

Job Opportunity

The City of Bellingham is seeking men and women with honesty and integrity to serve as

Experienced Police Officer

JOB SUMMARY

An eligibility register is being established for the position of Experienced Police Officer. This list will be used to fill vacancies occurring for six months from the date the list is confirmed.

Police Officers enforce state and municipal laws, protect life and property, prevent and deter crime, protect the rights of all citizens and preserve the public peace. The duties of this position consist of patrol activities, inspecting and reporting violations of the law, community policing, apprehending violators and giving immediate assistance to citizens in emergency situations where the security of lives and/or property may be endangered. Officers work a unique shift called 10/40, consisting of 10 hr. 40 minutes per day. Officers work the following schedule: 5 days on, 4 days off, 5 days on, 5 days off. More information on this shift schedule will be provided during the interview stage of the process. Police Guild membership is required within thirty days of hire.

MINIMUM REQUIREMENTS for Lateral, Experienced Officers:

- Must meet the requirements listed below for Entry Officers, **AND**
- Successful completion of twenty-four (24) months of full-time paid duty as a sworn police officer in a state or local civilian governmental jurisdiction providing general law enforcement service prior to application, and must be in this position at the time of application, or retain an active Commission.

NECESSARY SPECIAL REQUIREMENTS:

- Lateral, experienced officers currently performing the job in another jurisdiction are accepted as able to meet the physical requirements of the job.

Minimum Requirements for Entry Officers:

Educational Requirements: Must have completed 90 quarter hours or 60 semester hours coursework at an accredited college/university.

Other Requirements:

- U.S. citizenship. Washington State residency by date of hire
- At least 21 years old by January 27, 2012
- Possession of, or ability to obtain, a valid Washington State driver's license by time of hire
- No record of felony convictions. Misdemeanor convictions will also be reviewed. *A misdemeanor conviction will not necessarily disqualify an applicant but offenses by their nature and recentness may reveal a lack of specific qualifications for this position*
- Excellent physical condition
- Bilingual proficiency highly desirable
- Finalists must be able to satisfactorily complete a thorough pre-employment assessment prior to hire

NOTE: *The urinalysis drug screen, background investigation and polygraph examination includes a review of illegal drug use. A history of using illegal drugs, considering the nature and recentness of these offenses, may be grounds for disqualification for this position.*

FAXED APPLICATIONS WILL NOT BE ACCEPTED.
City of Bellingham values diversity at all levels of the workforce



Job # 1204

2010 Range:
(Contract in Negotiations)
\$4,670—\$6,368/mo
DOE

Opens:
January 6, 2012

Closes:
January 27, 2012
5pm

Comprehensive
medical, dental and
vision

www.cob.org

Bellingham Police Department

Experience Narrative

Please respond to the following questions, limiting your responses to five (5) pages. This must be included with your application materials.

1. Please provide a brief history of your law enforcement background and professional experience. Explain why you are seeking employment specifically at the Bellingham Police Department and what attributes you have that positively enhance our department.
2. Describe any formal training, other than your basic law enforcement academy, that has helped you to become a better police officer. Include any certifications that you have received.
3. Describe your experience working in work assignments or divisions outside of patrol. What have been your biggest successes and biggest challenges?
4. What do you believe to be the role of a police officer in the community? Describe a situation where you handled a specific community problem using a community policing oriented approach. What specific steps did you use to solve the problem?
5. Describe your community involvement outside of your job. Specifically describe any volunteer service work you have done within the last three years.

Examination Process

- **Minimum Qualifications** will be reviewed to determine whether candidates meet the basic requirements of the position. The status will be posted on our website on or around February 2, 2012.
- **Experience Narrative**—Applications of those candidates passing the Minimum qualifications review will be scored. The status will be posted on our website on or around February 10, 2012.
- The Final Ranking of the register will be based on the scores for the Experience Narrative. The register will remain active for a period of **six months**.
- **Referral**—The register of candidates will be referred to the department for further consideration when a vacancy occurs.

Applicant Status

Applicants are notified of their score and status on our web site, www.cob.org, **Employment, Applicant Status**. Each applicant is assigned an ID number to ensure confidentiality. Example: 999-99-3406 (includes last four digits of your Social Security number). **This must be included on the Applicant Data Information sheet and returned with your application materials.** An explanation of the process will be available at the web address shown above. An update as to the applicant status will be provided for those applying in the process.



Hiring Procedure

When a vacancy occurs for Experienced Police Officer, the top fifteen (15) names on the eligibility register will be referred to the Department for final assessment. Finalists must be able to satisfactorily complete the following pre-employment tests: urinalysis drug screen, polygraph exam, background investigation, psychological evaluation and medical exam. Prior to hire and enrollment in the City's payroll system, a candidate must provide personal identification and verification of Washington State residency and U.S. citizenship.

PLEASE NOTE: Failure to meet the following qualifications on the medical exam is reason for rejection:

- Uncorrected vision in either eye of 20/100 or better.
- Vision able to be corrected to 20/20 in the better eye and 20/30 in the lesser eye.
- Defective color vision or depth perception.

To Apply

Application packets are available on our web site: www.cob.org, Employment, at the Application Center, 1st floor outside of the Finance Department, City Hall, 210 Lottie Street, Bellingham, WA 98225 or by calling (360) 778-8228.

You must submit a complete application packet by **January 27, 2012, 5 pm**. If mailed, they must be post-marked not later than January 27, 2012 and received by Human Resources no later than February 1, 2012.

PLEASE NOTE: Application packets cannot be faxed.



The following must be included:

- **City Application (required)**
- **Minimum Qualifications Checklist (required)**
- **Experience Narrative (required)**
- **Applicant Data Information Sheet (required)**
- **Cover letter (strongly recommended)**
- **Resume (strongly recommended)**

Bellingham Police Department

General Information

Filing of Application. Carefully read the announcement bulletin on the first page (attached); note the minimum qualifications required and application instructions. It is to your advantage to show all relevant education and experience. Resumes will not be accepted in lieu of the application.

Closing Date. Applications may be filed in person or by mail. If mailed, they must be postmarked and received by the closing dates shown on the announcement. If emailed, applications must be received at hr@cob.org **by 5:00 p.m. on or before the closing date.** If returned in person, the application must be returned to the application drop box located in the City Hall lobby, 210 Lottie St, Bellingham, WA **by 5:00 p.m. on or before the closing date.**

Veteran's Scoring Criteria. Applicants who have been honorably discharged from active military duty AND who served during a period of conflict (Korean conflict, Vietnam era or Persian Gulf War) or who received a campaign badge or medal for an armed conflict may be eligible to receive veteran's scoring criteria points as provided by Washington State Law (RCW 41.04.010). The percentage shall be added to the passing mark, grade or rating of competitive examinations until the Veteran's first appointment.

Applicants with Disabilities. As provided for under the *Americans With Disabilities Act (ADA)*, the City will provide reasonable accommodation during an examination or testing process to candidates who request assistance.

Civil Service Commission. Most positions are subject to the Bellingham Civil Service Commission. When a vacancy occurs, the top fifteen candidates or the top 25% of the register will be forwarded to the department for **further consideration.** All new Police uniformed employees with the City are subject to an 18 month probationary period.

A candidate may challenge the scope, content, or method of an examination or test, and a protest may be filed in writing with the Examiner within five (5) days following the date of the challenged examination. A candidate may also challenge the scoring of an examination or test, failure of the candidate on any part of an examination, or clerical error in examination results of any examination or test, and a protest may be filed in writing with the Examiner within five (5) days of notification of the challenged result. The Examiner shall consider all timely filed protests and make appropriate corrections if an error is demonstrated.

Employee Benefits

Paid Leave. Sick leave, holidays and vacation provisions are provided through union contract or City policy. Currently, regular uniformed employees receive or are paid for 12 holidays/year. Beginning vacation accrual is 11 days/year and vacation day rates are increased at regular intervals based on length of City service.

Retirement. Police uniformed employees are mandatory members of the Law Enforcement Officer & Firefighter Retirement System (LEOFF). Employees and the City contribute jointly to the plan.

Group Insurance. Full-time regular employees and their eligible dependents are covered by medical/dental/life insurance plans. Currently, premium expenses are paid by the City and employees. Employees are covered by the State Industrial Insurance Act.

Deferred Compensation. An employee may elect to participate in the City's deferred compensation program. Information is provided at New Employee Orientation.

Employment

Hours of Work. The shift schedule consists of 10 hr. 40 minute days, working 5 on, 4 off, 5 on, 5 off; schedules require weekend, shift, holiday and/or overtime work.

Salary Step Increases. Under the existing salary plan, the City provides for a regular progression of salary increases.

Applicants who are offered employment will need to provide proof of U.S. citizenship and identification (photo ID), which is required by the Federal Immigration Reform and Control Act.

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.*





City of Bellingham

Employment Application

Human Resources Department
 210 Lottie Street
 Bellingham, Washington 98225
 (360) 778-8228
 (360) 676-6883 (TTY)

www.cob.org, Employment

*Build Your Career
 Serve Your Community*

How did you hear of opening? Choose one:

- | | |
|--|--|
| <input type="checkbox"/> City Posting (P) | <input type="checkbox"/> Friend or Relative (F) |
| <input type="checkbox"/> Bellingham Herald (H) | <input type="checkbox"/> Placement Office (E) _____ |
| <input type="checkbox"/> Seattle Times (T) | <input type="checkbox"/> Professional web site/journal (R) _____ |
| <input type="checkbox"/> City Employee (A) | <input type="checkbox"/> Other (O) _____ |
| <input type="checkbox"/> Direct Mailing (M) | <input type="checkbox"/> City's Web Site (W) |

I. Job Info

Job you are applying for: _____

Job #: _____

II. Personal Information

Complete all information. Incomplete applications may delay or disqualify you.

LAST NAME	FIRST NAME	MIDDLE INITIAL	CONTACT PHONE (A weekday number where you can be reached.)	EMAIL ADDRESS (Optional)
MAILING ADDRESS (Street or PO Box):		CITY:	STATE/ZIP:	
ARE YOU A CURRENT OR FORMER CITY OF BELLINGHAM EMPLOYEE? <input type="checkbox"/> Yes <input type="checkbox"/> No LIST POSITION(S) AND DATES OF EMPLOYMENT: _____				

FOR CIVIL SERVICE POSITIONS ONLY

Do you wish to claim Veterans scoring criteria in this examination: Yes No
 Please attach a copy of your DD-214 with application materials if your answer is YES.

Also complete the Veteran's Scoring Criteria section of the Applicant Data Information Sheet (attached).

III. Education and Training

	NAME AND LOCATION (CITY, STATE) OF SCHOOL	CIRCLE YEARS COMPLETED	GRADUATED	YEAR	TYPE OF DEGREE	MAJOR/ CONCENTRATION
HIGH SCHOOL		1 2 3 4	<input type="checkbox"/> Yes <input type="checkbox"/> No			
COLLEGE		1 2 3 4	<input type="checkbox"/> Yes <input type="checkbox"/> No			
COLLEGE*		1 2 3 4	<input type="checkbox"/> Yes <input type="checkbox"/> No			
GRADUATE SCHOOL		1 2 3 4	<input type="checkbox"/> Yes <input type="checkbox"/> No			
TECHNICAL SCHOOL		Length of Course	<input type="checkbox"/> Yes <input type="checkbox"/> No			

RELEVANT PROFESSIONAL CERTIFICATES AND/OR LICENSES:

WHAT SPECIAL SKILLS DO YOU HAVE THAT WOULD BE OF VALUE IN THE WORK FOR WHICH YOU ARE APPLYING?

(*Two colleges listed in the event you attended more than one college.)

IV. References

List names of three people who can comment on your work from their direct observation

NAME	RELATIONSHIP	PHONE NUMBER

It is the policy of the City of Bellingham to provide employment, training, compensation, promotion, and other conditions of employment without regard to race, color, national origin, gender, age, sexual orientation, marital status, and/or disability. Persons with disabilities needing assistance in the application/examination process may call the Human Resources office at (360) 778-8228.

CITY OF BELLINGHAM APPLICANT DATA INFORMATION SHEET

Applicant's Name: _____

Date: _____

Job Title/Number: _____

Instructions: Please print this form and complete. Check where appropriate. Return this form and application materials to:
Human Resources Dept., City of Bellingham, 210 Lottie Street, Bellingham, WA 98225 360-778-8228

STATISTICAL REPORTING

Race (check one): Asian Black Hispanic American Indian Pacific Islander White Other
Sex (check one): Male Female

NOTE: Race and sex information is for statistical reporting purposes ONLY and is not used in hiring.

APPLICANT STATUS

Candidate ID #: 999-99-_____ (Last 4 digits of your Social Security number)

1. Applicants are notified of their score and status on our web site, www.cob.org, Employment, Applicant Status.
2. Information will be updated approximately four weeks after closing date.
3. Each applicant is assigned an ID number to ensure confidentiality. Example: 999-99-1234 (includes last four digits of your Social Security number). This must be included on the Applicant Data Information sheet and returned with your application materials.
4. An explanation of the process will be available at the web address shown above after completion of the process.
5. An update as to the applicant status will be provided for those applying in the process.
6. Applicants may also utilize internet at your local library, contact the Human Resources Department at (360) 778-8228 or come to the lobby at City Hall, 210 Lottie St., Bellingham, WA if internet access is unavailable to discuss their status in the process.

Are you a current City of Bellingham employee? Yes No
Are you a former City of Bellingham employee? Yes No

VETERAN'S SCORING CRITERIA (if applicable)

- Honorably discharged from the service. Yes No
- Received a discharge from active duty for physical reasons with honorable records. Yes No
- I claim 10% preference to be added to my final passing score because **I am not** receiving Veteran's retirement payments.
 Yes No
- I claim 5% preference to be added to my final passing score because **I am** receiving Veteran's retirement payments.
 Yes No

Per RCW 41.04.010 – The percentage shall be added to the passing mark, grade or rating of competitive examinations until the Veteran's first appointment.

In order to receive Veteran's points, a copy of your DD-214 must be submitted.

CONVICTIONS

Have you ever been convicted, pled guilty or not contested, forfeited bond or bail, been on parole or probation, or served time in prison for any crime other than traffic violations, in the last ten years? Yes No

If yes, explain below. If necessary, please provide your response on a separate sheet of paper and attach to the Applicant Data Information sheet. Do NOT list any conviction for which the date of conviction or prison release, whichever is more recent, is more than 10 years old.

A conviction will not necessarily bar you from employment

Date of Conviction	Charge	Disposition	City, County, State	Remarks

To the best of my knowledge, the information herein is true and complete. I understand that falsification of information on this form will be grounds for elimination from further consideration; or, if employed, for dismissal at any time. Further, I understand that at time of hire, I will be required to provide documentation showing authorization to work in the United States.

Applicant Signature _____

Date _____

City of Bellingham

Experienced Police Officer

Minimum Qualifications Checklist

The purpose of this checklist is to determine if you meet the minimum requirements for the position of Experienced Police Officer. You must submit this form with the City of Bellingham application on or before the closing date.

PLEASE READ EACH QUESTION CAREFULLY!

1.	Do you have twenty-four (24) months of full-time paid duty as a sworn police officer in a state or local civilian governmental jurisdiction providing general law enforcement service prior to application? You must be in this position at the time of application or retain your active Commission. If YES, please list where and dates of employment:	YES	NO
Candidates must also meet the following entry level police officer minimum requirements listed below.			
2.	Do you have 90 quarter hours or 60 semester hours of coursework from an accredited college <u>or</u> university? If you <i>do not</i> have 90 quarter hours or 60 semester hours, please indicate the amount you have completed: _____	YES	NO
3.	Are you a U.S. citizen?	YES	NO
4.	Will you be at least 21 years of age by January 27, 2012?	YES	NO
5.	Do you have or can you obtain a valid Washington State Driver's license by time of hire?	YES	NO
6.	Are you in excellent physical condition?	YES	NO
7.	Do you have any record of felony convictions?	YES	NO
8.	Do you have any record of misdemeanor convictions? If "YES", please explain the disposition of the case: ____ Pled guilty ____ Found guilty ____ Probationary period required ____ Probationary period NOT required ____ Currently on probation NOTE: <i>Misdemeanor convictions will not necessarily bar you from employment, but offenses may, by their nature and recency, reveal a lack of specific qualifications necessary for this position.</i>	YES	NO
9.	The following information will not disqualify an applicant, it is asked only to supply additional information to the Police Department. Do you have bilingual proficiency in English and another language(s)? Other language(s): _____ How would you rate your proficiency? ____ exceptional - ability to interpret ____ conversational – ability to converse with ease ____ rusty - ability to regain conversational proficiency within 3-6 months ____ minimal speaking, ability to understand fairly well	YES	NO

Signature

Date

Print Name