, walking and running for extended times over various distances and conditions, such as pursuing a running suspect through yards and over fences and walls; observe and recognize people, activity, vehicles, street signs and environmental conditions from a reasonable distance during day and night; not posing a direct threat to the health and safety of themselves or others, use only force objectively necessary to control situations and persons, including combative or fleeing suspects, able to operate a variety of firearms and weapons safely and proficiently. Occasional climbing stairs and/or ladders. Frequent bending/twisting at waist/knees/neck while performing duties. Occasional kneeling/crouching/crawling may be required in responding to emergency situations. Constant use of both hands and arms in reaching/handling/grasping/fingering while performing duties or while operating vehicle. Overhead reaching required. Constant use of sight, hearing and speech abilities necessary to perform essential tasks. Visual requirements include color and peripheral vision and hand/eye/foot coordination while operating vehicle.

Mental:

Incumbents must be able to read and understand English language documents, legibly hand write accurate and grammatically correct reports; communicate effectively orally, in writing, and using the police radio; exercise good judgment in dealing with routine unusual situations; learn and comprehend factual information, policies, procedures and rules, and use good judgment and discretion in applying same to changing conditions in similar and non-similar situations; maintain composure and judgment during emergency or tense situations; confront problems and enforce laws; refuse to participate in or tolerate unethical behavior; not be subject to impeachment in court due to character, reputation, history of dishonesty or violation of law, including drug violations, act courteously toward others; take direction from supervisors; maintain good working relationships with other members of the Department and City; accept criticism and apply to performance, be dependable in meeting scheduled assignments; and work extended hours when required.

CITY OF LYNNWOOD

JOB DESCRIPTION

Title: Police Sergeant

Final: 09/10

Lynnwood Status: Non-Exempt

**Reports To: Division Commander or Deputy Police Chief
Represented**

Summary:

This position performs first line supervisory work in police field operations, investigations, training, administration or similar assignments directing police activities for the Lynnwood Police Department. The position is responsible for supervising operational and/or support services personnel during an assigned shift. The work requires the application of advanced police skills and knowledge to the analysis and solution of a wide variety of police problems. The incumbent of this position reports directly to a Division Commander or a Deputy Chief of Police.

Job Location and Equipment Utilized:

Work is normally performed in an indoor and outdoor work environment, subject to seasonal heat and cold, temperature changes or extreme weather conditions, exposure to fumes, dust and odors, working evening and variable hours, shift work, call-outs and call-backs to duty, and driving a vehicle to conduct work. Exposure to altercations and confrontations, contact with dissatisfied or abusive individuals, fumes from vehicle and equipment operation, explosives, and contact with blood and body fluids. Specialized equipment is used in tactical situations such as the execution of search warrants and arrests. Police Sergeants will operate computers, digital and still cameras, camcorders, audible recording devices, electronic tracking and surveillance equipment, binoculars and evidence collection equipment as well as standard police equipment. Police Sergeants must be capable of working extended hours often with little provision for rest.

Essential Job Functions:

Includes but is not limited to all regular duties of police officers including functions essential to individual assignment:

- ◆ Plan, organize, and direct activities within their assignment.
- ◆ Promptly obey and transmit all legitimate orders of higher authority, ensuring uniform interpretation and full compliance.
- ◆ Through knowledge of the Police Department's policies and procedures.
- ◆ Ensure the protection of rights of persons coming within the scope of police authority.
- ◆ Responsible for the review and analysis of crime data and discerning crime trends that may be responsive to directed patrol activities.
- ◆ Diligently enforce the observance of high ethical standards in the performance and conduct of personnel under their command.
- ◆ Involvement in the planning processes of the police department.
- ◆ Promote fleet and personnel safety within their area of responsibility, exerting every effort toward the reduction of hazards and accidents.
- ◆ Ensure compliance with the state accreditation process and implementation of accreditation standards within their area of responsibility.

- ◆ Maintain accurate and up-to-date records pertaining to files per individual assignment, i.e.; buy funds, CI database, equipment inventories, collision statistics, etc.
- ◆ Investigate all incidents of damage or neglect to department vehicles and equipment under their command, completing prescribed reports, and taking necessary corrective or remedial action.
- ◆ Initiate and complete internal investigations regarding allegations of misconduct by departmental personnel.
- ◆ Read reports written by subordinates to ensure accuracy, neatness, proper content and conformity to established reporting procedures, referring incorrect and incomplete reports back to subordinates for correction and providing the indicated remedial instructions.
- ◆ Initiate recommendations for commendations to adequately recognize outstanding performance of subordinate personnel or the public.
- ◆ Manage critical incidents such as barricaded suspects, hostage situations, officer involved shootings, major crimes, and similar events.
- ◆ Instruct, coordinate, and direct subordinates in investigations and effective case preparation and presentation.
- ◆ Initiate the emergency operations center and assist command officers in responding to disaster events.
- ◆ Enforce state, county, and city laws and ensuring that the policies and procedures of the department are adhered to.
- ◆ Keep the Commander or Deputy Chief informed of the status of activities within their assignment.
- ◆ Ensure the proper processing of crime scenes.
- ◆ Prepare reports using car mounted MDC (mobile data computing).
- ◆ Ensure that all personnel within their command maintain a positive public image, continuously working toward improved community relations.
- ◆ Recognize training needs and participate in the formulation and implementation of programs to address those needs.
- ◆ Secure information pertinent to the proper conduct of police business from the off-going shift supervisor, sharing it with on-duty subordinates and relaying such information to their relief supervisor.
- ◆ Conduct inspections of personnel and equipment under their command and promptly correcting and reporting defects and shortages to the Division Commander or Deputy Chief.
- ◆ Respond with officers to calls in their respective areas which appear to be of major proportion and may require police intervention or assistance and to take appropriate action.
- ◆ Approve time off for subordinates as well as review all overtime slips and time sheets from subordinates.
- ◆ Maintain all property under their care.
- ◆ Act as a liaison with other agencies concerning crimes of mutual interest.
- ◆ Evaluate the day to day job performance of personnel under their command to ensure that all personnel are performing adequately in every area of their assignment.
- ◆ Make recommendations to improve operational effectiveness.

- ◆ Oversee the day to day operation of the municipal jail facility when the Detention Commander is off-duty and supervise the confinement officers and police clerks under their command.
- ◆ Perform all duties and tasks of the police officer rank when necessary.
- ◆ Conduct routine audits and compile statistical information for command review.
- ◆ Adhere to assignment budget and process funding requests in a prudent manner.
- ◆ Perform other duties as assigned.
- ◆ Maintain regular attendance.

Required Knowledge, Skills and Abilities:

- ◆ Knowledge of Federal, State and City of Lynnwood laws, ordinances and regulations pertaining to police service, jail supervision and animal control.
- ◆ Knowledge of current law enforcement principles, procedures, techniques, and equipment.
- ◆ Knowledge of supervisory practices and performance evaluation techniques.
- ◆ Knowledge of department regulations, policies and procedures.
- ◆ Ability to proficiently operate firearms, motor vehicles, radios and related police equipment.
- ◆ Ability to supervise and motivate subordinates, evaluate their performance and correct performance deficiencies in a positive manner.
- ◆ Ability to deal with violations of regulations, policies and procedures on a fair and impartial basis.
- ◆ Ability to perform and/or supervise complex police investigations.
- ◆ Ability to assume overall responsibility or command of the department when required.
- ◆ Ability to multi-task, analyze situations quickly and objectively recognize actual and potential dangers and to determine the proper course of action.
- ◆ Ability to respond to incidents requiring specialty assignment expertise when the need arises 24 hours a day.
- ◆ Ability to cope with situations firmly, courteously, tactfully and with respect for the rights of others.
- ◆ Ability to develop and maintain interpersonal relationships.
- ◆ Ability to speak in public and give presentations to civic and other groups to promote a positive image of the Lynnwood Police Department as assigned.
- ◆ Ability to understand and carry out complex oral and written instructions.
- ◆ Ability to make recommendations to improve investigative effectiveness.
- ◆ Ability to understand the problems and attitudes of people of all ethnic and economic groups in relation to law enforcement issues.
- ◆ Ability to read, understand and interpret applicable Federal and State laws and City of Lynnwood ordinances, and established principles, practices, policies and procedures of police work.
- ◆ Ability to communicate effectively with co-workers, superiors and the general public, both orally and in writing.
- ◆ Ability to maintain a high standard of physical fitness.
- ◆ Ability to work under pressure.
- ◆ Ability to prepare, organize and implement and/or approve operational/tactical plans.

- ◆ Must possess good powers of observation and memory as well as good mental intelligence, emotional stability, self-assurance and a high degree of initiative and good judgment.

Customary Physical Effort:

- ◆ Ability to reach overhead, above the shoulders and horizontally.
- ◆ Ability to run, walk over rough or uneven surfaces, climb stairs, bend at the waist, stoop, kneel or crouch, crawl, turn/twist.
- ◆ Ability to hear and speak to communicate and exchange information.
- ◆ Manual dexterity of hands and fingers to operate computers including keyboarding on a car mounted MDC for extended periods of time. Manual dexterity of hands and fingers to operate digital and still cameras, camcorders, audible recording devices, electronic tracking and surveillance equipment, binoculars and evidence collection equipment computers, and other standard police equipment.
- ◆ Visual acuity to read and compose various reports and other documentation.
- ◆ Ability to perform heavy lifting, physical agility and to maintain stamina.
- ◆ Ability to effect arrests and overcome resistance from suspected criminal offenders.

Minimum Eligibility Qualifications:

Must be a present employee of the City of Lynnwood Police Department with at least two years continuous service beyond the probationary period as a police officer with the Lynnwood Police Department. Must be a United States citizen.

The statements contained herein reflect general details as necessary to describe the principal functions for this job, the level of knowledge and skill typically required and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise to balance the workload.

EMPLOYEE
ACKNOWLEDGMENT _____ DATE _____

SUPERVISOR APPROVAL _____ DATE _____

DEPARTMENT APPROVAL _____ DATE _____

HUMAN RESOURCES APPROVAL _____ DATE _____

EXECUTIVE APPROVAL _____ DATE _____

Police Sergeant.doc

CITY OF OAK HARBOR

JOB DESCRIPTION

Job Title: *Patrol Sergeant*
Department: *Police*
Reports to: *Patrol Lieutenant or Captain*
Status: *Non-exempt /Union (Police Association Commissioned)*

Job Summary:

Perform supervisory police work in accordance with the mission, goals and objectives of the Oak Harbor Police Department, and in compliance with governing federal, state and local laws. Perform work on an assigned shift and is responsible for supervising and assisting in the management of police patrol, traffic regulation, prisoner custody, detective work and in the performance of general administrative duties at police headquarters. The employee frequently participates in the work performed by subordinates and assumes complete charge in the absence of a superior officer. This employee may be subject to elements of physical danger from the use of police equipment and from citizens while making arrests or performing duties of this position.

Essential Job Functions:

1. Brief, supervise and inspect assigned shift personnel and/or division members, and equipment, as needed.
2. Supervise shift personnel in the response to calls for service involving both criminal activity and community caretaking activities. Insure that the proper disposition is made in all calls for service.
3. Insure that preliminary and follow-up investigations (to include the processing of crime scenes, gathering evidence, obtaining witness/victim/ suspect statements, apprehending suspects, making arrests and transporting of offenders) are properly conducted.
4. Insure all shift personnel practice efficient case management, to include the initial documentation of appropriate information, timely follow-up and case documentation, appropriate interaction with victims, cooperation with other agencies and departments.
5. Insure all police employees follow applicable Federal, State and Local laws, as well as city and Police Department rules and regulations.
6. Establish and maintain effective and cooperative relations with City officials, department heads, supervisors, other departments, co-workers, representatives of business and community as well as the general public. Respond to inquiries using good judgment, tact and courtesy, sometimes in stressful situations.
7. Insure all department personnel under your supervision treat the general public, as well as other employees and community professionals, professionally and respectfully.
8. Insure the efficient use of resources, including officers' time.
9. Coach and counsel employees, address problem areas, facilitate or conduct training and administer discipline when needed.
10. Create and maintain a team approach to policing. This includes team work with team members, department divisions, other law enforcement professionals, and with community resources.
11. Ensure your employee's performance is properly documented to provide for the evaluation process as well as the good of the department.

Associated Job Functions:

1. Provide back-up to other officers.
2. Handle calls for service. Perform routine patrol duties and enforce criminal and traffic laws.
3. Supervise operation of detention facility in the absence of the Operations Lieutenant or Captain. Receive citizen complaints against Department members.
4. Provide budget input. Monitor efficiency of resources.
5. Insure adherence to Department policies and procedures.
6. Speak to community groups.
7. Propose new policies and/or modifications to current policies.
8. Direct employees' work through other supervisors.
9. Advise supervisor orally and in writing of activities, investigations and arrests.
10. Communicate with other social, governmental and private agencies on civil and criminal matters.
11. Attend meetings and briefings.

Performance Requirements (Knowledge, Skills and Abilities):

- Knowledge of laws; RCW, City Code, Department Manual of Standards.
- Knowledge of collective bargaining agreements.
- Knowledge of Civil Service Rules & Regulations.
- Knowledge of City Rules & Regulations.
- Knowledge of Fair Labor Standards Act (FLSA).
- Knowledge of Americans with Disabilities Act (ADA).
- Ability to develop and enhance skills of subordinates through example, motivation and training.
- Ability to be flexible and adaptable in decision-making.
- Ability to administer fair and just discipline and performance evaluation.
- Ability to move in excess of 60 pounds.
- Ability to drive vehicles and operate equipment.
- Ability to interact well with citizens.
- Ability to subdue resistive subjects by physical force.
- Ability to use all related job equipment.
- Excellent oral communication and written skills.
- Knowledge of English, spelling, grammar, vocabulary, punctuation and mathematics.
- Skills in problem-solving and conflict resolution.
- Skills in interpersonal sensitivity to people.
- Skills in computer and word processing software.

Working Environment and Physical Demands:

Work out-of-doors in all types of weather. Potential for damage to health, life and property. Work varying shifts and holidays. Normal vision, hearing, and hand/eye coordination. Move objects in excess of 60 pounds. Operate vehicles and equipment. Use handgun to protect lives. Communicate with radio equipment.

Experience and Training Requirements:

- Must be at least 21 years of age at time of application.
- Must possess a minimum of Associate in Technical Arts Degree in Law Enforcement (ATALE) or Associate in Arts Degree (AA).
- Must have five (5) years of service in prior grade.
- Must be a citizen of the United States and able to read and write the English language.
- Must be able to work within the Use of Force continuum.
- Must meet LEOFF Retirement system minimum medical and health standards.
- Must be able to successfully complete all required training.
- Current BAC card.
- Current EVOC training.
- Current Range Qualification.
- Current Radar Certification.

License or Certificate:

- Completion of Washington State Criminal Justice Training Commission Basic Academy or equivalency.
- Ability to obtain First-Level Supervisor Certification.

Established:

Revised: 10/07, 06/08, HR 8/11, HR 6/13

FLSA: Non-exempt

Salary Range: Contract

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise to balance the workload.

CLASS TITLE: POLICE SERGEANT (03035)

FLSA STATUS:
Non Exempt

BARGAINING UNIT:
Renton Police Guild,
Commissioned

PAY RANGE:
pc61

JOB SUMMARY:

Under the direction of a Police Commander, perform first line supervisory police work in directing a squad or section of police personnel in the performance of their duties on an assigned shift, or perform non-supervisory police work of comparable responsibility.

SUPERVISION:

Reports To: Police Commander, Police Deputy Chief

Supervises: Police Officers

JOB DUTIES/RESPONSIBILITIES:

Essential Functions:

- Supervise and have responsibility for the work assigned to a squad or section of commissioned or non-commissioned police personnel.
- Supervise patrol, traffic, investigations, specialty units, crime prevention, training, records, jail services, or other police functions.
- Conduct and participate in training activities; study and instruct personnel in modern police science methods and techniques.
- Write case reports, maintain logs, court dockets, and other related reports; develop and coordinate work schedules.
- Evaluate employee performance, both orally and in writing, at specific designated intervals; provide career and personal counseling to subordinates when necessary or requested.
- Maintain equitable discipline among personnel under command; administer and initiate necessary disciplinary action; when conditions warrant, order the temporary suspension of an employee pending further disciplinary action.
- Identify and assist in providing training programs for department personnel; assist in development of department regulations, policies, and procedures.
- Participate in department staff and supervisors' meetings and other meeting as required.
- Assume command at any incident requiring the presence of subordinate police personnel.

- Inspect and evaluate traffic problem areas for correction or improvement; coordinate traffic situations or incidents with Transportation Systems; recommend changes in traffic patterns to improve traffic safety and flow.
- Attend meetings and conferences pertaining to department operations, the criminal justice system, and the general public.
- Respond to traffic situations, both routine and emergency, including serious injury, fatality accidents, hazardous spills, and officer-requested response.
- Coordinate response of units to specific situations; determine need for additional assistance, follow up for investigative personnel; provide back up and vehicle patrol when necessary.
- Assist department field training officers in the development and maintenance of FTO manual.
- Assume responsibility for the Police Department's operation in the absence of command personnel.
- Determine workloads; anticipate budgetary needs for squad or section.
- Review the quality of reports completed by subordinates.
- Investigate and resolve citizen complaints involving assigned personnel.
- Perform all duties and tasks required in the rank of Police Officer.

Standard Functions:

- Maintain continual contact with other police agencies dealing with similar case assignments and responsibilities.
- Perform related duties as assigned.

EDUCATION, EXPERIENCE, AND LICENSE REQUIREMENTS:

- Any combination equivalent to: graduation from a standard high school, vocational school, or equivalency.
- Applicants for this class must have completed at least five years commissioned law enforcement experience, with the last three years as a Police Officer in the Renton Police Department at the time of examination.
- Valid Washington State driver's license.
- Must be able to qualify for CPR, first aid, and Access certification.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIREMENTS:

- Ability to:
 - Supervise, evaluate, and motivate subordinates.
 - Deal with the public courteously, firmly, and effectively.
 - Establish and maintain cooperative and effective interpersonal relationships.
 - Maintain accurate and complete files and reports.
 - Maintain control in stressful and hazardous situations.
 - Analyze dangerous situations rapidly and accurately and adopt an appropriate course of action.

- o Enforce all applicable laws.
- o Determine level and scope of police response.
- o Prepare clear and concise written reports and prepare cases.
- o Supervise at the scene of any major incident.
- o Communicate effectively, both orally and in writing.
- o Assign, instruct, and review the work of subordinates in an effective working relationship.
- o Plan schedules and coordinate work of personnel in assigned squad or section.
- o Supervise and evaluate the performance of subordinates and interpret evaluation for correcting deficiencies in a positive manner.
- o Enforce laws with firmness and tact.
- o Make rapid and accurate decisions under stressful conditions.
- o Assist subordinates in setting goals and planning and coordinating their work.
- o Deal effectively with violations of rules, policies, and procedures on an impartial basis.
- o Learn specific duties and responsibilities of individual assignments and apply and carry out as required.
- o Assume overall responsibility or command of department when required.
- Knowledge of:
 - o Rules, regulations, procedures and General Orders of the Police Department.
 - o City ordinances, Civil Service regulations, labor agreements, and related federal and state laws and WAC rules.
 - o Content, intent, and application of criminal law.
 - o Adult and juvenile judicial procedures and the criminal justice system.
 - o Civil and constitutional rights content, intent, and application.
 - o Organizational and planning concepts.
 - o Basic budgeting and purchasing techniques.
 - o Supervisory practices and performance evaluation techniques.
 - o Department regulations, policies, and procedures, and General Orders.
 - o Laws of arrest, search, and seizure.
 - o Techniques of investigation and interrogation.
 - o Criminal case preparation and procedures.

WORK ENVIRONMENT/PHYSICAL DEMANDS:

Work is performed in the office and in the field, often in dangerous or emergency circumstances requiring vigorous physical activity and exertion.

Established Date: July 1996

Revised: March 2001, May 2008

Original Title:



Director of Administrative Services
38624 SE River Street
PO Box 987
Snoqualmie, WA 98065

Office: 425-888-1555
Fax: 425-831-6041

dwhalawitsa@ci.snoqualmie.wa.us
www.ci.snoqualmie.wa.us

POSITION DESCRIPTION

POLICE SERGEANT

Classification: Union

The City of Snoqualmie, an Equal Opportunity Employer, is located about 30 miles east of Seattle, and less than 25 minutes travel time from the suburban centers and amenities of the Puget Sound's Eastside communities. The City is graced by Snoqualmie Falls, a natural landmark well known for its spectacular 270-foot cascade located near the Salish Lodge and Spa that attracts nearly 2.2 million visitors each year. The City is also home for a historic train depot, managed and operated by the Puget Sound Railway Historic Association. While City government is focused on protecting the unique character of Snoqualmie and its surrounding environment, economic development initiatives are vigorous. Snoqualmie is the fastest growing city in Washington state (per the 2000-2008 by percent population, Office of Financial Management, WA). The current population of Snoqualmie is approximately 10,670 residents with an expected population growth to over 12,000 residents in the near future. To build economic sustainability, city staff and commissions, residents, community businesses and consultants are working together for thoughtful and measured city planning. Snoqualmie is dedicated to making this community a leader in small city livability and business growth. The City employs 84 FTE employees with 21 positions being Management/Professional positions and all other employees covered by three separate union groups. The City operates under a Mayor/Council form of government, with the City Administrator serving as the Chief Administrative Officer.

SUMMARY:

A union position under the supervision and direction of the Police Captain. The Police Chief is the head of the Police Department. The Police Sergeant is a first line supervisor who performs patrol, record keeping, and investigative work on an assigned shift or in a special assignment. Work varies, requiring interpretive judgment within prescribed standards and procedures.

SCOPE OF RESPONSIBILITIES:

Assigns, supervises and performs work of police officers engaged in patrolling in the enforcement of law and the prevention of crime and disorder, and the investigation of traffic accidents and complaints; evaluates performance of subordinates; visits the scenes of crimes, emergencies, or accidents to assist and supervise the police officers; personally handles the more difficult complaints and problems; trains and instructs subordinates in law enforcement activities; supervises the receiving and evaluation of complaints and reports; consults with superior officers to discuss effectiveness of policies and procedures and to recommend necessary changes; briefs officers at beginning of shift; assists other sections as required; apprehends and arrests law violators; reviews files and general police bulletins; makes reports of cases handled and actions taken; interrogates witnesses, subjects, and prisoners; appears in court to present evidence collected; prepares necessary correspondence regarding cases assigned; works with businesses, civic and community groups on specific activities and community police relations.

Initiates routine operational and unit reports; reviews reports of subordinates for completeness and clarity; works regularly with information which is generally limited; may occasionally handle

funds of a small amount; contact with employees and the public is frequent and requires considerable tactfulness; performs a multitude of movements involving a moderate physical effort; work requires occasional contact with undesirable conditions; hazards are moderate requiring care and use of proper safety equipment and procedures to prevent injury.

Normally supervises a group of employees as section head or shift supervisor.

These duties are not inclusive of all duties, and as such, this position may perform other duties as assigned.

EMPLOYMENT STANDARDS:

Education and Experience: Any combination of education and experience equivalent to graduation from high school, plus over three years of progressive responsible work in law enforcement, including advanced training in law enforcement techniques and supervision.

Licensing and Certification:

Valid Washington State Driver's License with driving record free of serious or frequent violations. Must possess a current State of Washington Criminal Justice Training Certificate. Basic First Aid and CPR Certificate. Must meet required physical, psychological and medical standards.

Knowledge and Abilities:

Knowledge of the criminal justice system and associated terminology and limits of own authority. Ability to communicate effectively both verbally and in writing and to communicate effectively with persons in physical and/or emotional distress. Ability to establish and maintain effective working relationships with fellow employees, elected officials and the public. Ability to analyze situations and adopt a quick, effective and appropriate course of action. Ability to overcome and restrain violent persons if necessary; administer First Aid and CPR; and the physical strength and agility sufficient to perform assignments. Ability and knowledge for computer operation. Ability to follow guidelines and use good judgment in dealing with confidential criminal records and information.

EXAMPLES OF PERFORMANCE CRITERIA AND QUALIFICATIONS:

Supervises and motivates assigned personnel and ensures goals and objectives are achieved. Effectively advises subordinates on technical police problems of investigation and arrest. Effectively and tactfully deals with complainants, witnesses, victims, suspects, and prisoners. Instructs and trains personnel. Properly and effectively performs shift or unit supervisor duties. Investigates crimes and accidents. Effectively interrogates witnesses, suspects, and prisoners. Prepares, collects, preserves, and presents evidence from crime scenes. Effectively communicates orally and in writing. Properly prepares reports and maintains records; effectively reviews reports of subordinates. Maintains and exhibits discretion and integrity when handling confidential information. Applies good judgment in emergency or stress situations. Maintains and applies knowledge of criminal law, investigations, crime and prevention methods, and evidence. Analyzes law enforcement problems and recommends or adopts effective action.

The statements contained herein reflect general details as necessary to describe the principal functions of this position, the level of knowledge and skill typically required and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief.

Physical Demands and Work Environment:

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed both in the office and in the field in a variety of weather conditions. Physical effort may be required to restrain subjects in custody. Physical hazard exists from traffic accidents, unruly citizens and subjects in custody. Requires wearing a distinctive uniform, as a commissioned police officer and is armed.

PHYSICAL ACTIVITIES:

Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.