



CITY OF PUYALLUP
invites applications for the position of:
Police Officer
(Advanced Entry-Level)

SALARY: \$49.04 - \$54.50 Hourly
\$8,501.00 - \$9,446.00 Monthly
\$102,012.00 - \$113,352.00 Annually

OPENING DATE: 01/12/23

CLOSING DATE: Continuous

DEFINITION:

ABOUT OUR WORK AND DEPARTMENT

Puyallup Police Officers work in a supportive community, performing a variety of duties related to the suppression and prevention of crime, the protection of life and property, and the preservation of the public peace. Police Officers are responsible for the enforcement of laws, and for giving aid and information to citizens in the community.

The Puyallup Police Department is a growing, mid-sized law enforcement agency, which is committed to problem-oriented policing. The department is divided into four divisions: Patrol, Investigations, Professional Services and Administration. The department has achieved a high level of automation in recent years, and continues to seek modern and innovative service enhancements. The City enjoys the advantage of operating its own 365-day Detention Facility.

Our career development plan provides opportunities which include: Problem Orientation Policing unit, bicycle, detective, SWAT, K-9, traffic unit and regional drug enforcement task force. The department values training, and takes full advantage of courses and certifications offered by the Washington State Criminal Justice Training Commission and other learning institutions.

ADVANCED ENTRY OFFICER INCENTIVE

Hiring Bonus of \$10,000 for advanced entry officers hired by the City of Puyallup. The incentive is paid \$5,000 at completion of Police Training Officer (PTO) program and \$5,000 paid at completion of probation.

Note: Hiring incentive is not available to Puyallup Corrections Officers who utilize the new CO to PO program where the CO was previously hired with an incentive at our jail.

SALARY AND BENEFITS

\$8,501.00 - \$9,446.00 Monthly Salary.

Puyallup Officers have opportunity receive additional pay, including:

- **Patrol Shift Differential:** Patrol officers working twelve (12) hour shifts under the 24-day work cycle will receive a patrol shift differential of 5.77%.
- **Education Incentive Pay:** Bachelor Degree 4% and Associate Degree/90 Credits 2%.

- **Premium Pay:** ISU Detective 7.5%; Police Training Officer 5%; Canine Officers, Metro SWAT Team, School Resources Officer and Motor Officer 3%, Metro Cities Collision Response Team certified as Recon 5% and Tech 2%; and Bilingual Premium 1%. Employees are allowed to stack multiple premium pays.
- **Longevity Pay**, beginning at 5 years of service.

Puyallup Officers has opportunity to contribute to the qualified, deferred compensation plan, with the City matching contributions up to 4% of the employee's base wage.

The City of Puyallup offers highly competitive, well regarded Group Insurance. Medical premiums are modest the first year, and when an employee meets the wellness program incentive one calendar year then the next year's premiums are 100% paid by the city. Group insurance includes medical, dental, and vision coverage for employees and their dependents, plus life and long-term disability insurance coverage for employees.

ABOUT OUR COMMUNITY

The City of Puyallup is situated at the foot of scenic Mount Rainier in the beautiful Puget Sound region, and the department serves a primary population of 43,000 residents within about 14 square miles. The city is a prominent regional commercial and service center for Eastern Pierce County, and serves its residents and neighbors with a strong, diversified economy.

The Puyallup Valley and its surrounding hillsides were once the exclusive home of the Puyallup Indians, in which their name means "the people who give more." The city's founding father, Ezra Meeker, was known as one of the early blazers of the Oregon Trail and became a prominent hop grower. Though hop production in the valley declined in the late 1880s, its early success gave the town stability and on August 18, 1890, Puyallup was incorporated as a bona fide city. Popular annual events for the community include the Washington State Fair and the annual Daffodil Festival. Puyallup has transformed to a booming scenic community with an interesting and profound history.

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ESSENTIAL FUNCTIONS:

- Patrols a designated area of the City during an assigned shift, to preserve law and order, to prevent and discover the commission of crime, and to enforce traffic regulations. Patrols an assigned area in a patrol vehicle, on a motorcycle, bicycle, or on foot.
- Answers calls and complaints involving fire, traffic accidents, domestic situations, robberies and other misdemeanors, disturbances and felonies and takes necessary police action.
- Conducts preliminary investigations at the scenes of crimes and accidents; gathers evidence; locates and questions witnesses.
- Apprehends, interviews, and arrests suspects; restrains suspects if necessary.
- Interviews witnesses and/or complainants; collects material evidence and performs crime scene work; performs surveillance; testifies as a witness in court.
- Prepares and submits reports; operates computers utilizing a variety of software programs, including database, word processing, and other applications, to produce written documents with clearly organized thoughts using proper sentence construction, punctuation, and grammar.

- Assists other jurisdictions and agencies.
- Participates in undercover investigation of narcotics, gambling, vice, and other activities, violations and crimes.
- May be called on at any time for emergency duties.
- Performs other duties as assigned.

QUALIFICATIONS:

Ability to:

- Work in partnership with the community to solve law enforcement issues and to improve the quality of life for Puyallup residents;
- Meet the minimum standards of strength, agility and endurance as specified in the Cooper Test (or other approved test) conducted by the Washington State Criminal Justice Training Commission;
- Learn pertinent State and local laws and departmental policies and procedures;
- Think and act quickly and appropriately in emergency situations;
- Maintain cooperative working relationships with co-workers;
- Deal with the Public in a tactful, pleasant and courteous manner;
- Follow verbal and written instructions;
- Communicate effectively in English both verbally and in writing;
- Establish and maintain positive, effective working relationships with those contacted in the performance of work;
- Maintain regular, reliable and punctual attendance.

Education and Experience:

- High school diploma or GED equivalent.

Special Qualifications:

- Minimum 21 years of age at time of application.
- United States citizen or lawful permanent resident.
- Possession of or the ability to obtain, and maintain throughout employment, a valid Washington State driver's license.
- Must be a graduate of the Washington State Criminal Justice Training Commission (WSCJTC) Basic Law Enforcement Academy and have up to 24 months experience as a police officer OR Have a minimum of 12 months' experience as a Corrections Officer with the Puyallup Police Department.

EMPLOYMENT CONDITIONS

As a condition of employment, the employee must successfully complete a 12-month trial service period; and obtain breathalyzer and radar operator certifications within the first six months of hire. Maintaining a level of physical fitness necessary to perform the duties of a Police Officer is also a condition of employment. It is department policy that there shall be no visible tattoos on any Police Officer when they are in uniform.

PHYSICAL CHARACTERISTICS AND WORK ENVIRONMENT:

Police Officers are required to maintain necessary physical fitness, health and conditioning at all times to allow them to perform all essential functions of a Police Officer. Constant demands include sitting in and operating police vehicles while on duty; ability to read and write reports; ability to see clearly in both daytime and nighttime conditions; ability to hear accurately and speak clearly. Frequent demands include standing, walking, handling/grasping, fine finger manipulation, ability to operate a computer, and lifting an average of 20 pounds (equipment, evidence, and property). Occasional demands include the ability to walk or run for prolonged periods of time or distances; ability to aim and accurately discharge all firearms approved for departmental use; ability to pursue and forcibly arrest, when necessary, criminal suspects; ability to resist and defend oneself against physical assaults; ability to swim and ability to come to the aid or rescue of members of the public involved in accidents or who require physical assistance to remove them from harm. Environmental factors include generally moderate noise levels with a risk of exposure to occasional high noise levels; up to 90 percent of the employee's time is spent outdoors or in a patrol car; above/below normal temperatures are part of the job; and there is a risk of exposure to bloodborne pathogens.

EXAMINATION PROCEDURES

Advanced-Entry applications are accepted on a continuous basis so that a pool of applications is on file for testing as openings occur or to establish an eligibility list in anticipation of potential openings. Applications are kept on file until examinations are scheduled (once all completed applications on file are screened for eligibility to participate in the examination process). Applications are scored according to pre-determined rating criteria. **Those candidates receiving the highest scores on their application packets are invited to compete in the examination process.** In order to be placed on the eligibility register, candidates must successfully complete competitive oral interview and written essay examinations. The minimum passing score for the examination process is 70. The City of Puyallup reserves the right to schedule examinations as necessary. Candidates are notified in advance of examination dates.

As examination sessions are completed, all candidates will be placed on a single eligibility register in rank order. Candidates will remain on the eligibility register for one year from the date the register is certified by the Civil Service Commission, or until such time it is determined a new register should be established. Eligibility registers will be certified following each examination session.

When there is a position opening for Advanced-Entry Police Officer, those candidates with the top five final examination scores may be referred for a second interview (Chief's interview) and are subject to a thorough background investigation including: drug history, driving record, credit history, conviction/arrest record, work history, reference check, and polygraph. Screening may be conducted both before and after the establishment of the eligibility list. An applicant may be removed from the eligibility list at any time for failure to pass the pre-employment interview or background investigation. Any employment offer made will be conditional upon successfully passing a background investigation, psychological examination and a physical examination which includes drug and alcohol testing.

Veteran's scoring criteria will be applied after the applicant successfully completes the entire examination process. Veteran's scoring criteria will be added only for candidates who meet the criteria in accordance with state law, RCW 41.04.005 and RCW 41.04.010. Candidates must properly complete the Veteran's Scoring Criteria section of the employment application form and at time of application attach their DD form 214, NGB form 22, or their equivalent or successor discharge paperwork, that characterize his/her service as honorable.

GENERAL INFORMATION

Hours of Work –After initial orientation, Officers assigned to the Patrol Division work four 12 hours shifts followed by four days off. The shifts are 0600-1800hrs, 1200-0000hrs, and 1800-0600hrs. Officers assigned to other positions within the department work either a 4-10 schedule or a 5-8 schedule.

Union Affiliation – This is a Puyallup Police Association bargaining unit position.

Trial Service Period – Regular-status employment as an Advanced-Entry Police Officer is currently subject to successful completion of a trial service period of 12 months.

Essential Functions – 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 to balance the workload.

Drug-Free Workplace – The City of Puyallup is a drug-free, tobacco-free workplace.

Identification – In accordance with the Immigration Reform and Control Act of 1986, employment by the City of Puyallup is contingent upon presentation of acceptable documents verifying proof of identity and authorization to work in the United States. Applicants who are offered employment must provide acceptable documents verifying identity and work authorization within three business days of the hire date. The City uses the E-Verify program.

Equal Employment Opportunity – The City of Puyallup is an Equal Employment Opportunity (EEO) employer and does not discriminate in any employer/employee relations based on race, color, religion, sex, sexual orientation, national origin, age, marital status, disability, genetic information, veteran's status or any other basis protected by applicable discrimination laws.

Disability – In compliance with the Americans with Disabilities Act, disability will be considered only in the context of an applicant's ability to perform essential functions of the job and to determine reasonable accommodation. Accommodation to participate in the job application and/or selection process for employment will be made upon request with reasonable notice. Please contact the Human Resources Department for further information. The physical demands described in this job announcement are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

NOTE: The provisions of this job announcement do not constitute an expressed or implied contract. Any provision contained herein may be modified and/or revoked without notice.

The City of Puyallup is an Equal Opportunity Employer

APPLICATIONS MAY BE SUBMITTED ONLINE AT:
<http://www.cityofpuyallup.org>

333 S Meridian
Puyallup, WA 98371

Position #PD-23-ADM-002
POLICE OFFICER (ADVANCED ENTRY-LEVEL)
SW
