



City of Lake Stevens Police Officer - Lateral

SALARY	\$38.02 - \$46.90 Hourly \$6,590.34 - \$8,128.59 Monthly \$79,084.08 - \$97,543.08 Annually	LOCATION	Lake Stevens, WA
JOB TYPE	Full-Time	JOB NUMBER	2023-00003
DEPARTMENT	Police Department	DIVISION	Commissioned
OPENING DATE	01/05/2023	CLOSING DATE	12/31/2023 11:59 PM Pacific
FLSA	Non-Exempt	BARGAINING UNIT	GD-C

Up to \$25,000 bonus and \$5,000 moving expenses:

\$15,000 for 1-2 years of experience

\$20,000 for 2-5 years of experience

\$25,000 for 5 or more years of experience

Moving Expenses Reimbursement: \$2,500 in-state and \$5,000 out-of-state

*Incentives will be paid in two installments: one-half upon hire and one-half upon completion of probation. If the employee separates from employment for any reason within three years of hire, they will be required to reimburse a prorated amount of the incentive back to the City of Lake Stevens.

Lateral Officers are eligible to start at higher pay steps and vacation accrual.

Wages:

- \$6,590.34 - \$8,128.59 per month, depending on qualifications

Education pay:

- 3.00% Associate degree
- 5.00% Bachelor degree
- 6.00% Master's degree

Longevity:

- 2.00% 5 Years of service
- 4.00% 10 Years of service
- 5.00% 15 Years of service
- 7.00% 20 years of service
- 9.00% 30 years of service

Specialty Pay:

- 3.50% SWAT
- 3.50% Defensive Tactics Training Lead
- 3.50% Firearms Training Lead
- 3.50% Detective
- 3.50% Traffic
- 3.50% Field Training Officer
- 3.50% School Resource Officer
- 3.50% K9 Handler
- 4.00% Corporal
- 5.00% Out of Class pay

Other Pay/Compensation:

- Callback pay
- Court appearances
- K9 care and maintenance
- Holiday hours cash-out
- Paid meal break

Paid Time Off:

- 96-200 hours of paid vacation per year
- 96-144 hours of paid leave per year in lieu of holidays (based on scheduled work hours (e.g., "a day for a day") and assignment (non-patrol/patrol))
- 96 hours of paid sick leave per year
- Front-loaded sick leave bank of 80 hours
- Unused sick leave cash-out
- Paid bereavement leave
- Option of compensatory time off in lieu of overtime pay

Health Insurance:

- The City pays 100% of medical, dental and vision insurance premiums for employees
- The City pays 90% of medical and dental insurance and 100% of vision insurance premiums for dependents
- High-Deductible Health Plan with Health Savings Account (HSA)
- Health Reimbursement Account/VEBA employer contribution available
- City-paid life insurance, long-term disability, AD&D

Retirement Plans:

- Deferred Compensation Plans (457 Plan)
- Washington State LEOFF 2 retirement system

Uniforms and Clothing:

- Initial uniforms and equipment are provided by the City
- Annual uniform/clothing allowance of \$900.00 for non-uniformed positions
- City pays for uniform/clothing cleaning

Scheduling:

- Popular 12-hour rotating patrol schedule with a 3-days on and 3-days off

Robust training program and professional development plans

About City of Lake Stevens

Lake Stevens is a vibrant and growing community - the second fastest-growing city in Snohomish County - with a population of nearly 40,700 which makes us the 4th largest city in the county.

Lake Stevens is generally a residential community with access to numerous commercial, retail and recreational opportunities. Of course, the crown jewel of the community is the lake itself, which boasts some of the greatest water recreational opportunities in the county. Lake Stevens is also uniquely situated, being close to the lake, ocean, and Cascade mountains, to take advantage of many outdoor activities. The Lake Stevens Schools are excellent and, coupled with a city priority of parks and increased walkability, makes Lake Stevens an ideal place to raise a family.

The City of Lake Stevens operates under the mayor-council system. The city's motto, "One Community Around the Lake", embodies our quality of life, top-ranked school district, and the City Council's commitment to providing excellent services and amenities for its residents.

Why City of Lake Stevens?

- **Work-Life Balance** – We are committed to ensure that our staff experience the reward of public service, while also sustaining a routine that suits each individuals' lifestyle.
- **Plan For Your Future** – The City of Lake Stevens offers a comprehensive benefits package that includes a variety of healthcare options. Employees also have their choice of state retirement programs, and much more. Go to our [Benefits page](#) for more information.

Position Purpose:

Provide a wide range of police services to the public including, but not limited to enforcing laws, protecting life and property, maintaining peace and order, providing public service, crime prevention, and investigating civil and criminal matters.

Essential Duties and Responsibilities

Essential duties and responsibilities may include, but are not limited to, the following:

- Provide service to the public relating directly to public safety including providing assistance, answering questions, making referrals to other services, and solving community problems
- Respond to calls for service and take appropriate action with the needs of the caller in mind, following established policy, procedures, and current professional practices
- Respond to emergency calls for service, such as accidents, medical emergencies, and crimes in progress. Takes appropriate initial action, following established law, policy, procedures, and current professional practices
- Manage ongoing cases through thorough and appropriate documentation and follow up investigations, timely and complete case reporting, and appropriate networking with other officers, supervisors, and divisions
- Interview victims, witnesses, and suspects and document their statements regarding criminal and civil matters
- Enforce City ordinances, State RCWs, Federal laws and court decisions
- Apprehend offenders including making physical arrests and overcoming their resistance
- Develop a detailed knowledge of the community including people, businesses, geographical features, and current problem areas
- Exercise authority while enforcing city ordinances, state RCWs, federal laws and court decisions, in a way consistent with the obligations imposed by the oath of office
- Patrol the city using preventive and directed patrol, to detect and prevent crime, stop unlawful behavior, enforce traffic laws, and find conditions that are hazardous to the community
- Physically engage and restrain combative individuals
- Present programs relating to crime prevention, traffic and boating safety, and drug awareness or police operations that include public speaking, organizing meetings, and creating written material
- Use computers to create accurate, thorough, and complete cases, reports, logs, and other documentation that will be referred to the prosecutor or appropriate authorities.
- Provide assistance to other city departments, public safety agencies and government agencies.
- Carry and utilize various firearms and less-lethal launchers
- Shoot assigned weapon(s) with accuracy complying with state standards
- Operate assigned vehicle in a safe manner (i.e., car, motorcycle, bicycle, boat, etc.)

The duties listed 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.

Organizational Specific Duties and Expectations:

- Endorses, supports, and defends organizational objectives, by complying with organizational rules, procedures, and values, suggesting improvements, and conveying a positive and professional image of the agency
- Creates a positive team environment through courtesy, respect, support, and cooperation
- Assists other Police Department work units, city departments, and outside agencies as necessary, in a professional and respectful way
- Demonstrates initiative consistent with job expectations, to improve both personal and organizational performance
- Avoids destructive organizational behavior toward the agency, and its employees

Physical Demands and Work Environment:

See the attached questionnaire for position specific physical requirements and typical working conditions which are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disability to perform the essential functions.

Exposure to possible fights and confrontations; use of defensive and control tactics; contact with dissatisfied, angry, abusive, or assaultive individuals; fumes from vehicles and equipment operation; explosives and combustible; and contact with blood and body fluids.

Workdays and hours are generally scheduled in advance, but variable hours, shift work, shift extensions, and callouts occur.

Qualifications

Education:

- High School Diploma or equivalent (e.g., G.E.D.)
- Prefer a minimum of 45 quarter or 30 semester college credits towards a relevant college degree

Experience:

- Currently employed, or has been employed within the last 24 months as a full-time, civilian law enforcement officer with a city, county, or state law enforcement agency
- Successfully completed the Washington State Criminal Justice Training Commission's Basic Law Enforcement Academy
- Successfully completed Field Training (FTO)

Or:

- Prior training and experience qualifies candidate to attend the Washington State Criminal Justice Training Commission's Basic Law Enforcement Equivalency Academy

Knowledge, Skills and Abilities:

- Knowledge of or ability to learn, pertinent federal, state and local laws, codes, regulations, policies and procedures related to law enforcement, and departmental procedures and policies
- Knowledge of structure, organization and interrelationships of city departments, agencies and related governmental agencies and offices affecting assigned functions
- Skilled in the operation and understanding of personal computers and typical office equipment
- Ability to operate a personal computer; learn to operate specialized computer systems and applications that support the law enforcement function
- Ability to maintain regular, predictable and reliable attendance during scheduled hours
- Ability to participate as a contributing member of a service-oriented team
- Ability to type 35 words per minute is preferred
- Ability to communicate effectively both verbally and in writing, including the ability to manage circumstances involving conflict and hostile people
- Ability to deal effectively with a wide range of people who may be under stress, have emotional or mental disorders, or are impaired by drugs or medication
- Ability to demonstrate positive and effective interaction and communication with individuals of diverse social and economic backgrounds

- Ability to use sound judgment under stress
- Ability to evaluate a number of factors and solve problems using deductive reasoning
- Ability to understand and follow complex oral and written instructions
- Ability to use interpersonal skills with tact, patience, and courtesy
- Ability to interpret, apply, and explain laws, regulations, and procedures
- Ability to qualify for possession and use of firearms; demonstrate and maintain proficiency in use and care of firearms in accordance with departmental rules
- Ability to safely operate vehicles and equipment in routine and emergency situations
- Ability to manage uncooperative or violent people without the use of force, if possible
- Ability to apply necessary and approved physical control of violent people for self-defense, to ensure the safety of other people, and to make forcible arrests
- Ability to analyze situations quickly and objectively, recognize threats and potential dangers and determine the proper course of action
- Ability to communicate effectively with people who may be hostile, emotional, unstable, physically or mentally distraught, defuse potentially violent situations, and use discretionary judgment when emergency situations arise
- Ability to read, write and speak the English language with sufficient proficiency to communicate effectively in person, over police radios, and through written reports
- Ability to provide excellent customer service, often in stressful situations, to internal and external customers
- Ability to obtain and maintain all requirements as established by the City for peace officers
- Ability to perform routine clerical tasks
- Ability to maintain confidentiality of business records and other information

Licenses, Certifications and Other Requirements:

- United States Citizen
- At least 20½ years old at time of application
- Possession of a valid Washington State driver's license and a driving record which is acceptable to the City
- Must be able to successfully pass extensive background check, polygraph examination, psychological examination, medical examination, and drug screening
- Must be able to successfully complete the Washington State Basic Law Enforcement academy (or Equivalency Academy, if applicable) and subsequent field training programs and probation

Supplemental Information

How to Apply

Applications for this recruitment will be accepted electronically. Your relevant experience may be evaluated to determine salary, therefore, it's very important that the "Work Experience" portion of the application be completed in as much detail as possible.

In order to be considered for this opportunity, please include the following with your online application:

- An attached resume outlining (in reverse chronological order) your experience to date.
- An attached cover letter that further explains your qualifications and indicates why you believe you are a viable candidate for this role.
- Contact details for a minimum three (3) individuals who can attest to your work performance, technical skills, and job-related competencies. This information can be entered in the "References" section of the online application; does not require an additional attachment.
- If requesting Veteran's Scoring Criteria, attach a Declaration of Veteran's Scoring Criteria and required attachments.
- A copy of the Curriculum or syllabus of the previous basic law enforcement (e.g., academy) training program you completed which provided you with Peace Officer Certification.
- A letter indicating your certification status has been checked and you're certification is in good standing.

The last two bullets above are requirements of the Washington State Criminal Justice Training Commission (CJTC) for attendance at the Equivalency Academy.

The City of Lake Stevens is an Equal Opportunity Employer and does not unlawfully discriminate on the basis of race, sex,

There are no limitations to who's a best fit to serve this community. If we contact you for an interview and you need specific accommodations, please let us know. We're happy to make the arrangements. We'll need to know in advance to make sure we get you situated, so call Human Resources at (425) 622-9400 or email HR@lakestevenswa.gov. You're also welcome to mail your request to City of Lake Stevens Human Resources, P.O. Box 257, Lake Stevens, WA 98258.

Benefits



Please visit the Benefits section of our webpage here: <http://www.lakestevenswa.gov/94/Employee-Benefits>

Agency	Address
City of Lake Stevens	P.O. Box 257
	Lake Stevens, Washington, 98258
Phone	Website
425-622-9400	http://www.lakestevenswa.gov

Police Officer - Lateral Supplemental Questionnaire

*QUESTION 1

Do you have a high school diploma, GED or equivalent?

- ☐ Yes
- ☐ No

*QUESTION 2

Are you over the age of 20 1/2 years?

☐ Yes

☐ No

***QUESTION 3**

Do you have a valid driver's license? (If your current license is out of state, you also acknowledge your ability to obtain a Washington State driver's license within 30 days of hire)

☐ Yes

☐ No

***QUESTION 4**

Have you graduated from the Washington State Criminal Justice Training Commission Basic Law Enforcement Academy, Equivalency Academy or equivalent?

☐ Yes

☐ No

QUESTION 5

If you have not graduated from the Washington State Criminal Justice Training Commission Basic Law Enforcement Academy, Equivalency Academy or equivalent, provide the name, address, dates of attendance, date of graduation, and certification received from an equivalent criminal justice training commission.

***QUESTION 6**

Have you successfully completed a probationary period with a city, county, state, or federal law enforcement agency?

☐ Yes

☐ No

***QUESTION 7**

Are you currently employed as a full-time, civilian law enforcement officer with a city, county, state, or federal agency?

☐ Yes

☐ No

QUESTION 8

If you are not currently employed as a full-time, civilian law enforcement officer with a city, county, state, or federal agency, have you been employed as such within the last 24 months?

☐ Yes

☐ No

***QUESTION 9**

You are required to submit a copy of proof of completion of a criminal justice training academy. Have you attached proof of completion?

☐ Yes

☐ No

***QUESTION 10**

You're required to attach a copy of the curriculum or syllabus of the basic law enforcement training program you completed which provided you with Peace Officer Certification (e.g., "academy"). Have you attached proof?

- ☐ Yes
- ☐ No

***QUESTION 11**

You're required to attach a letter indicating your certification status has been checked and your certification is in in good standing. Have you attached the letter?

- ☐ Yes
- ☐ No

***QUESTION 12**

Have you successfully completed a Field Training program as a full-time, civilian law enforcement officer with a city, county, state, or federal law enforcement agency?

- ☐ Yes
- ☐ No

QUESTION 13

Do you have a minimum of 45 quarter or 30 semester college credits towards a college degree relevant to law enforcement?

- ☐ Yes
- ☐ No

***QUESTION 14**

Select all that apply to you:

- ☐ Standardized Field Sobriety Testing Program (SFST) certified
- ☐ Drug Recognition Expert (DRE) certified
- ☐ Firearms Instructor experience
- ☐ Defensive Tactics Instructor experience
- ☐ EVOC Instructor experience
- ☐ General Instructor experience
- ☐ Field Training Officer experience
- ☐ Detective/Investigator experience
- ☐ School Resource Officer experience
- ☐ Marine Patrol Officer experience
- ☐ Bicycle Patrol Officer experience
- ☐ Background Investigator
- ☐ Explorer Advisor experience
- ☐ Public Information Officer experience
- ☐ Supervisory experience
- ☐ SWAT experience
- ☐ K9 Handler experience
- ☐ Bomb Technician experience
- ☐ Traffic Officer experience

- ☐ Task Force Officer
- ☐ Fusion Liaison Officer experience
- ☐ Intelligence Officer experience
- ☐ Leadership Training (FBI LEEDA, Northwestern Command College, FBI Academy, etc.)
- ☐ DRAGER/Intoxilizer
- ☐ Phlebotomy
- ☐ Associate Degree in Criminal Justice or other field related to law enforcement
- ☐ Bachelor's Degree in criminal justice or other field related to law enforcement
- ☐ Master's Degree in Criminal Justice or other field related to law enforcement
- ☐ None of the above

* Required Question