

TOWN OF STEILACOOM
PUBLIC SAFETY OFFICER
LATERAL/EXCEPTIONAL ENTRY

Notice to Applicant:

Attached is an application packet for the position of Lateral/Exceptional Entry Public Safety Officer (Police and EMT). If you apply, you will be required to pass a physical ability examination and an oral board. Failure of either component will disqualify the applicant from continuing in the process.

If you wish to apply, please submit the following:

1. An application demonstrating that you meet minimum requirements (attach documentation if necessary).
2. A signed self-assessment questionnaire
3. A signed release form for the physical ability examination
4. Documentation supporting any education, training, or experience points you are claiming.

Please be certain to return all requested materials. An incomplete application will disqualify the applicant.

Thank you,

Micki Sterbick
Civil Service Secretary

POSITION ANNOUNCEMENT

Title: Public Safety Officer – Lateral/Exceptional Entry

Wages/Hours: Pay Range \$38.25/hour - \$44.77/hour (2022) plus benefits - 40 hours per week

Closing Date: Continuous Recruitment

Position Description:

The Public Safety Officer is responsible for the protection of life and property, provision of medical aid, prevention of crime, performing rescue operations, apprehension of criminals, and the general enforcement of laws and ordinances. In conjunction with these responsibilities, the Public Safety Officer is responsible for developing trust and friendly relations with the law-abiding citizens of Steilacoom. Work is performed on an assigned basis in accordance with the Town of Steilacoom policies, procedures, rules and regulations as administered by the Steilacoom Department of Public Safety. Work may involve an element of personal danger and employees are expected to act without direct supervision and exercise independent discretion when meeting emergencies.

Minimum Qualifications:

1. United States citizen / Lawful permanent resident
2. 21 years of age at time of application
3. Ability to read and write the English language
4. High School Diploma or equivalent
5. Valid Washington state driver's license at time of appointment
6. Lateral: Possess at time of application a current law enforcement certification
Exceptional: Break in service is beyond twenty-four months but less than sixty months at the time of the equivalency academy.
7. Completion of a state-sponsored or certified Criminal Justice Training Academy for police officers from another state, and currently hold a General Law Enforcement Commission or equivalent commission with their current agency.

If law enforcement certification is other than Washington state, applicants must successfully complete the Washington State Criminal Justice Training Commission Law Enforcement Equivalency Academy within one year of hire or be certified by the Training Commission as having completed an equivalent training course.

Application Procedure:

Submit a completed Town of Steilacoom Civil Service Employment Application to Micki Sterbick, Civil Service Secretary, at micki.sterbick@ci.steilacoom.wa.us or mail the application to Town of Steilacoom, Attn: Micki Sterbick, 2301 Worthington Street, Steilacoom, WA 98388.

After receiving an application, it will be preliminarily screened/evaluated based on prior experience, education, and training. If the application is not accepted, you will receive notification. If the application is accepted, it will be held until the next scheduled oral board.

Examination Process:

Prior to sitting for an oral board, applicants will be required to take/pass a Washington state law enforcement physical ability test. Components of the test are part of this packet and may be viewed at www.puclisafetytesting.com (Public Safety Testing / PST). You may schedule the physical ability examination through Public Safety Testing. When scheduling, notify Public Safety Testing you will only be taking the physical ability test and not the written examination.

Failure of the physical ability test will disqualify the applicant from continuing in the recruitment process. The preliminary screening will comprise 40% of the final score and the oral examination will comprise 60% of the final score. (70% is the passing score for both the preliminary screening and the oral examination.)

Candidates who fail to appear at the scheduled time for any examination will be disqualified.

Other Examinations:

Candidates on the eligibility register must pass medical and psychological examinations as well as a background investigation and a polygraph prior to actual appointment.

Training:

Depending on qualifications, training may occur in the following areas. Failure to pass any one area will automatically disqualify a candidate from continuing in the process.

- | | |
|---------------|---|
| Police | Attendance at the Washington State Criminal Justice Training Commission Law Enforcement Equivalency Academy |
| EMT | Attendance at a certified institution |

Trial Period:

A Public Safety Officer must successfully complete an 18-month trial period from the date of hire.

Union:

Public Safety Officers may elect to be represented by Teamsters Local Union 117.

**CIVIL SERVICE COMMISSION
STEILACOOM, WASHINGTON**

LATERAL/ EXCEPTIONAL / PROMOTIONAL / OPEN COMPETITIVE
(Circle appropriate category)

Instructions: Applications must be typewritten or clearly printed. All questions must be answered. Applications that are not completed and legible will not be considered. If space provided is not sufficient for complete answers, or if you want to furnish additional information, attach supplementary sheets to this application and number answers to correspond with questions.

1. Name: _____

2. Address: _____

3. Phone No. (home) _____ (work) _____

4. Social Security No. _____ 5. Are you over 21 years of age? Yes No

6. Are you a High School graduate or hold a GED Certificate? Yes No

7. Education:

College/University Name	Dates Attended From To	Full Years Completed	Degree
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_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

8. Are you currently employed with a city, county or state law enforcement agency? Yes No
If so, where?

Name	Address	Phone
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Dates of Employment: From _____ to _____

9. Do you hold a "General Law Enforcement Commission?" Yes No

If your commission is not current, how long has it been expired? Months(s)

Please attach a copy of your commission.

10. Do you have a valid driver's license? Yes No

11. Have you been convicted of a criminal offense within the last 10 years? Yes No

If "yes," complete the following:

Date	Charges	Disposition
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(Note: Although Public Safety may investigate criminal convictions that relate to fitness to perform the job for which you are applying, such convictions may not necessarily bar you from employment.)

12. Veterans Preference: If you did not previously claim veteran's preference to obtain a law enforcement position you may claim it now.

Do you claim veteran's preference? Yes No If "yes," you must attach a copy of your DD 214 form

Are you receiving veteran's retirement pay? Yes No

13. Employment history: In the space provided below, list your work history, beginning with your present position and working backward through your experience up to 10 years. List any periods of unemployment.

A. Employer _____ Supervisor _____

Address _____ Phone No. _____

From _____ To _____ Duties: _____
mo/yr mo/yr

Reason for leaving _____

B. Employer _____ Supervisor _____

Address _____ Phone No. _____

From _____ To _____ Duties: _____
mo/yr mo/yr

Reason for leaving _____

C. Employer _____ Supervisor _____
Address _____ Phone No. _____
From _____ To _____ Duties: _____
mo/yr mo/yr

Reason for leaving _____

D. Employer _____ Supervisor _____
Address _____ Phone No. _____
From _____ To _____ Duties: _____
mo/yr mo/yr

Reason for leaving _____

E. Employer _____ Supervisor _____
Address _____ Phone No. _____
From _____ To _____ Duties: _____
mo/yr mo/yr

Reason for leaving _____

I hereby certify that this application contains no willful misrepresentation, and that the information given by me is true and complete to the best of my knowledge and belief. I am aware that, should investigation at any time disclose any such misrepresentation or falsification, my application may be rejected, my name may be removed from the register, or I may be dismissed from my employment.

Signature of Applicant

Date

**Self-Assessment Questionnaire
for
Public Safety Officer**

Due to the confidential nature and demands of this position, candidates must possess an exemplary personal history. This questionnaire is provided to assist you in making a realistic assessment of your chances of being hired as a Public Safety Officer with the Town of Steilacoom. Because our testing process will involve considerable time and effort on your part, you should carefully review these hiring guidelines before making the decision to apply.

Please note that should you successfully complete the testing process and be placed on the eligibility list, the following questions and others will be asked of you later and your answers verified through a thorough background investigation, an oral interview, and a polygraph examination.

If you would answer “yes” to any of the following questions, you may not be hired by the Public Safety Department as a Public Safety Officer.

1. Have you ever knowingly or willingly used speed, amphetamines, marijuana, cocaine, heroin, codeine, LSD, PCP, barbiturates or Valium or any illegal substance on a non-prescribed basis?
2. Have you ever been involved in illegal trafficking (sales or transportation for sale) of drugs or marijuana?
3. Have you ever been convicted of a crime for which the punishment could have been imprisonment in a federal or state prison or institute? Conviction shall mean final conviction by any court; an unvacated forfeiture of bail; payment of a fine; a plea of guilty regardless of whether imposition or a sentence is deferred or penalty suspended.

In addition, the Public Safety Department will fully investigate each candidate’s prior driving record, credit rating, financial history, and employment history prior to making any hiring decision.

Summary

We hope this form has assisted you in evaluating your chances of being hired as a Public Safety Officer with the Town of Steilacoom. The final decision of whether to apply is up to you; if you do wish to proceed, sign and attach this questionnaire to your signed application prior to turning both in to the Civil Service Secretary.

I hereby attest that I have read and understood the contents of this questionnaire.

Signature of Applicant

Date

R e l e a s e

I, the undersigned, knowing that the Physical Fitness Examinations I am taking involve a great amount of physical exertion, hereby relieve the Town of Steilacoom or any of their employees or agents conducting these examinations of any responsibility for any and all injuries that may be incurred by me.

Signature

Date

POLICE PHYSICAL FITNESS ABILITY TEST (Public Safety Testing)

Public Safety officers have unique job functions, some of which can be physically demanding and dangerous. An officer's capability to perform those functions can affect personal and public safety. Training for the required skills is often more vigorous and demanding than the day-to-day job functions that the officer faces. Physical fitness underlies an officer's ability to perform many of the frequent and critical job tasks as well as the demanding training to maintain job skills. The minimum fitness standards identified below are the requisite levels for an officer to effectively learn the frequent and critical job motor skills. Higher levels of fitness are associated with better performance of physical job tasks required of Criminal Justice Training Basic Law Enforcement Academy.

Candidates for the position of Public Safety Officer must successfully complete the following Physical Ability Test (PAT). The PAT administered by PST is the same test that is required for entrance into the Basic Law Enforcement Academy.

- **You must successfully complete the minimum number of correct repetitions for each individual PAT event.**
- **You must successfully pass each event. Failing one event will constitute a failure of the PAT.**
- **There are no "maximum scores" for the events.**

	Washington	# of repetitions
Event #1	Push-Ups - 90 seconds	20
Event #2	Sit-Ups - 90 seconds	25
Event #3	Squat Thrusts - 3 minutes	35

If you do not pass your PAT, you are eligible to retest all events on another day. A PAT retest fee will apply.

You are highly encouraged to watch the video demonstration on www.publicsafetytesting.com PRIOR to taking the PAT.

Physical Ability Test Events:

Event #1 - 90 Second Push-Up Test

This test measures the muscular strength/endurance of the upper body muscles in the shoulders, chest, and back of the upper arms (the triceps) used in high intensity self defense and arrest simulation training. This is important for use of force involving pushing motion breaking one's fall to the ground, use of the baton, etc.

Place your hands on the ground so they are in a vertical line with your shoulders, approximately 1 - 1.5 shoulder widths apart. Your feet may be together, or up to 12 inches apart. Your body must be in a straight line from the shoulders to the ankles, and must remain that way throughout the exercise. Lower your body by bending your elbows until your upper arms are parallel to the ground and you touch and slightly compress a 4-inch foam block positioned under your chest.

Return to the starting position by completely straightening your arms. You may only rest in the up position. If you fail to: keep your body in a straight line; touch your chest to the foam block; or lock your arms in the up position, you will receive a warning. After one warning, incorrect repetitions will not count.

You will have 90 seconds to successfully complete 20 push-ups. Your score is the total number of correct repetitions.

Event #2 - 90 Second Sit-Up Test

This test measures the muscular strength/endurance of the abdominal muscles, which are used in self-defense and high intensity arrest-simulation training. Further these muscles are important for performing tasks that involve the use of force, and it helps maintain good posture and minimize lower back problems.

Lie on your back with your knees bent at 90 degrees or tighter with your heels on the edge of the mat. Your feet may be together or apart, but the heels must stay in contact with the floor. Your partner will sit on your feet and wrap their arms around your calf muscle area. It is your responsibility to inform your partner of any adjustments that need to be made in order to assure your comfort. Your fingers must stay interlocked behind your head throughout the event. If your little fingers are not touching, that is considered "apart" and such performance will not be counted. Lift your body by bending at the waist. Touch your elbows to your knees, and return to the starting position. When returning to the starting position, your fingers must touch the proctor's hand on the mat.

You may rest only in the up position. Do not arch your back or lift your buttocks from the mat. If you fail to: keep your fingers interlocked, touch your elbows to your knees or your fingers to the proctor's hand, or lift your buttocks off the mat, you will receive one warning. After one warning, incorrect repetitions will not count.

You will have 90 seconds to successfully complete 25 sit-ups. Your score is the total number of correct repetitions.

Event #3 - 3 Minute Squat Thrust Test

This test is used to gauge the ability to participate in the physical requirements expected during the Basic Law Enforcement Academy and Control and Defensive Tactics training.

Stand tall with your back straight, feet shoulder-width apart, arms lifted, and hands above your head. Push your hips back and bend your knees, squat down, and place your hands on the floor in front of you, shoulder-width apart. Keeping your hands in place, back flat, and core engaged, kick both feet back at the same time until your body is in the plank position: arms and body straight, knees locked, hands in line with and slightly wider than your shoulders, feet no wider than shoulder-width apart. Your hands must touch the ground before you kick your feet back into the plank position.

Reverse the sequence to return to the starting position. When bringing your feet back in, they may be either together or up to slightly wider than shoulder-width apart. You must stand tall, push your hips forward until your back is straight, and arms raised overhead before the repetition is counted. Lifting your gaze parallel with the ground is recommended, as it helps ensure you stand up straight. If your feet are wider than shoulder-width apart at this point, you must step them back together before beginning the next repetition.

You may rest in the standing position, with your arms up or down, but you must return to the correct starting position with hands overhead before resuming repetitions. If you fail to: kick both feet out or in at the same time, keep your body in a straight line in the plank position, or return to a straight standing position with hands raised above the head, you will receive one warning. After one warning, any incorrect repetitions will not count.

You will have 3 minutes to successfully complete 35 squat thrusts. This is a Pass/Fail event, so you may stop once you reach the required number of repetitions. Your score is the total number of correct repetitions.

Physical Ability Preparation and Conditioning:

1. Conditioning Program for the Push-up Test

Determine exercise level by measuring how many pushups you can complete in 90 seconds.

When performing pushups, be sure the you continue until muscular failure occurs in the straight-knee position and then continue until failure occurs in the bent-knee position.

- If the total number is 15 or less, begin at level A.

- If the total number is greater than 15, begin at level B.

You should work toward reaching level C below.

- Level A - 1 set 3 times a week for 1 week
- Level B - 2 sets 3 times a week for 2 weeks
- Level C - 3 sets 3 times a week until testing

2. Conditioning Program for the Sit-up Test

Determine exercise level by measuring how many sit-ups you can complete in 90 seconds.

- If the total number is 15 or less, begin at level A.
- If the total number is greater than 15, begin at level B.

You should work toward reaching level C below.

- Level A - 1 set 3 times a week for 1 week
- Level B - 2 sets 3 times a week for 2 weeks
- Level C - 3 sets 3 times a week until testing

When training for sit-ups, be sure you continue until muscular failure occurs and then continue with your hands by your hips until muscular failure occurs again.

2. Conditioning Program for the Squat Thrust Test

Determine exercise level by measuring how many squat thrusts you can complete in 3 minutes.

- If the total number is 15 or less, begin at level A.
- If the total number is greater than 15, begin at level B.

You should work toward reaching level C below.

- Level A - 1 set 3 times a week for 1 week
- Level B - 2 sets 3 times a week for 2 weeks
- Level C - 3 sets 3 times a week until testing

When training for squat thrusts, be sure you continue until muscular failure occurs and then continue with your hands by your hips until muscular failure occurs again.

Preparing For The Fitness Ability Test:

The physical ability test is about the only “open book” part of the testing process – there is really no excuse for not being prepared! Proper preparation is critical. The Criminal Justice Training Commission offers advice/suggestion on preparing for the physical ability test.

Before beginning a physical exercise program it is strongly recommended that you be cleared by a doctor to undertake such a program. Individuals 40 years of age or older should not begin a program until they have been cleared by a doctor.

Whereas many training routines can be used to improve performance in the Fitness Ability Test, participants should keep in mind that physical training is specific. That is, one improves in those activities that are practiced. If one wishes to optimize

push-up performance, push-ups should be included in the training program. Many other exercises can also be included to strengthen the chest, shoulders and arms, but push-ups should be included in the routine.

Ideally, muscles and the cardiovascular system should be gradually and progressively trained over several weeks or months to achieve desired fitness gains. Physical adaptations occur gradually in response to regular, consistent overloads, i.e. doing more than your body is accustomed to doing. It is important to bear in mind that every individual adapts at a different rate- a stimulus resulting in an appropriate, moderate overload to one person may be too much or too little for another person. If you have been inactive for a significant period of time, you should plan to take six to twelve weeks to train for the Fitness Ability Test.

The training routine should include exercises to train upper body strength and muscular endurance, abdominal muscular endurance, leg power, cardio-respiratory endurance and anaerobic power. Strength and cardio-respiratory endurance activities should be performed about every other day, or three days per week, to allow adequate recovery and positive adaptations to occur. Anaerobic (high intensity) training should be done once or twice per week, and can be performed in lieu of a cardio-respiratory training session. For flexibility enhancement, good back health, and injury prevention, stretching exercises should be performed before and especially after training sessions, as well as on days off.

The following program is progressive to allow the body time to adapt and build up. It is assumed that the applicant will begin this program at least 12 weeks in advance of the test date.

Delayed muscle soreness, 24-48 hours post exercise, may occur as a result of any new exercise program. This soreness should only be mild in nature and should dissipate prior to the next scheduled exercise session.

If significant or severe soreness exists, you exercised too hard and therefore should not perform any exercise, other than stretching, that stresses the affected area until all soreness has disappeared completely.

Remember that this program is designed to build a person up, not tear him/her down. You should pay close attention to your body for any indication of injury or over-use.

