

Entry Level Police Officer Applicant

For an application to be eligible, it must include the following:

1. A completed City of Raymond employment application and resume
2. Possession of valid Washington State Driver's License by the time of appointment
3. Must be at least 21 years of age at the time of application
4. Pursuant to RCW 41.12.070, must be a United States Citizen who can read and write the English language.
5. High School Diploma or GED required

All applications must be returned to Raymond City Hall.
Applications will be accepted until the position has been filled.

Candidates for this position will be required to complete a Physical Abilities Test, a Written Examination, and an Oral Board Examination.

All testing will be held **TBD** in the following testing schedule:

1. The Physical Abilities Test graded as Pass/Fail. The PAT includes 3 events: push-ups, sit-ups, and squat-thrusts. For more information about PAT standards, see the Washington State Justice Training Center website.
2. Written Examination- weighted at 70%.
3. Oral Board Examination- weighted at 30%.

Additional information can also be found online at <http://www.cityofraymond.com>

Please include a current telephone number and email address so that you can be notified if there are any changes in the testing schedule.

*The City of Raymond is an equal opportunity employer.
If you have any questions, you may contact Kayla MacIntosh (Clerk / Treasurer) at (360) 942-4105.*

NOTICE OF EXAMINATION FOR **ENTRY LEVEL POLICE OFFICER**

City of Raymond Police Department

The City of Raymond is accepting applications for an Entry Level Police Officer for the Raymond Police Department.

Applications for examination will be accepted by the City of Raymond until:

FILLED

The salary range for an Entry Level Police Officer is \$4,946- \$5,715 plus benefits.

Police Officer Minimum Qualifications

- U.S. Citizen or legal permanent resident.
- Minimum age of 21 at time of appointment.
- High School diploma or G.E.D. certificate.
- Valid Washington State driver's license.
- Ability to read and write English as required by RCW 41.12.070.

Application Procedure

- Application packets are available at Raymond City Hall by calling (360) 942-4105, email request to clerk@cityofraymond.com or visit www.cityofraymond.com
- Submit application packet via mail or in person to City of Raymond Clerk / Treasurer, Kayla MacIntosh, 230 Second Street, WA 98577 by deadline.

Examination Process

- Candidates will be required to complete a Physical Abilities Test, a Written Examination, and an Oral Board Examination.
- Following is the testing will be scheduled: **TBD**
 1. Physical Abilities Test- graded as Pass/Fail. The PAT includes 3 events: push-ups, sit-ups, and squat-thrusts. For more information about PAT standards, see the Washington State Justice Training Center website.
 2. Written Examination- weighted at 60%.
 3. Oral Board Examination- weighted at 40%.
- Ranking of the applicants on the eligible register shall be based on the results of the examinations.
- Veterans' preference, as set out in RCW 41.04.005 and 41.04.010 shall be applied when entitled.
- As openings in the Raymond Police Department class occur, the Civil Service Examiner will submit the top 3 names on the eligibility list to the Chief of Police for consideration in filling the vacancy. Once certified, civil service registers are typically in place for a year, unless there is cause to abandon the register before that time.

Additional information may be obtained by calling Kayla MacIntosh at

(360) 942-4105, email clerk@cityofraymond.com,

or mail to: 230 Second Street Raymond, WA 98577

RAYMOND POLICE DEPARTMENT JOB SUMMARY

POLICE OFFICER

NATURE OF WORK

Employees in this classification are responsible for the protection of life and property in the City of Raymond through the enforcement of laws and ordinances. Employees are responsible to assist the general public in disasters, emergencies and other matters of a non-criminal nature.

Employees in this classification rotate shifts with varying days off, and are expected to be able to perform the functions and duties of all shifts in all required areas of law enforcement.

Employees work independently under the general supervision of a Sergeant, Supervisor, Administrator or the Chief, and are expected to handle a variety of potentially hostile and dangerous situations in a calm, competent manner. Daily job duties are performed according to Washington State Law and department policies and procedures as approved by the Chief. Employees are required to exercise discretion and judgment and to analyze situations quickly and objectively, to recognize actual and potential danger, and to determine proper courses of action. Unusual problems and situations are reported to a Sergeant, Administrator or the Chief.

Work is reviewed by supervisor through observation and evaluation of demonstrated ability to handle a variety of work situations.

Employees are commissioned to act in behalf of the Chief and carry firearms in the performance of their duties.

DUTIES

1. Patrol all areas of the city to prevent and discover criminal activity.
2. Respond to all calls for service and take appropriate action in accordance with state laws, city ordinances, and department policies and procedures.
3. Interview witnesses, complainants, and suspects in accordance with department policies and procedures.
4. Accurately record information gathered for records keeping and investigation of crime on report or other prescribed forms.
5. When appropriate, make arrests in accordance with state law and department policies and procedures.
6. When appropriate, conduct follow-up investigations, collect and preserve evidence, and prepare court testimony in accordance with state law and department policies and procedures.
7. Testify in court.
8. Serve civil processes and warrants as directed.
9. Assist other agencies in emergency situations.
10. Other duties as assigned and directed by the supervisor.

SELECTION CRITERIA

1. Ability to analyze situations quickly and objectively, to recognize actual and potential danger, and to determine proper course of action.
2. Ability to cope with stress situations firmly, tactfully, and with respect to individual rights.
3. Ability to read and understand laws, ordinances, rules and regulations.
4. Ability to observe and remember details.

5. Ability to communicate clearly, verbally, and in writing.
6. Ability to maintain effective relations with fellow employees and with citizens from varied racial, ethnic and economic backgrounds.
7. Ability to develop and retain skill in the use and care of a variety of firearms and equipment.
8. Ability to understand and carry out oral and written instructions.
9. Ability to learn to drive emergency vehicles successfully and with concern for the safety of occupants and the general public.
10. Physical strength and agility sufficient to perform the work of the classification.
11. Ability to develop confidential sources of information.
12. Ability to manage numerous on-going investigations.
13. Ability to keep abreast of current criminal activity.