**JOB ANNOUNCEMENT**

**ENTRY LEVEL / LATERAL POLICE OFFICER**

The City of McCleary is taking Entry Level / Lateral Police Applications to create an eligibility list. The application process will include an initial review of applications, qualified applicants will then be contacted to conduct a Physical Ability Test as prescribed by CJTC entrance to the Basic Law Enforcement Academy, applicants that pass a written and PAT will then move onto the Oral Board, Mayor Interview and then Chiefs Interview.

**Requirements**

* High school diploma or GED.
* Possession of valid Washington State Driver's License by the time of appointment.
* Must be at least 21 years of age at the time of application.
* Pursuant to RCW 41.12.070, must be a United States citizen who can read and write the English language.
* Must successfully pass all phases of background screening, including, but not limited to, drug history, driving record, credit history, criminal record, work history, reference check, and Chief's interview; if given a conditional offer of employment, candidates will be polygraphed and will undergo a psychological examination and a medical examination which includes drug testing.

**Pay and Benefits**

* 2025 Salary range: $5491.28 - $6681.04 per month DOE.
* Medical, dental, and vision are provided for employee and family with premium partially paid by the City.
* Employees receive sick leave, vacation, plus 120 hours of holiday time per year.
* Education incentive offered 1% for AA, 2% for BA.
* Longevity pay.
* Retirement benefits are with the Washington State Public L.E.O.F.F. II.
* Voluntary deferred compensation plan through the Department of Retirement Systems.

**Required Knowledge, Skills, and Abilities**

* Ability to establish and maintain cooperative working relations with other City employees, other law enforcement agencies, civic leaders, and the general public.
* Ability to become thoroughly familiar with the policies, procedures, rules and regulations of the department pertaining to all matters that come within the area of responsibility.
* Ability to understand and execute moderately complex oral or written directions, and to prepare clear and comprehensive written reports.
* Ability to maintain confidentiality of information and to restrict the use of such information to work duties.
* Ability to acquire a good working knowledge of federal, state and local laws and ordinances which are enforced by the municipal police department.
* Ability to address all violators in a firm, courteous manner in order to develop public respect and confidence in the officer and his department.
* Ability to acquire a good working knowledge of effective, modern methods of crime detection and criminal identification.
* Ability to apprehend and make forcible arrests of violators.
* Ability to safely and legally operate police and other vehicles.

**Job Summary**

* Under general supervision, the Police Officer performs a wide variety of duties involving the enforcement of laws and the prevention of crimes; controls traffic flow and enforces state and local traffic regulations; issues citations; participates in and conducts a variety of criminal investigations; makes arrests; provides support and assistance to special crime prevention and law enforcement programs; and performs a variety of technical and administrative tasks in support of law enforcement services and activities.

**Essential Job Duties**

* Patrols designated areas of the City in car, by foot, or other means to preserve law and order, discover and prevent the commission of crimes, and enforce traffic and other laws and ordinances; protects real and personal property by providing security checks of residential, business, and public premises; maintains awareness of and remains alert for wanted suspects, known criminals, stolen vehicles, missing persons, traffic violators, and crimes in progress; issues warnings and citations.
* Responds to calls for the protection of life and property, the enforcement of laws and ordinances, general public service calls, and complaints including those involving automobile accidents, traffic hazards, misdemeanor and felony incidents, domestic disturbances, property control, civil complaints, and related incidents; investigates complaints and takes appropriate action, which may include the use of lethal or non-lethal force; uses sound judgment under adverse, stressful conditions.
* Conducts investigations at scenes of incidents to which summoned or incidents observed; determines what, if any, crime has been committed; identifies, collects, preserves, processes, and books evidence; locates and interviews victims and witnesses; identifies and interrogates suspects. Works in partnership with prosecuting attorneys to obtain and file criminal complaints on arrested subjects.
* Prepares and serves search and arrest warrants; apprehends and arrests offenders for crimes committed under federal, state, and local laws and codes; controls and mitigates people under the influence of drugs or alcohol or other potentially hostile situations.
* Acquires information concerning all types of law violations within the patrol area, taking action or relaying the information to the proper authority.
* Observes all traffic hazards in the area, eliminating them or reporting them to the proper authority.
* Checks abandoned vehicles or vehicles parked in unusual locations for the purpose of detecting possible criminal activities.
* Assists motorists who need help and provides them with such aid as is practical under the circumstances.
* Serves as liaison and public relations officer to the public; establishes and preserves good relationships with the general public; answers questions from the public concerning local and state laws, procedures, and activities of the department; makes presentations before a variety of public groups to promote crime prevention activities and to enhance public understanding of police activities.
* Contacts and cooperates with other law enforcement agencies in matters relating to the apprehension of offenders and the investigation of offenses; may respond to requests for assistance from agencies outside the City for mutual aid in the suppression of civil disturbances, apprehension of criminals, or other related requests.
* Participates in continuous training to enhance law enforcement skills including firearms proficiency, defensive driving skills, apprehension and arrest techniques, investigative skills, and general law enforcement skills.
* Performs a variety of administrative and other types of duties in support of law enforcement services, programs, and activities; attends meetings; maintains and calibrates specialized equipment including preliminary alcohol screening devices.
* Initiates and completes reports, legal documents, and other required paperwork; prepares a variety of reports including those on activities, operations, arrests made, and unusual incidents observed; prepares investigative reports and case information.
* Testifies in courts and at hearings; prepares and presents case evidence; responds to mandatory court calls during irregular hours.
* Directs traffic at fires, special events, and other emergency situations; provides traffic and crowd control at events.
* Enforces parking regulations; issues citations; tows vehicles that are in violation of codes.
* Drives a City vehicle in normal and emergency response situations.
* Makes forcible arrests of violators.
* Attends civic club meetings, churches, schools, and other places of public gathering to explain the activities and functions of the police department and to establish favorable public relations, as directed.
* Interacts with community in a positive manner to cooperatively reach resolution of community needs.
* Establishes and maintains cooperative, effective working relationships with co-workers and other City employees using principles of community-oriented policing.
* Reports for scheduled work with regular, reliable and punctual attendance.
* Performs other duties as assigned, including but not limited to being assigned to work in other functional areas to cover absences or relief, equalize peak work periods, or balance the workload.

**Machines, Tools, Special Equipment, Personal Protective Equipment Used**

* Patrol car, computer, telephone and radio, flashlight, writing utensils, pads, hand guns and rifles, hazmat suit, mask/respirator, duty belt, taser, pepper spray, ammunition, first aid equipment.

**Equal Opportunity Employer**

* The City of McCleary is committed to hiring a diverse workforce and all qualified applicants, including all ethnic backgrounds and persons with disabilities, are encouraged to apply. The City is an Equal Opportunity Employer and does not unlawfully discriminate on the basis of race, sex, age, color, religion, national origin, marital status, sexual orientation, veteran status, disability status, or any other basis prohibited by federal, state, or local law.
* In accordance with the Americans with Disabilities Act, an employer is obligated to make a reasonable accommodation only to the known limitations of an otherwise qualified individual with a disability. In general, it is the responsibility of the applicant or employee with a disability to inform the employer that an accommodation is needed to participate in the application process, to perform essential job functions or to receive equal benefits and privileges of employment.

**General Information**

* The statements contained herein reflect general details as necessary to describe the principal functions for this job classification, 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.
* The physical abilities described above are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
* The provisions of this job description do not constitute an expressed or implied contract. Any provision contained herein may be modified and/or revoked without notice.

Send a cover letter, resume and completed application to Ms. Jamie Vinyard, Clerk-Treasurer, to 100 S 3rd Street McCleary WA 98557.