



CITY OF LAKE STEVENS
invites applications for the position of:

Police Officer - Lateral

SALARY: \$36.91 - \$45.53 Hourly
\$6,398.39 - \$7,891.84 Monthly

DEPARTMENT: Police Department

DIVISION: Commissioned

OPENING DATE: 05/25/22

CLOSING DATE: Continuous

THE POSITION:

Up to \$25,000 bonus and \$5,000 moving expenses.
Salary and vacation accrual based on years of experience.



About City of Lake Stevens

Lake Stevens is a vibrant and growing community - the second fastest-growing city in Snohomish County - with a population of nearly 39,000 which makes us the 5th largest city in the county.

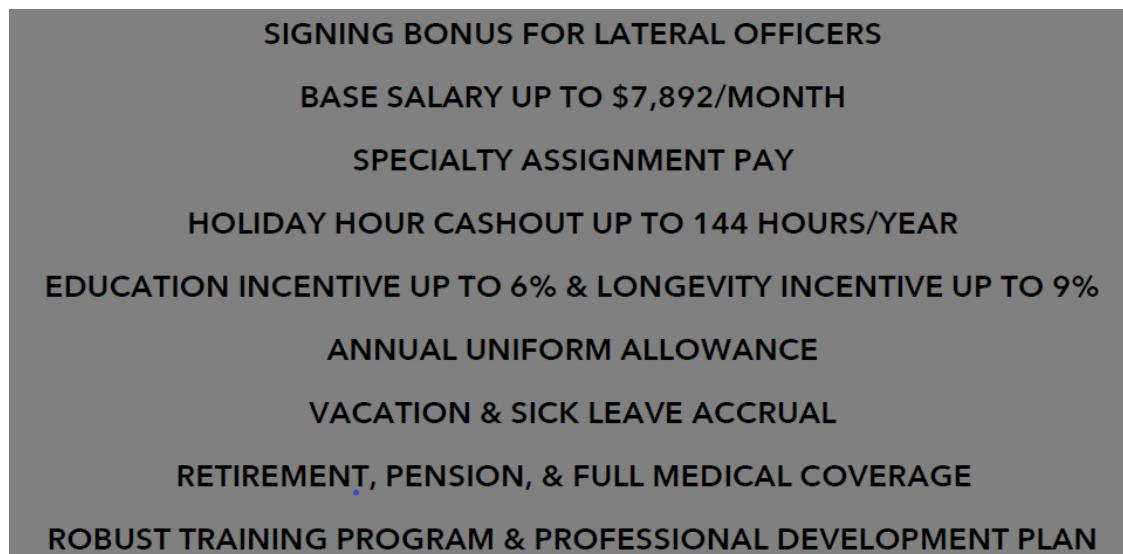
Lake Stevens is generally a residential community with access to numerous commercial, retail and recreational opportunities. Of course, the crown jewel of the community is the lake itself, which boasts some of the greatest water recreational opportunities in the county. Lake Stevens is also uniquely situated, being close to the lake, ocean, and Cascade mountains, to take advantage of many outdoor activities. The Lake Stevens Schools are excellent and, coupled with

a city priority of parks and increased walkability, makes Lake Stevens an ideal place to raise a family.

The City of Lake Stevens operates under the mayor-council system. The city's motto, "One Community Around the Lake", embodies our quality of life, top-ranked school district, and the City Council's commitment to providing excellent services and amenities for its residents.

Why City of Lake Stevens?

- **Work-Life Balance** – We are committed to ensure that our staff experience the reward of public service, while also sustaining a routine that suits each individuals' lifestyle.
- **Plan For Your Future** – The City of Lake Stevens offers a comprehensive benefits package that includes a variety of healthcare options. Employees also have their choice of state retirement programs, and much more. Go to our [**Benefits page**](#) for more information.



Lateral Officer Hiring Incentive*

- \$15,000 for 1-2 years of experience
- \$20,000 for 2-5 years of experience
- \$25,000 for 5 or more years of experience

Moving Expenses Reimbursement: \$2,500 in-state and \$5,000 out-of-state

*Incentives will be paid in two installments: one-half upon hire and one-half upon completion of probation. If the employee separates from employment for any reason within three years of hire, they will be required to reimburse a prorated amount of the incentive back to the City of Lake Stevens.

Our Mission

We serve the Lake Stevens community by enhancing public safety and quality of life through professional police services, organizational excellence, and community interaction.

Our Vision

The Lake Stevens Police Department is a trusted community partner, made up of dedicated and well trained professionals. As a strong team, we set the standard for excellence in policing. We are known for our dedication to professional police services, and our unrelenting commitment to the safety and security of the community we serve.

Position Purpose:

Provide a wide range of police services to the public including, but not limited to enforcing laws, protecting life and property, maintaining peace and order, providing public service, crime prevention, and investigating civil and criminal matters.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Essential duties and responsibilities may include, but are not limited to, the following:

- Provide service to the public relating directly to public safety including providing assistance, answering questions, making referrals to other services, and solving community problems
- Respond to calls for service and take appropriate action with the needs of the caller in mind, following established policy, procedures, and current professional practices
- Respond to emergency calls for service, such as accidents, medical emergencies, and crimes in progress. Takes appropriate initial action, following established law, policy, procedures, and current professional practices
- Manage ongoing cases through thorough and appropriate documentation and follow up investigations, timely and complete case reporting, and appropriate networking with other officers, supervisors, and divisions
- Interview victims, witnesses, and suspects and document their statements regarding criminal and civil matters
- Enforce City ordinances, State RCWs, Federal laws and court decisions
- Apprehend offenders including making physical arrests and overcoming their resistance
- Develop a detailed knowledge of the community including people, businesses, geographical features, and current problem areas
- Exercise authority while enforcing city ordinances, state RCWs, federal laws and court decisions, in a way consistent with the obligations imposed by the oath of office
- Patrol the city using preventive and directed patrol, to detect and prevent crime, stop unlawful behavior, enforce traffic laws, and find conditions that are hazardous to the community
- Physically engage and restrain combative individuals
- Present programs relating to crime prevention, traffic and boating safety, and drug awareness or police operations that include public speaking, organizing meetings, and creating written material

- Use computers to create accurate, thorough, and complete cases, reports, logs, and other documentation that will be referred to the prosecutor or appropriate authorities.
- Provide assistance to other city departments, public safety agencies and government agencies.
- Carry and utilize various firearms and less-lethal launchers
- Shoot assigned weapon(s) with accuracy complying with state standards
- Operate assigned vehicle in a safe manner (i.e., car, motorcycle, bicycle, boat, etc.)

The duties listed 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.

Organizational Specific Duties and Expectations:

- Endorses, supports, and defends organizational objectives, by complying with organizational rules, procedures, and values, suggesting improvements, and conveying a positive and professional image of the agency
- Creates a positive team environment through courtesy, respect, support, and cooperation
- Assists other Police Department work units, city departments, and outside agencies as necessary, in a professional and respectful way
- Demonstrates initiative consistent with job expectations, to improve both personal and organizational performance
- Avoids destructive organizational behavior toward the agency, and its employees



Physical Demands and Work Environment:

See the attached questionnaire for position specific [physical requirements and typical working conditions](#) which are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disability to perform the essential functions.

Exposure to possible fights and confrontations; use of defensive and control tactics; contact with dissatisfied, angry, abusive, or assaultive individuals; fumes from vehicles and equipment operation; explosives and combustible; and contact with blood and body fluids.

Workdays and hours are generally scheduled in advance, but variable hours, shift work, shift extensions, and callouts occur.

QUALIFICATIONS:

Education:

- High School Diploma or equivalent (e.g., G.E.D.)

- Prefer a minimum of 45 quarter or 30 semester college credits towards a relevant college degree

Experience:

- Currently employed, or has been employed within the last 24 months as a full-time, civilian law enforcement officer with a city, county, state, or federal agency
- Successfully completed the Washington State Criminal Justice Training Commission's Basic Law Enforcement Academy
- Successfully completed Field Training (FTO)

Or:

- Prior training and experience qualifies candidate to attend the Washington State Criminal Justice Training Commission's Basic Law Enforcement Equivalency Academy

Knowledge, Skills and Abilities:

- Knowledge of or ability to learn, pertinent federal, state and local laws, codes, regulations, policies and procedures related to law enforcement, and departmental procedures and policies
- Knowledge of structure, organization and interrelationships of city departments, agencies and related governmental agencies and offices affecting assigned functions
- Skilled in the operation and understanding of personal computers and typical office equipment
- Ability to operate a personal computer; learn to operate specialized computer systems and applications that support the law enforcement function
- Ability to maintain regular, predictable and reliable attendance during scheduled hours
- Ability to participate as a contributing member of a service-oriented team
- Ability to type 35 words per minute is preferred
- Ability to communicate effectively both verbally and in writing, including the ability to manage circumstances involving conflict and hostile people
- Ability to deal effectively with a wide range of people who may be under stress, have emotional or mental disorders, or are impaired by drugs or medication
- Ability to demonstrate positive and effective interaction and communication with individuals of diverse social and economic backgrounds
- Ability to use sound judgment under stress
- Ability to evaluate a number of factors and solve problems using deductive reasoning
- Ability to understand and follow complex oral and written instructions
- Ability to use interpersonal skills with tact, patience, and courtesy
- Ability to interpret, apply, and explain laws, regulations, and procedures
- Ability to qualify for possession and use of firearms; demonstrate and maintain proficiency in use and care of firearms in accordance with departmental rules
- Ability to safely operate vehicles and equipment in routine and emergency situations
- Ability to manage uncooperative or violent people without the use of force, if possible
- Ability to apply necessary and approved physical control of violent people for self-defense, to ensure the safety of other people, and to make forcible arrests
- Ability to analyze situations quickly and objectively, recognize threats and potential dangers and determine the proper course of action
- Ability to communicate effectively with people who may be hostile, emotional, unstable, physically or mentally distraught, defuse potentially violent situations, and use discretionary judgment when emergency situations arise
- Ability to read, write and speak the English language with sufficient proficiency to communicate effectively in person, over police radios, and through written reports
- Ability to provide excellent customer service, often in stressful situations, to internal and external customers
- Ability to obtain and maintain all requirements as established by the City for peace officers
- Ability to perform routine clerical tasks
- Ability to maintain confidentiality of business records and other information

Licenses, Certifications and Other Requirements:

- United States Citizen
- At least 20½ years old at time of application
- Possession of a valid Washington State driver's license and a driving record which is acceptable to the City

- Must be able to successfully pass extensive background check, polygraph examination, psychological examination, medical examination, and drug screening
- Must be able to successfully complete the Washington State Basic Law Enforcement academy (or Equivalency Academy, if applicable) and subsequent field training programs and probation

SUPPLEMENTAL INFORMATION:

How to Apply

Applications for this recruitment will be accepted electronically. Your relevant experience may be evaluated to determine salary. Therefore, it is very important that the "Work Experience" portion of the application be completed in as much detail as possible.

In order to be considered for this opportunity, please include the following with your online application:

- An attached **resume** outlining (in reverse chronological order) your experience to date.
- An attached **cover letter** that further explains your qualifications and indicates why you believe you are a viable candidate for this role.
- Contact details for a minimum three (3) individuals who can attest to your work performance, technical skills, and job-related competencies. This information can be entered in the "**References**" section of the online application; does not require an additional attachment.
- If requesting Veteran's Scoring Criteria, attach a **Declaration of Veteran's Scoring Criteria** and required attachments.
- A copy of the Curriculum or syllabus of the previous basic law enforcement (e.g., academy) training program you completed which provided you with Peace Officer Certification.
- A letter indicating your certification status has been checked and you're certification is in good standing.

The last two bullets above are requirements of the Washington State Criminal Justice Training Commission (CJTC) for attendance at the Equivalency Academy.

The City of Lake Stevens is an Equal Opportunity Employer and does not unlawfully discriminate on the basis of race, sex, age, color, sexual orientation, religion, national origin, marital status, genetic information, veteran's status, disability, or any other basis prohibited by federal, state or local law.

There are no limitations to who's a best fit to serve this community. If we contact you for an interview and you need specific accommodations, please let us know. We're happy to make the arrangements. We'll need to know in advance to make sure we get you situated, so call Human Resources at (425) 622-9400 or email HR@lakestevenswa.gov. You're also welcome to mail your request to City of Lake Stevens Human Resources, P.O. Box 257, Lake Stevens, WA 98258.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.lakestevenswa.gov>

Position #2022-00001
POLICE OFFICER - LATERAL
JG

P.O. Box 257
Lake Stevens, WA 98258
425-622-9420

hr@lakestevenswa.gov

Police Officer - Lateral Supplemental Questionnaire

- * 1. Do you have a high school diploma, GED or equivalent?
 Yes
 No
- * 2. Are you over the age of 20 1/2 years?
 Yes No
- * 3. Do you have a valid driver's license? (If your current license is out of state, you also acknowledge your ability to obtain a Washington State driver's license prior to hire)
 Yes
 No
- * 4. Have you graduated from the Washington State Criminal Justice Training Commission Basic Law Enforcement Academy, Equivalency Academy or equivalent?
 Yes
 No
- 5. If you have not graduated from the Washington State Criminal Justice Training Commission Basic Law Enforcement Academy, Equivalency Academy or equivalent, provide the name, address, dates of attendance, date of graduation, and certification received from an equivalent criminal justice training commission.
- * 6. You are required to submit a copy of proof of completion of a criminal justice training academy. Have you attached proof of completion?
 Yes
 No
- * 7. Are you currently employed as a full-time, civilian law enforcement officer with a city, county, state, or federal agency?
 Yes
 No
- 8. If you are not currently employed as a full-time, civilian law enforcement officer with a city, county, state, or federal agency, have you been employed as such within the last 24 months?
 Yes
 No
- * 9. You're required to attach a copy of the Curriculum or syllabus of the previous basic law enforcement training program you completed which provided you with Peace Officer Certification (e.g., "academy"). Have you attached the document?
 Yes No
- * 10. Have you successfully completed a probationary period with a city, county, state, or federal law enforcement agency?
 Yes
 No
- * 11. Have you successfully completed a Field Training program as a full-time, civilian law enforcement officer with a city, county, state, or federal law enforcement agency?
 Yes
 No

* 12. Do you have a minimum of 45 quarter or 30 semester college credits towards a college degree relevant to law enforcement?

Yes No

* 13. You're required to attach a letter indicating your certification status has been checked and your certification is in good standing. Have you attached the letter?

Yes No

* Required Question