



EMPLOYMENT OPPORTUNITY

Police Support Officer

Police Department

City of Mill Creek, 15728 Main Street, Mill Creek, WA 98012 ♦ 425-745-1891

SALARY: \$3,384 - \$4,537 per month plus benefits. Incentive awards available above base salary.
DEADLINE: Recruitment is open and continuous. Ranked eligibility list will be periodically certified by the Civil Service Commission as needed.

TO APPLY:

- **Apply online at www.publicsafetytesting.com.** Go to step 1 and select Corrections Officer in the Washington list. When the agency list appears, select City of Mill Creek Police Support Officer. Continue through remaining steps to complete the online application and fee payment process.
- No Internet access? Call toll-free 1-866-HIRE-911.

GENERAL FUNCTION:

This position performs a variety of support services for the Mill Creek Police Department in the areas of animal control, parking enforcement, noise regulations, responding to calls for assistance of a noncriminal nature, transporting prisoners, and other activities within the department. This position is a “specially commissioned Washington peace officer” as defined in RCW 10.93.020(5).

REQUIREMENTS:

Minimum Requirements:

- 21 years of age or older at time of appointment.
- Possess a high school diploma or certificate of equivalency (GED).

Other Requirements:

- Be able to pass a criminal background investigation (including fingerprinting), polygraph and psychological examinations, and meet the medical certification and physical ability testing requirements for acceptance to the Washington State Criminal Justice Training Commission Corrections Officer Academy.

Licenses/Certifications:

- Possess a valid Washington State driver’s license and an insurable driving record.
- Be a graduate of, or have the ability to complete within one year of hire date, the Washington State Animal Control Academy.
- Be a graduate of, or have the ability to complete within one year of hire date, an approved Basic Correction Officers Academy.
- Must possess a certificate of completion of Basic Crime Prevention from the Washington State Criminal Justice Training Commission or the ability to successfully complete the course within one year of hire date.

ESSENTIAL JOB FUNCTIONS:

1. Respond, investigate and/or enforce specific and assigned sections of the Revised Code of Washington (RCW) and the Mill Creek Municipal Code (MCMC) including but not limited to animal control, noise and park regulations, parking statutes and land use regulations.
2. Prepare, analyze, and maintain records and reports related to daily activities to include statistical reports to identify problem areas and service needs. Prepare and disseminate plans to address the identified problems. Utilize preventive and problem solving techniques prior to taking legal action.

3. Using specially commissioned Washington peace officer authority, take individuals into custody; transport or assist other department personnel in the transportation of prisoners to detention facilities or to and from court in a safe, efficient and expeditious manner; use handcuffs, waist restraints, ankle restraints, defensive sprays and other defensive equipment when warranted.
4. Capture animals as required to enforce animal control ordinance. Impound animals when necessary and deliver them to the appropriate animal shelter or care facility.
5. Handle calls regarding sick, dead and/or injured animals and transport them to the appropriate facility.
6. Assist the Washington State Game Department and perform limited wildlife service as needed.
7. Maintain the Animal Disaster Plan and, in case of a disaster, coordinate and implement the plan.
8. Provide training and advice to officers, staff and the public in the area of animal control, parking, park rules and land use enforcement.
9. Assist with traffic control, public assists, vacant house checks, vehicle maintenance and other areas as needed.
10. Stay abreast of current trends, activities and newly enacted laws relating to specific and assigned areas of responsibility. Recommend revisions to the city code and operational procedures.
11. Establish favorable public relations through communications and the development and implementation of programs with citizens, schools and civic groups.
12. Serve as the crime prevention officer, including organizing and conducting crime prevention meetings and preparing quarterly crime prevention newsletter.
13. Develop and administer public programs specific to crime prevention, speed enforcement, bicycle safety, and Crime Prevention Through Environmental Design (CPTED) block watch program.
14. Assist with planning city events and coordinating with city officials.
15. Ensure that the booking and jail areas are clean and supplied with necessary forms, supplies and equipment.
16. Research, purchase and maintain necessary supplies and equipment as well as assist in budget preparation in the assigned areas.
17. Maintain adequate inventory of city disaster supplies according to the city's Disaster Plan.
18. Demonstrate regular, predictable and reliable attendance during normal business hours.
19. Perform related duties and other support services as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of:

- Care and feeding of animals.
- Laws, codes, statues, regulations and policies and procedures applicable to the position.
- Safe driving techniques.
- General law enforcement practices and procedures.

Ability to:

- Speak, read, write and understand the English language.
- Deal effectively with hostile or aggressive persons and apply physical restraint techniques on persons in custody.
- Recognize common animal diseases including rabies.
- Handle animals in a humane manner in a variety of situations.
- Operate specialized animal control equipment.
- Understand and follow written and oral instructions.
- Express ideas clearly and effectively orally and in writing.
- Deal tactfully and courteously with the general public and maintain composure in difficult situations.
- Communicate in a timely and effective manner with the public, co-workers and other agencies, verbally and in writing, using a variety of methods to include memo, computer email, police radio and cellular telephone.

- Answer telephone, greet the public and provide information within scope of authority or refer to appropriate staff.
- Maintain confidentiality and security of investigative information in accordance with city and department policies and public disclosure law.
- Plan and organize work assignments in a timely manner, work under pressure and be flexible in responding to changing priorities.
- Work independently, prioritize work and meet deadlines.
- Read, understand and apply state and municipal statutes and other written communications and have satisfactory writing ability to draft reports, citations and memoranda.
- Adapt to changes in regulations, policies and laws, and maintain proficiency in required training to adequately perform the duties of the position.
- Exercise sound, reasonable judgment and appropriate discretion.
- Function effectively as part of a work team; establish and maintain effective working relationships with co-workers, elected officials, other agency staff, suppliers and the general public.
- Operate a variety of computer software applications to include word processing, data base and police related applications.

WORKING CONDITIONS/PHYSICAL REQUIREMENTS/HAZARDS:

The City of Mill Creek provides a tobacco-free environment for its employees; smoking/tobacco use is prohibited in city facilities and vehicles. Duties are performed both indoors and outdoors individually and as part of a work team. Required to wear an official uniform that identifies incumbent as a City of Mill Creek employee. The incumbent may be required to work overtime or outside of the normal work schedule.

Environment:

- Indoor and outdoor work environment.
- Seasonal heat and cold; temperature changes.
- Exposure to fumes, dust and odors.
- Driving a vehicle to conduct work.

Physical abilities:

- Physical agility and stamina including running.
- Exerting peak physical effort needed to restrain subjects in custody or handling large and/or injured animals such as cats, dogs, livestock, etc.
- Lifting a minimum of 75 pounds (may include heavy, moderate or light lifting and carrying).
- Reaching overhead, above the shoulders and horizontally.
- Walking over uneven or rough surfaces.
- Bending at the waist, stooping, kneeling or crouching.
- Climbing stairs.
- Crawling.
- Turning/twisting.
- Hearing and speaking to exchange information over the phone and in person.
- Driving a city vehicle throughout the City of Mill Creek to perform duties.
- Seeing to read a variety of materials.
- Dexterity of hands and fingers to operate a variety of police-related equipment and tools and for frequent operation of a computer keyboard.
- Sitting or standing for extended periods of time.

Hazards include:

- Exposure to a variety of stressful and dangerous situations, including handling subjects in custody; handling dangerous animals with the intent to attack; animals with life threatening diseases; sick or injured animals; angry, hostile citizens; and other life threatening situations.

- Possible exposure to blood and body fluids when handling prisoners and animals.
- Traffic hazards and driving a vehicle during adverse weather conditions.
- Exposure to a variety of weather conditions including sun, rain and snow.

WORK HOURS:

This is a regular, full-time position and the work schedule is five consecutive days of eight consecutive hours exclusive of a one-hour unpaid lunch break unless an alternate work schedule has been approved. Work hours to be determined by department supervisor. Occasionally the incumbent may be required to work overtime or outside of the normal work schedule.

BENEFITS:

Benefits include medical, dental, and vision insurance; retirement system; alternative to Social Security program; vacation and sick leave accrual; and 11 paid holidays per year. This position is a bargaining unit position. Applicants please note that employees of the City of Mill Creek do not participate in the Social Security program. For information on how this may affect your retirement benefit, call Social Security at 1-800-772-1213 or go online at www.socialsecurity.gov.

SELECTION PROCESS:

A limited number of applicants will be contacted by telephone and invited to an oral board interview process. For all numerically scored elements, the minimum passing score shall be 70% of the total points possible for that element. Finalists being considered for employment will be required to provide a current copy of their motor vehicle driving record. Finalists being considered for employment will also be required to successfully pass a criminal background investigation (including fingerprinting) and a polygraph examination. Any offer of employment for this position will be conditioned upon the applicant successfully passing a psychological examination and meeting the medical certification and physical ability testing requirements for acceptance to the Washington State Criminal Justice Training Commission Corrections Officer Academy.

QUESTIONS? Email humanresources@cityofmillcreek.com or call 425-921-5775.

The City of Mill Creek is an Equal Opportunity Employer.