



CITY OF PUYALLUP
invites applications for the position of:
Corrections Officer
(Experienced - Lateral Entry)

SALARY: \$37.75 - \$39.45 Hourly
\$6,544.04 - \$6,838.50 Monthly
\$78,528.48 - \$82,062.00 Annually

OPENING DATE: 01/13/23

CLOSING DATE: Continuous

DEFINITION:

ABOUT OUR WORK AND DEPARTMENT

The Puyallup Police Department is a growing, mid-sized law enforcement agency, which is committed to problem-oriented policing. The department is divided into divisions: Patrol, Investigations, Professional Services, Corrections 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. The Corrections division includes a Captain and 16 corrections employees.

Corrections Officers are responsible for prisoner processing and detention. Work involves performing a variety of duties related to the effective operation of the city jail and providing court room security as an armed court bailiff. Primary responsibility is for processing prisoners into jail, ensuring their safekeeping while in jail, in transit, or in court and processing out of jail. Work requires a considerable amount of contact with prisoners with medical, mental health, and developmentally disability issues who may use abusive language or become violent; with citizens in explaining provisions of ordinances and in writing citations for violations of ordinances. Error in work can result in being assaulted by prisoners, prisoners escaping or not being given medications as instructed, or in improper citation of citizens. Work is performed in the jail or outdoors in a variety of weather conditions and requires the safe operation of a van or automobile.

LATERAL OFFICER INCENTIVES

Hiring Bonus of \$10,000 for lateral corrections officers hired by the City of Puyallup. The incentive is paid \$5,000 at completion of Corrections Training Officer (CTO) program and \$5,000 paid at completion of probation.

Vacation Leave – New lateral officers will receive 80 hours of vacation leave in their vacation leave bank upon completion of the CTO program.

Sick Leave – New lateral officers will receive 80 hours of sick leave in their sick leave bank upon completion of the CTO program.

SALARY AND BENEFITS

\$6,544.04 - \$6,838.50 Monthly Salary.

Puyallup Corrections Officers have opportunity receive additional pay, including:

- **Shift Differential:** Corrections officers work 12-hour shifts consisting of three consecutive days on followed by three days off. The shifts are 0600-1800 for dayshift and 1800-0600 for nightshift. Employees receive a shift differential of 5.1%.
- **Education Incentive Pay:** Bachelor's Degree 4% and Associate Degree 2%.

- **Longevity Pay**, beginning at 5 years of service.
- **Bilingual Pay** - 1% premium.

The City of Puyallup offers highly competitive, well regarded Group Insurance. Medical premiums are 100% paid after the first calendar year provided the employee meets the wellness program incentives, with modest premiums the first year. Group insurance includes medical, dental, and vision coverage for employees and their dependents, plus life and long-term disability insurance coverage for employees.

SUPERVISION

The Corrections Officer reports directly to the Corrections Sergeant in the Police Department. After an initial training period, employees perform duties without direct supervision except for unusual or difficult problems occasionally encountered when assistance or advice may be required. When working in the jail, employees may be responsible for assigning duties to jail trustees.

ESSENTIAL FUNCTIONS:

- Receives prisoners from arresting officers and books prisoners into the jail facility, takes pictures, takes fingerprints, and completes a variety of records;
- Searches prisoners (same or opposite gender); inventories and secures prisoner's property;
- Applies physical force required if necessary to restrain an intoxicated, suicidal, rowdy or abusive prisoner;
- Directs the activities of trustees or personally prepares and serves meals to prisoners, cleans jail areas and other related duties;
- Issues jail clothing, bedding and personal items to prisoners;
- Escorts visitors and prisoners to and from court hearings, ensures that jail standards are being enforced; maintains a variety of records.
- Coordinates medical services for prisoners; administers medication to prisoners under the instructions of medical professionals.
- Schedules and supervises recreation opportunities for prisoners.
- Directs in-custody court video arraignments; works with defendants, judges, court clerks, defense attorneys and language interpreters.
- Maintains records; explains jail procedures, rules, provisions or ordinances to prisoners and citizens and attempts to obtain compliance.
- Maintains records of citations issued; performs related duties as required.
- Maintains jail log book; enters data into the jail program; writes general reports, supplemental reports, use of force reports and memorandums; logs property into evidence room; gives testimony for criminal or civil trials.
- Provides armed prisoner transports to a variety of destinations.
- Performs other duties as assigned.

QUALIFICATIONS:

Knowledge of:

- The rules and regulations concerning the care and custody of prisoners;
- Record keeping and report writing.

Ability to:

- Learn and enforce jail standards and department regulations concerning the operation of the City's jail;
- Qualify with a department approved firearm;
- Safely operate a City vehicle in a variety of weather conditions;
- Safely restrain and transport prisoners without personal injury;
- Remember details and accurately maintain a variety of records;
- Ability to complete mandatory, job-related training requirements;

- Deal with the public in a pleasant and courteous manner;
- Demonstrate physical strength and agility necessary to perform the essential functions.
- Establish and maintain positive, effective working relationships with those contacted in the performance of work;
- Maintain regular, reliable and punctual attendance.

Experience and Education:

Lateral-Entry

- Two years of corrections officer experience working for a city, county or state incarceration facility, or five years of patrol officer experience working for a city, county or state law enforcement agency.
- If not currently employed as a corrections officer, must have no break in service of more than 24 months.
- Successful completion of the Washington State Correction Officers or Basic Law Enforcement Academies or a training program which is equal to the program offered by the Washington State Criminal Justice Training Commission.

Please note: The Washington State Correction Officers Academy does not recognize the Washington State Department of Corrections (DOC) Academy as equivalent. Any applicant that graduated from the DOC Academy should apply as Entry Level Corrections Officer through [Public Safety Testing](#).

Special Qualifications:

- 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.

PHYSICAL CHARACTERISTICS AND WORK ENVIRONMENT:

This position requires the physical strength to exert force and/or lift or carry objects weighing up to 70 pounds occasionally; the ability to perform tactical self-defense in the event of an escape attempt by a prisoner; the ability to restrain a prisoner; the endurance to frequently move about from location to location, on foot; and the ability to see and hear constantly. Frequently required to remain seated or standing for extended periods; frequently reaches and uses hands, arms and/or feet and legs, including carrying, pushing, pulling, handling and grasping; repetitive hand motion associated with computer data entry; and periodically required to kneel, crouch, bend, stoop or crawl.

APPLICATION PROCEDURES

Applications will be accepted on a continuous basis until a sufficient number of applications are received to establish an eligibility register (eligibility list) projected to fulfill departmental needs. All accepted applications will be screened for eligibility to participate in the examination process.

EXAMINATION PROCEDURES

Lateral-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, when 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.

SELECTION PROCESS

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 it is determined a new register should be established. Eligibility registers will be certified following each examination session.

When and if there is a position opening for Lateral-Entry Corrections Officer, those candidates with the top five final examination scores are referred for a second interview and are subject to a thorough background investigation which includes a polygraph test. Any employment offer made will be conditional upon successfully passing a physical examination which includes drug and alcohol testing. The successful candidate must serve a 12-month trial service period.

VETERAN'S SCORING CRITERIA

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 attach their DD214 at the time of application.

GENERAL INFORMATION

- **Hours of Work** – This job requires rotating shifts, including weekends, holidays and overtime work.
- **Union Affiliation** – This is a Puyallup Police Association - Support Services bargaining unit position.
- **Trial Service Period** – Regular-status employment for this job classification is subject to successful completion of a trial service (probationary) period of 12 months or as specified in the collective bargaining agreement.
- **Essential Functions** – The statements contained herein reflect general details as necessary to describe the principal functions for this job, the level of knowledge, skills and abilities 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** – Applicants who are offered employment with the City are required to provide proof of identity and authorization to work in the United States within three days of date of hire, as required by the 1986 Federal Immigration Reform and Control Act. A list of acceptable documents verifying identity and authorization work will be provided to those who are offered employment.
- **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. The city uses the E-Verify program.
- **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-COR-003
CORRECTIONS OFFICER (EXPERIENCED - LATERAL ENTRY)
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