The City of Pacific seeks an energetic, forward-looking leader to help guide the Pacific Police Department into the future. This is an exciting opportunity to enhance your career in a supportive community and make a large impact on our mission, vision, and values.

The mission of the Pacific Police Department is to make the City of Pacific a safe place to live, work, and play. Our vision is to be recognized as the standard of excellence in small-city policing.

• Internally, every employee will believe that the Pacific Police Department is a great place to work.
• Externally, our community will believe the department is a proactive, progressive, and professional organization committed to making our city a safe place to live, work, and play.

We value positive attitude, excellence and quality in all we do, accountability, clear direction, team work, and learning.
The City Pacific is primarily in King County, Washington, with the southern end of the city in Pierce County. Its neighbors are the cities of Algona, Auburn, Sumner, Milton, and Edgewood. The City of Pacific was formed as an agricultural community in the mid-1800s and incorporated in 1909.

Pacific is managed with a Mayor-Council form of government. The council consists of seven members, and an elected Mayor, who serve four-year terms. The council is supported by a City Administrator reporting to and under the direction of the Mayor. The City Administrator is responsible for overseeing and coordinating all city departments, programs, and finances. The City has over 60 employees with a 2019 budget of over $20 million.

The Department has 14 employees, 12 of which are commissioned officers to include the Chief of Police, a Lieutenant, and two Sergeants. Additionally, there is one full-time Police Specialist and a half-time Police Specialist.

There are 6 patrol officers, a traffic officer, and one detective. Pacific Police officers also participate on the Major Crimes Task Force with the Coalition of Small Police Agencies.

The Pacific Police Department’s vision is to set the standard of excellence in small-city policing and be seen by our community as a professional, proactive, and progressive police department.

The Pacific Police Department is committed to develop and support a team of professionals who consistently seek and find innovative policing strategies to affirmatively promote, preserve, and deliver those quality services which enhance the security and safety in our community. To support this mission, we will work in strong partnership with the community.
Salary:
- $7,906 – $8,723 Monthly

Benefits:
- 12 Holidays
- Vacation, sick leave, comp time
- Medical, dental, vision insurance through AWC
- Take home car
- Education Premium: 2% for AA degree, 4% for bachelor’s degree
- Longevity pay

Licenses & Certificates:
- Peace Officer and supervisor Certification
- Basic Law Enforcement Academy (or ability to complete equivalency academy for out of state candidates)
- Valid Washington State Driver’s License

Ability to:
- Manage patrol operations, department training, and assigned projects
- Understand applicable RCW, City Ordinances, Civil Service Regulations, Labor Agreements, and related laws and WAC
- Exercise authority in a positive manner for the maintenance of discipline and departmental objectives
- Instill confidence in and compliance with department rules, regulations, policies, procedures, and general orders
- Supervise and evaluate performance of subordinates and interpret evolutions for correcting deficiencies in a positive manner

Education/Experience:
- At least four (4) years experience as a Police Officer with a general authority law enforcement agency.
- High school diploma/GED; completion of 90 semester units of relevant college course work is highly desirable.

ABOUT THE POSITION

Under the direction of the Police Lieutenant, Police Sergeants supervise and evaluate the performance of assigned personnel, and manage field incidents, investigations, and training operations. Sergeants also personally perform investigative, patrol, and administrative duties. The position requires extensive skill and experience in communication, management, judgement, and law enforcement.

FUNCTION

This is a supervisory-level position involving the operational oversight and longer range planning within the Police Department. The primary function of the Police Sergeant is to protect lives and property within the City of Pacific by performing work directly related to the supervision and general operations of the Police Department. Positions in this classification may manage the work of both commissioned and non-commissioned personnel.

The Sergeant supervises law enforcement and support activities, including (but not limited to) training, investigations, and patrol. This position assists in planning, staff supervision, and public relations. The Sergeant works within well-established policies and procedures and exercises considerable independent judgement in the operation of assigned areas. The Sergeant has on-call responsibilities. The position is non-exempt from department overtime under the Fair Labor Standards Act, and the position is covered by civil service regulation.
Application Process

To Apply for this position, please submit:

• A resume (three-page maximum).
• A City of Pacific employment application (available online at https://www.pacificwa.gov/cms/one.aspx?pageId=11662835).

You must submit your packet (electronic packets preferred) to:

Attention: Laurie Cassell
Pacific Police Sergeant’s Application Materials
Mailing address:
100 3rd Ave SE
Pacific, WA 98391
Email: lcassell@pacificwa.gov

This position will remain open until filled. First review of applications will be on Friday, June 18, 2021. Applicants will be notified of testing date.
JOB DESCRIPTION

JOB CLASSIFICATION: Police Sergeant DEPARTMENT: Police

DEFINITION

The fundamental reason for the existence of this classification is to provide first-line supervision to police field, investigative, and training operations; and to personally perform investigative, field, and administrative duties. This is a full-time, Fair Labor Standards Act overtime non-exempt position. Membership in the recognized collective bargaining unit (or lawful alternative) is required within 31 days of hire.

DISTINGUISHING CHARACTERISTICS

This is a management position within the Police Department with first-line supervisory responsibilities. This position is a commissioned classification. It is distinguished from the classification of a Police Officer in that the Police Sergeant, in addition to performing the full range of duties of a Police Officer, is responsible for the supervision of personnel and the administrative duties for an assigned unit, section, and/or team including the coordination of equipment, staffing, and management of the section budget.

SUPERVISION EXERCISED AND RECEIVED

General supervision is provided by a Police Lieutenant. Responsibilities include the direct supervision of commissioned and civilian personnel.
EXAMPLES OF DUTIES

The following duties are considered to be essential for this job classification:

- Promote and implement the philosophy and practices of Community Policing;
- perform the full range of duties expected of a Police Officer;
- supervise personnel in general law enforcement activities;
- supervise and assist subordinates in completing accurate and detailed investigations;
- review all investigative reports and provide suggestions and recommendations for improvement;
- coordinate investigations involving several officers or multiple agencies;
- provide functional supervision of the Police Specialist II/Evidence Custodian in the absence of the Police Lieutenant;
- identify training needs, and develop, coordinate and conduct training;
- evaluate training programs;
- supervise and administer grant programs;
- respond to, and when possible, appropriately resolve citizen complaints and requests for information;
- supervise, train and coach to assure Department rules, regulations, policies and procedures are followed;
- investigate complaints against personnel and respond in a manner that results in appropriate complaint resolution;
- initiate and conduct Internal Affairs or Personnel investigations;
- participate in discussions to recommend disciplinary actions;
- provide on-site supervision and coordination of activities at major crime scenes;
- provide on-site direction, coordination and supervision of fatal or near fatal incidents;
- keep the Police Lieutenant and/or Police Chief informed of important activities and critical incidents;
- inspect personnel and equipment;
- provide supervision of the maintenance of inventory and ensure quality control of equipment;
- analyze data and prepare routine and specialized reports;
- meet with the public to identify community needs and coach subordinates in the preparation of plans to address the identified problems;
- serve as watch supervisor after normal business hours and on weekends and holidays;
- prepare and administer section budgets;
- recommend and implement staffing needs;
- serve as a liaison with the media;
• make presentations to community groups, outside agencies, other City departments, and City Council;
• recommend changes and draft policies and procedures;
• conduct patrol and special briefings;
• participate in and facilitate meetings;
• supervise permit and licensing requests;
• supervise units, teams, and sections;
• and perform related duties as assigned.

Additional Duties: Supervise and comply with mandates, including documentation associated with grant funded endeavors.

QUALIFICATIONS

Knowledge of: Police methods and procedures including patrol, crime prevention, traffic control, investigation and identification techniques and equipment, police records and reports and first aid techniques; departmental rules, regulations, policies and procedures; criminal law with particular reference to the apprehension, arrest and custody of persons committing misdemeanors and felonies; rules of evidence pertaining to the search and seizure and the preservation of evidence in traffic and criminal cases; principles and practices of modern supervision and training.

Ability to: Fluently read, write, speak, and understand the English language using proper grammar, spelling, and punctuation; supervise, train, and schedule subordinates effectively; evaluate the performance of subordinates; provide specific feedback and corrective counseling to employees as it relates to job performance; exercise good judgment and make sound decisions when dealing with workplace conflict; use sound judgement and work with a minimum of supervision; gather, assemble, analyze, evaluate and use facts and evidence; deal effectively with simultaneous activities; quickly analyze situations and adopt effective courses of action; properly interpret and make decisions in accordance with laws, rules, regulations and policies; communicate clearly and concisely, orally and in writing; speak clearly and communicate tactfully and professionally; write clear and concise reports; follow oral and written instructions; use and care for firearms; administer first aid; demonstrate keen powers of observation and memory; effectively communicate with and elicit information from upset and irate citizens; facilitate meetings and mediate conflicts.

Experience and Education: Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be: Experience - Four years of experience at the level of Police Officer; it is highly desirable for experience to include assignment other than Patrol; Education – High School Diploma, GED, or equivalent; completion of 90 semester units from an accredited college or university with course work in Criminal Justice, Organizational Behavior, Psychology, Sociology, Management, Public Administration or closely related field is highly desirable.
LICENSE OR CERTIFICATE

This job classification requires the use of a City vehicle while conducting City business. In order to drive, individuals must be physically capable of operating the vehicle safely and must possess a Washington State Driver’s License or, have the ability to obtain one within 30 days of hiring. Police Sergeants must maintain a valid Washington State Driver’s license throughout their employment. Applicants must possess a Washington CJTC Basic Law Enforcement Academy Certificate.

WORKING CONDITIONS

Incumbents in this classification are required to work rotating shifts and assignments, and may be assigned to work overtime with little or no notice. Due to the varied and unpredictable nature of police work, incumbents may also be required to perform the following: Make precise arm-hand positioning movements and maintain static arm-hand position such as when sighting and shooting a firearm; direct traffic which requires continuous and repetitive arm-hand movements; use sufficient strength and agility to enable the incumbent to sprint, jump, or physically overcome resistance when chasing or apprehending suspects; coordinate the movement of more than one limb simultaneously such as when using a hand radio while driving a vehicle or searching a building with firearm drawn, flashlight on and opening and closing doors; bend or stoop repeatedly and continuously over time such as getting in and out of a patrol car or gathering evidence at crime scenes; wear a 15 pound utility/gun belt which requires the continuous support from stomach and lower back muscles; a patrol Sergeant can spend up to 7 - 8 hours per day driving a vehicle which requires the continuous support of lower back muscles; climbing ladders and searching rooftops requires lifting arms above shoulder level and working at heights greater than ten feet; searching for suspects or lost persons may require walking over rough, uneven, slippery or rocky surfaces including fields, parks, hillsides and creeks; incumbents are required to listen for alarms, screams, breaking glass or other suspicious and unusual noises that may require investigation; move heavy objects, 50 pounds and more, such as when moving equipment or when lifting or carrying injured, combative or intoxicated persons short and long distances; work outdoors in a variety of weather conditions with exposure to the elements; tolerate very hot and very cold temperatures; sit for extended periods of time and may or may not be able to change positions such as when sitting in a patrol vehicle, or performing surveillance; foot beat and search activities require walking for extended periods of time, unable to stop, sit or rest at will; crowd and traffic control duties require standing for extended periods of time, unable to sit or rest at will.
CITY OF PACIFIC – CIVIL SERVICE COMMISSION – EMPLOYMENT APPLICATION

Applicants are considered for employment without regard to race, creed, color, sex, national origin, age, marital status, veteran status, or disability.

POSITION APPLYING FOR: _______________________________________________________________

Personal Information

Name _______________________________________________ Email________________________________

Address___________________________________________________________________________________

Number            Street                     Apt. #               City                       State                           Zip

Work Phone ____________________  Home Phone ___________________ email_______________________

Do you meet the minimum age requirements as stated on the job opening bulletin? YES____NO____

Do you possess a valid driver’s license with no pending risk of loss?  YES_____NO____

Driver’s License Number and State issued from____________________________________________________

Are you related to anyone working for the City of Pacific? YES____NO____
If yes, Name _______________________________________ Department______________________________

Is there any reason that would prevent you from performing the primary functions of the job for which you are applying? YES____NO____ If yes, please explain_______________________________________________

In compliance with the Americans with Disabilities Act, a disability will be considered only in the context of an applicant’s ability to perform primary elements of the job and to determine reasonable accommodation.

**Education and Training**

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<th>Type of School</th>
<th>Name and Location</th>
<th>Major Subject</th>
<th>Circle # Yrs Completed</th>
<th>Graduate?/Degree</th>
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Employment History
Begin with your present or most recent job. Include periods of self-employment, military service assignments, volunteer activities. List promotions separately.

Job Title______________________________________  Dates of Employment From _________ To_________

Employer ________________________________________  Hours Per Week ___________________________

Supervisor/Title __________________________________  Supervisor’s Number ________________________

Employer’s Address _________________________________________________________________________

Number                  Street                      City                         State                                     ZIP

Briefly describe work duties and level of responsibility _____________________________________________

________________________________________________________________________________

Number and type of employees supervised ______________________________________________________

May we contact this employer? YES___NO___

If you are not currently employed, reason for leaving _____________________________________________

________________________________________________________________________________

Job Title______________________________________  Dates of Employment From _________ To_________

Employer ________________________________________  Hours Per Week ___________________________

Supervisor/Title __________________________________  Supervisor’s Number ________________________

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Employer ________________________________________  Hours Per Week ___________________________

Supervisor/Title __________________________________  Supervisor’s Number ________________________

Employer’s Address _________________________________________________________________________

Number                  Street                      City                         State                                     ZIP

Briefly describe work duties and level of responsibility _____________________________________________

__________________________________________________________________________________________

Number and type of employees supervised ______________________________________________

May we contact this employer?  YES___NO___

If you are not currently employed, reason for leaving ______________________________________________

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# Personal References

List names and addresses of three reliable persons, other than relatives or past employers, who know you well enough to give information about you.

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<td>Home telephone #        How long known</td>
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Have you been convicted of a felony or misdemeanor? YES ___ NO ___

If yes, indicate date and nature of offense ____________________________________________

Have you ever been discharged or asked to resign from employment? YES ___ NO ___

If yes, give complete details (dates, places, reason, name and address of supervisor)

______________________________________________________________________________

______________________________________________________________________________

I hereby certify that there are no willful misrepresentations or falsification of statements and answers to questions herein. I am aware that should investigation disclose such misrepresentations or falsifications, this will be grounds for elimination from further consideration or, if employed, for dismissal. I understand that a thorough assessment of my background, behavioral characteristics, traffic record, and criminal history will be conducted. In addition, for Police positions, a polygraph will be conducted.

I authorize my previous employers and the references I have named to furnish the City of Pacific my record, reason for leaving and all information they may have concerning me. I hereby release them and the City of Pacific from all liability for any damage whatsoever arising therefrom. I authorize investigation of all statements in this application.

Signature of Applicant __________________________________________ Date ___________________________
Name (Please Print): ________________________________________________________________

Address: __________________________ City: ___________ State: _______ Zip: __________

I have voluntarily applied for a position with the City of Pacific, Washington (“City”). I hereby release any and all providers of information to the City as part of this hiring process, and their past and present employees, representatives, elected officials, supervisors, and agents from any and all liability, claims, and/or damages of any kind arising out of the disclosure of information about me to the City, including but not limited to information about my performance, performance evaluations, attendance, and disciplinary information.

Signature: ___________________________  Date: ___________________________
City of Pacific

EMPLOYMENT OPPORTUNITY

Position: Police Sergeant

CLOSING DATE: Open until filled
First review of applications will be June 18, 2021, Friday, 5:00 pm

SALARY: $7,906 to $8,723 per month plus benefits depending upon experience. Educational Premium is an additional 2% for an Associates Degree or 4% for a Bachelors Degree.

TO APPLY: Complete an application packet obtained at www.pacificwa.gov. You may submit your application packet (electronic packets preferred) to: Attention: Laurie Cassell, Mailing address: City of Pacific 100 3rd Ave. SE, Pacific, WA 98047, or e-mail application packet to Civil Service Secretary Laurie Cassell at lcassell@pacificwa.gov.