

## LATERAL POLICE OFFICER

Salary \$5,786.00 - \$6,753.00 per month  
Lateral Officers are eligible to start  
at higher pay step and vacation accrual  
Benefits include retirement LEOFF 2,  
insurance, vacation and sick leave.  
Incentive pay and additional specialty  
assignment opportunities available

Applicants must be 21 years of age, read and write English, be a U.S. Citizen or a lawful permanent resident, have a valid driver's license, and pass a Civil Service scenario based test.

In order to qualify for placement on the Civil Service Lateral Police Officer Eligibility List for the City of Clarkston Police Department You will have an interview before an Oral Board and must pass by 70%. The passing applicant's names will then be scheduled for a Chief's interview. You will be notified as to your time for the interview with the Oral Board.

After you have been placed on the Eligibility List by the Civil Service Commission you will be required to pass a physical agility test offered by the police department as part of their testing.

Applicants are required to **attach to the application** (1) copy of certificate of completion at an academy, (2) copy of DD214 or discharge papers, if claiming Veteran's Preference and copy of valid driver's license.

**LATERAL** is defined as having completed the Washington Criminal Justice Training Commission Academy or equivalent and is currently employed with an agency or has been employed by an agency within the last two years and has met the probationary period of that agency.

Completed application, **MUST** be mailed or hand delivered to:

Eleanor Sheldon, Chief Examiner  
City of Clarkston Civil Service  
1556 10<sup>th</sup> Street  
Clarkston, WA 99403

For more information call Civil Service Chief Examiner (509)750-6336

**CITY OF CLARKSTON  
POSITION DESCRIPTION**

**LATERAL POLICE OFFICER**

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**Title:** Lateral Police Officer

**Department:** Police

**GENERAL PURPOSE:**

Under general supervision, maintains public law and order, protects life and property, prevents crimes, conducts investigations concerning unlawful activity, apprehends violators of the law, and assists citizens in solving problems.

**ESSENTIAL JOB FUNCTIONS:**

- Performs patrol and traffic activities in the City on an assigned shift in a police vehicle, bicycle, or on foot;
- Patrol business and residential districts to provide an element of safety by obvious visibility; identifying crimes or potential crimes in progress.
- Performs traffic control and enforces traffic laws.
- Investigates incidents and prepares necessary reports to required standards. This includes preparing reports on police activity, taking measurements, making diagrams, interviewing witnesses and suspects, maintains proper evidence chain, and other related activity.
- Assists the public by giving directions, answering questions and seeking solutions to problems brought to the officer's attention.
- Detains, arrests, and transports prisoners. Activity may require physically subduing suspects, up to and including deadly force to protect self or others.
- Prepares criminal cases for prosecution, interacts with the prosecutors, attorneys, and court officials; testifies in court as required.
- Attends meetings, seminars, and other training classes to maintain current knowledge of criminal and civil laws, as well as technical skills in order to remain proficient in the performance of duties; may be called upon to train other employees.
- Participates in and actively supports department community oriented policing philosophies and related programs.
- Operates a patrol vehicle equipped with a police radio, radar unit, mobile data computer, digital in-car video/audio, emergency lights and siren.
- Assures that all equipment used is maintained and operating properly.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Ability to learn and apply principles and techniques of modern crime prevention, investigation, apprehension, rules of evidence and all other aspects of law enforcement.
- Ability to acquire thorough skills in the use of firearms and other police-related tools to include less than lethal technology, and when they should be used.
- Ability to perform defensive tactics and control techniques utilizing a variety of tools to include: chemical agent dispersal, batons and other impact weapons, handcuffs and other restraint devices.
- Ability to acquire a working knowledge of State and local criminal, civil and traffic laws, regulations, codes and ordinances.

Revised Date: November 18, 2013

- Some knowledge of criminal behavior and causes underlying criminality and social, psychological and physical needs of criminals/inmates.
- Ability to physically handle persons who may resist arrest.
- Ability to obtain all operator licenses, certifications or permits for equipment used such as radar, breathalyzer, and the like.
- Ability to express self clearly and concisely both orally and in writing.
- Ability to quickly make assessments of emergency situations, determine appropriate responses and act assertively; copes with situations firmly, courteously, and tactfully.
- Ability to establish and maintain effective working relationship with other employees.
- Ability to satisfactorily complete course work and training such as Basic Law Enforcement Academy established under the Washington State Criminal Justice Training Commission, and other in-service training methods, procedures, and techniques of police work presented by other officers or supervisors.
- Working knowledge of basic computer functions and computerized record-keeping systems.
- Skill in observation and ability to remember details, such as names, faces, incidents, and other relevant details.
- Ability to learn City and surrounding area locations.

**OTHER JOB FUNCTIONS:**

- Perform related duties as assigned.

**DESIRED MINIMUM QUALIFICATIONS:**

- Must be a United States Citizen
- Must be 21 years of age.
- Must be able to read and write English.
- Must possess or be eligible to obtain a valid Washington State Driver's License.
- Must have a high school diploma or GED Certificate.
- Must have no adult felony convictions.
- Must be free of convictions of any offense, other than minor infractions, which would violate the expected public trust.
- Must pass a stringent personal background investigation, polygraph examination, psychological examination, and a medical physical, including a drug-screening test.
- Must have completed the Washington State Criminal Justice Training Commission Basic Academy, or if certified by Police Officer Standards and Training (POST) of another state, must qualify to attend the Basic Equivalency Academy.
- Must be currently employed with, or have been employed by an agency within the last two years and had met the probationary period requirements of that agency.

**WORK ENVIRONMENT:**

- Occasional office environment.
- Frequent work in outside weather while on patrol, often in dangerous or emergency situations that require vigorous physical activity and exertion.

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Revised Date: November 18, 2013

Police officers entering the organization from the Civil Service Commission Lateral Eligibility List shall enter at the grade of police officer second class.

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The duties listed above 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.

This job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

# City of Clarkston Application for Employment

829 5<sup>th</sup> Street • Clarkston, WA 99403  
Phone: 509-758-5541  
Email: saustin@clarkston-wa.com

**DO NOT submit a photograph of yourself.**

The City of Clarkston 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.

**Complete all information from this point forward. An incomplete Application may disqualify you from further consideration.**

**Applicant: Write the Position Title of the Job you are applying for here.**

Name \_\_\_\_\_ (Last) \_\_\_\_\_ (First) \_\_\_\_\_ (Middle)

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Cell (\_\_\_\_) \_\_\_\_\_ E-mail \_\_\_\_\_

Are you a U.S. citizen, or, do you have a Visa permitting you to work in the U.S.?  Yes  No

(Documentation of authorization to work in the U.S. will be required if an offer of employment is made and accepted.)

Are you over the age of 18?  Yes  No

Do you have, or can you obtain, a valid Driver's License?  Yes  No

Do you wish to claim Veteran's Preference for testing, pursuant to RCW 41.04.010?  Yes  No

## TRAINING AND EDUCATION

Highest Grade Completed:  8  9  10  11  12  GED

Colleges/Other Training	Subject/Major	Degree/Certificate	Date Completed

## EQUIPMENT, OFFICE AND COMPUTER SKILLS

Describe computer and other equipment operation skills. Include programs used, typing speed & other information relevant to the position for which you are applying. \_\_\_\_\_

## CRIMINAL CONVICTION

The City of Clarkston is mindful of its obligation to employ qualified persons and its entitlement under law to consider an applicant's convictions record as it relates to job performance. **A conviction record will not disqualify you for employment unless such record would reasonably affect your fitness for the job for which you have applied.** Applicants may be asked to disclose certain information about their criminal history.

## PROFESSIONAL REFERENCES (Do Not List Relatives)

Name/Title \_\_\_\_\_ Employer \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

Name/Title \_\_\_\_\_ Employer \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

Name/Title \_\_\_\_\_ Employer \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

## SIGNATURE IS REQUIRED

To the best of my knowledge, the information herein is true and complete. I have read the Position Opening Announcement and I can perform the essential functions of the position for which I am applying, with or without reasonable accommodation. I understand that if I receive a Conditional Offer of Employment for a position where I will have unsupervised access to children, developmentally disabled persons, or vulnerable adults, the City of Clarkston is authorized to complete a thorough background check pursuant to the Child/Adult Information Act. I understand that I will be tested for the presence of drugs as part of the pre-employment screening if I receive a Conditional Offer of Employment. I authorize investigation of all statements in this application. I understand that providing false information on this application is grounds for disqualification and/or dismissal. If I am applying for an exempt position, I understand that nothing in this application or my communications with any City of Clarkston official is intended to create an employment contract between the City of Clarkston and me.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**WORK HISTORY**

Beginning with your present or most recent employment, list your work/experience history for the last 10 years or experience prior to that time which is directly related to the position for which you are applying. Attach additional sheets as necessary. Be sure to include any non-paid experience which is related to the job for which you are applying. Complete the following sections even if you are submitting a resume in addition to this application. An incomplete application may disqualify you.

If you have been known by a different name by any of these employers, please identify the employer and state the name here:

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Employer's Name \_\_\_\_\_ Mo/Year \_\_\_\_\_ Mo/Year  
 Address \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_  
 Phone \_\_\_\_\_ Supervisor \_\_\_\_\_  
 Position \_\_\_\_\_ Hours worked per week \_\_\_\_\_  
 Number of employees supervised by you \_\_\_\_\_  
 Reason for leaving \_\_\_\_\_  
 Primary duties \_\_\_\_\_

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Employer's Name \_\_\_\_\_ Mo/Year \_\_\_\_\_ Mo/Year  
 Address \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_  
 Phone \_\_\_\_\_ Supervisor \_\_\_\_\_  
 Position \_\_\_\_\_ Hours worked per week \_\_\_\_\_  
 Number of employees supervised by you \_\_\_\_\_  
 Reason for leaving \_\_\_\_\_  
 Primary duties \_\_\_\_\_

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Employer's Name \_\_\_\_\_ Mo/Year \_\_\_\_\_ Mo/Year  
 Address \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_  
 Phone \_\_\_\_\_ Supervisor \_\_\_\_\_  
 Position \_\_\_\_\_ Hours worked per week \_\_\_\_\_  
 Number of employees supervised by you \_\_\_\_\_  
 Reason for leaving \_\_\_\_\_  
 Primary duties \_\_\_\_\_

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Employer's Name \_\_\_\_\_ Mo/Year \_\_\_\_\_ Mo/Year  
 Address \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_  
 Phone \_\_\_\_\_ Supervisor \_\_\_\_\_  
 Position \_\_\_\_\_ Hours worked per week \_\_\_\_\_  
 Number of employees supervised by you \_\_\_\_\_  
 Reason for leaving \_\_\_\_\_  
 Primary duties \_\_\_\_\_

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## **AUTHORIZATION TO RELEASE EMPLOYMENT RECORDS**

**References will only be checked for finalists.**

Current and/or prior employers will only be contacted after an applicant has been notified that he/she is a finalist. I certify that the information given by me to the City of Clarkston is true and complete to the best of my knowledge. I understand that falsification of this application will be grounds for elimination from further consideration or, if employed, may result in discipline up to and including immediate dismissal. I further certify that I am not engaged in any outside activity or business that could be considered in conflict with the City of Clarkston's interest or those of its clients, nor will I become engaged in such activity or business if employed.

I, the undersigned applicant for employment with the City of Clarkston, in consideration of the review of my employment application, do authorize the City of Clarkston to solicit information regarding my character, general reputation, previous employment, and similar background information, and to contact any and all prior employers or references I have given on my application. I hereby release all parties and persons connected with any such request for information from all claims, liabilities, and damages for any reason arising out of the furnishing of such information. If employed, I release the City of Clarkston from any liability for future references it may provide regarding my work history at the City of Clarkston.

It is my intention that any copy of this authorization be as effective as the original.

Date \_\_\_\_\_

Name (Please Print) \_\_\_\_\_

Signature \_\_\_\_\_

**City of Clarkston**  
**Human Resources Division**  
829 5<sup>th</sup> Street  
Clarkston, WA 99403

**DRIVING RECORD**  
**(To be completed with application)**

**Name: (Please Print)** \_\_\_\_\_  
Last First Middle

*List all notices of infractions or traffic citations (other than parking tickets) which you have received in the past 5 years.*

State	Month/Year	Type of Infraction/Citation

Infractions or citations will not necessarily remove you from consideration.  
The City of Clarkston will consider your driving record when making employment decisions.

**The information provided above is true to the best of my knowledge. I understand that providing false information is cause for elimination in the selection process or dismissal from employment.**

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**Finalists, upon notification that references will be checked, will be required to submit a copy of their driving abstract to Human Resources.**

Driving abstracts may be obtained at any Washington State Department of Licensing branch office for a small fee. Other states may have different procedures. This fee is at the Finalist's own expense.

**City of Clarkston Driving Standards:**

Applicants for positions in which the employee is expected to operate a motor vehicle must be at least 18 years old and will be required to present a valid State driver's license with any necessary endorsements. Driving records of applicants may be checked. Applicants will be disqualified under the following circumstances:

- Violations  
More than two moving traffic violations within the preceding three years; or reckless driving violation within the preceding five years; or driving while intoxicated within the preceding five years.
- Accidents  
More than one motor vehicle accident within the preceding three years for which the applicant received a traffic or criminal citation and was convicted, forfeited bail, or entered a plea of "guilty" or "nolo contendere."



**THIS PAGE WILL BE REMOVED FROM THE APPLICATION AND KEPT SEPARATELY**

Name: (Please Print) \_\_\_\_\_  
Last First Middle

**Are you a former or current City of Clarkston Employee?**

Yes  No If Yes, please tell us:

Dates Employed \_\_\_\_\_

Department \_\_\_\_\_

Position Title \_\_\_\_\_

Supervisor \_\_\_\_\_

**Having a relative employed by the City of Clarkston will not necessarily bar you from employment.**

Do you have any relatives employed by the City of Clarkston?  Yes  No

If yes, please list their name/s and relationship/s \_\_\_\_\_

**We would appreciate completion of the information below. This is entirely voluntary.  
The City of Clarkston is committed to non-discrimination in employment practices.  
This information will be kept confidential and will be used for EEO record keeping purposes only.**

Ethnic Category (Check one)  Caucasian  African American  Hispanic or Latino  Asian  
 Native Hawaiian or Other Pacific Islander  Alaskan Indian  
 Native American  Two or More Races  Other \_\_\_\_\_

**Please tell us how you learned of this opening by circling the number of the source**

- 1. Local Media \_\_\_\_\_
- 2. City (Website/Walk in)
- 3. Internet (general)
- 4. AWC Job Net
- 5. Municipal Office
- 6. School/College
- 7. Friend/Relative
- 8. City of Clarkston Employee
- 9. Professional Publication/Internet Site
- 10. Other