



ENTRY-LEVEL POLICE OFFICER

Opening Date: Continuous Opening

Salary Range: \$6,967 – 9,246/monthly

Visit [Public Safety Testing](#) for testing information and to schedule a test.

The City of Walla Walla offers a comprehensive benefits package including medical, vision, and dental health insurance. City paid \$50,000 Life/Accidental Death & Dismemberment insurance plus voluntary Life. Long-term disability insurance available. Washington State Law Enforcement Officers Firefighters (LEOFF) 2 pension plan. City match up to 6.2% of base salary for deferred compensation (457(b)). Generous vacation leave, sick leave, and eleven (11) paid holidays plus 32 hours floating holidays annually.

NATURE OF POSITION

Performs a variety of public safety work providing emergency aid, security, and protection to the community's citizens.

REQUIRED MINIMUM QUALIFICATIONS

Any combination equivalent to: Graduation from high school or GED. Applicants must successfully pass a written, physical ability and oral examination prior to a conditional offer of employment. A polygraph, medical and psychological series of exams must also be passed with acceptable results.

SPECIAL REQUIREMENTS

Must be a minimum of 21 years of age; a U.S. citizen or lawful permanent resident; possess valid State driver's license and proof of good driving record; first aid and CPR certification; a background investigation must verify no prior criminal conviction or activity. Must successfully complete the Washington State Law Enforcement Training Commission Academy during an initial eighteen-month trial service period.

DESIRED QUALIFICATIONS

An Associates and/or bachelor's degree desirable. Bilingual in Spanish.

APPLICATION AND SELECTION PROCEDURE

Written and Physical Aptitude Testing is administered by Public Safety Testing (PST). Visit [Public Safety Testing](#) for more information and to schedule a test.

Written Test – Requires a minimum passing score of 70%.

Physical Aptitude Test (PAT) – Candidates must pass the PAT, which is Pass/Fail.

As part of the testing process with PST, you are required to complete the online Personal History Statement (PHS). Make sure to attach photocopies of your driver's license, social security card, and DD214 (if applicable). The score from the written exam will rank you on the Civil Service Entry Level Police Office Eligibility List. The Veteran's Scoring Points will be added to your final score. Upon successful completion of the PST testing process, you will receive an email from PST with a City of Walla Walla application. You must submit your completed application to hr@wallawallawa.gov to continue in the recruitment process.

Candidates who successfully complete the above requirements will be placed on the entry-level eligibility list by the ranking of test scores. Once certified by the Civil Service Commission, candidates are subject to a background investigation by the Administrative Sergeant. Upon successful completion of the background investigation, the five highest scored candidates will be scheduled for a command staff interview based on vacancies. Applicants must pass the command staff interview with a minimum score of 70% to remain on the eligibility list.

If you have any questions, you can contact the Human Resources Department at (509)-527-4475, or via email at hr@wallawallawa.gov, 15 N. Third Avenue, Walla Walla, WA 99362.

NOTE: The provisions of this bulletin do not constitute an expressed or implied contract. Any provision contained herein may be modified and/or revoked without notice.

THE CITY OF WALLA WALLA COMPLIES WITH TITLE VI, ADA, AND OTHER APPLICABLE FEDERAL CIVIL RIGHTS LAWS AND DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, AGE, DISABILITY, RELIGION, VETERAN STATUS, SEXUAL ORIENTATION, GENDER IDENTITY, OR SEX IN EMPLOYMENT OR THE PROVISION OF SERVICES. EQUAL OPPORTUNITY EMPLOYER / MINORITIES AND WOMEN ARE ENCOURAGED TO APPLY.

SUPERVISION RECEIVED

General direction and oversight are provided by the assigned Shift Sergeant.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Employees of the City of Walla Walla are expected to model and foster the City's core values:
Service - Integrity – Collaboration - Equity - Leadership - Community
2. Employees of the Police Department are expected to model and foster the Department's core values:
Service – Pride – Integrity and Return with Honor in all endeavors.
3. Patrol assigned area to aid in preventing crime and to enforce Federal, State and City laws and regulations.
4. Observe report and act upon conditions conducive to crime and danger such as checking buildings and residences for security, assisting other officers on traffic stops and checking suspicious persons and vehicles. Reports traffic hazards and directs traffic flow when necessary.
5. Determines the nature of a call, investigates the circumstances, and takes any necessary and prudent action, such as making arrests and transporting prisoners. Searches prisoners, collects personal effects, and assures proper receipting and safeguarding of personal effects.
6. Provides assistance to the public in emergency and non-emergency situations. Administers first aid and requests medical service. Performs crisis intervention in sensitive situations such a family dispute. Provides general information to the public on laws and ordinances. Assists persons with complaints and inquiries or directs them to the appropriate authorities.
7. Prepares a variety of records and reports, such as reports on arrests, property impounded, accidents offenses, and damage to property.
8. Performs investigative assignments on serious crimes; conducts interviews of victims, witnesses, and suspects; submits progress reports on cases under investigation; collects and documents evidence and may arrest suspects.
9. Appears in court and is available to testify in matters which the officer has knowledge.
10. Maintains proficiency in the use of police related equipment.
11. Prepares and maintains legible, concise, and understandable incident reports.
12. May perform special assignments related to investigation, crime prevention, traffic control, school resource, K-9, or SWAT.
13. May assist in the training of new officers and reservists.

OTHER JOB FUNCTIONS

1. Demonstrate punctual, regular, and reliable attendance which is essential for successful job performance.
2. Present a positive, professional image; maintain cooperative and effective working relationships; assure excellent customer service with internal and external customers.
3. Execute assignments, projects, and job responsibilities efficiently and within defined timeframes; work independently and effectively with little direction.
4. Demonstrate good judgment and employ critical thinking to execute duties, identify issues, seek solutions, and recommend improvements in support of departmental goals.
5. Provide assistance to staff and higher-level management; participate in resolving operational or interpersonal concerns; participate in training, meetings, and on committees as assigned.
6. Respect the value of diversity in the workplace and the community.
7. Perform other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES

- City ordinances, Civil Service regulations, applicable State and federal laws and WAC rules.
- Content, intent, and application of criminal law.
- Adult and juvenile judicial procedures and criminal justice system.
- Civil and constitutional rights.
- Department regulations, policies, procedures, and general order.
- Laws of arrest, search, and seizure.
- Techniques of investigation and interrogation.
- Criminal case preparation and procedures.
- Interpersonal skills using tact, patience, and courtesy.
- Report writing and case preparation.
- Crime scene management.
- Communicate effectively, both orally and in writing.
- Assign, instruct, and review work of subordinates in an effective working relationship.
- Analyze dangerous situations rapidly and accurately and adopt an effective course of action.
- Enforce State, municipal and other applicable laws.
- Determine appropriate level and scope of Police response.

TOOLS AND EQUIPMENT USED

Police vehicles; desktop and laptop computers; telephones and cell phones; in-car and portable radios; personal protective gear; bullet proof vest; department issued firearms; handcuffs; chemicals; OC pepper spray; Taser; baton; fax machines.

PHYSICAL DEMANDS

Sitting and standing for extended periods of time; seeing, hearing, and speaking to exchange information; repetitive hand movements; intermittently stand, walk, run, kneel down, stoop, bend at the waist and lift up to 50 pounds; seeing and hearing to conduct work; occasionally fulfill Police Officer duties during call-out for emergencies; may be required to carry, drag or restrain individuals.

WORK ENVIRONMENT

Office environment and field setting at all times and weather conditions; driving a vehicle to conduct work. Conditions present high stress and threat to personal safety during periods of search and seizure and arrest. Potential threat from exposure to toxic materials, bloodborne pathogens and other potential infectious materials; may be subject to physical threat from unruly and dangerous individuals, criminals, unsafe building sites and gunshots; and may require extended work schedule during period of emergency.