



**CITY OF PUYALLUP  
CIVIL SERVICE COMMISSION  
EXAMINATION ANNOUNCEMENT**



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**JOB TITLE:** **LATERAL CORRECTIONS OFFICER** (experienced)  
*Police Department*  
*(This selection process will establish an eligibility list)*

**JOB #:** **PD-09-COR-002**      **DATE OPENED:** **APRIL 20, 2009**

**STATUS:** **REGULAR, FULL-TIME**      **DATE CLOSED:** **OPEN CONTINUOUSLY**

**SALARY RANGE:** **\$3,666.60 – \$4,882.86 PER MONTH**

**QUALIFICATIONS**

**Experience and Education:**

- Two years of corrections officer experience working for a city, county or state incarceration facility, or five years of patrol officer experience working for a city, county or state law enforcement agency.
- If not currently employed as a corrections officer, must have no break in service of more than 24 months.
- Successful completion of the Washington State Correction Officers or Basic Law Enforcement Academies or a training program which is equal to the program offered by the Washington State Criminal Justice Training Commission.

**Ability to:**

- Learn and enforce jail standards and department regulations concerning the operation of the City's jail;
- Safely operate a City vehicle in a variety of weather conditions;
- Safely restrain and transport prisoners without personal injury;
- Remember details and accurately maintain a variety of records;
- Ability to complete mandatory, job-related training requirements;
- Establish and maintain positive, effective working relationships with supervisor, coworkers, trustees, police personnel and the public.
- Deal with the public in a pleasant and courteous manner;
- Demonstrate physical strength and agility necessary to perform the essential functions.

**SPECIAL REQUIREMENTS**

- Persons applying for this position are required to be 21 years of age.
- Possession of or the ability to obtain a Washington State Driver's License and a Food Handler's Permit (health card).
- Successful candidates must meet the physical fitness requirements as established by the Washington State Criminal Justice Training Commission and may be required to successfully complete the Corrections Officers Academy within the first six months of employment; will be required to take the hepatitis B series vaccinations or sign a waiver; and must be able to qualify to carry a firearm.

## **DEFINITION**

This position is responsible for prisoner processing and detention. Work involves performing a variety of duties related to the effective operation of the city jail and providing security as a court bailiff. Primary responsibility is for processing prisoners into jail, ensuring their safekeeping while in jail, in transit, or in court and processing out of jail. Work requires a considerable amount of contact with prisoners who may use abusive language or become violent; with citizens in explaining provisions of ordinances and in writing citation for violations of ordinances. Error in work can result in being assaulted by prisoners, prisoners escaping or not being given medications on time, or in improper citation of citizens. Work is performed in the jail or outdoors in a variety of weather conditions and requires the safe operation of a van or automobile.

## **SUPERVISION**

The Corrections Officer reports directly to the Corrections Sergeant in the Police Department. After an initial training period, employees perform duties without direct supervision except for unusual or difficult problems occasionally encountered when assistance or advice may be required. When working in the jail, employees may be responsible for assigning duties to jail trustees.

## **ESSENTIAL FUNCTIONS**

Receives prisoners from arresting officers and books prisoners into the jail facility, taking pictures and completing a variety of records; searches prisoners (same or opposite gender); inventories and secures prisoner's property; applies physical force required if necessary to restrain an intoxicated, rowdy or abusive prisoner; directs the activities of trustees or personally prepares and serves meals to prisoners, cleans jail areas and other related duties; issues jail clothing, bedding and personal items to prisoners; escorts visitors and prisoners to and from court hearings, ensures that jail standards are being enforced; maintains a variety of records. Coordinates medical services for prisoners; transports prisoners to a variety of destinations. Maintains records; explains provisions or ordinances to citizens and attempts to obtain compliance. Maintains records of citations issued; performs related duties as required.

## **PHYSICAL DEMANDS**

This position requires the physical strength to exert force and/or lift or carry objects weighing up to 70 pounds occasionally; the ability to perform tactical self-defense in the event of an escape attempt by a prisoner; the ability to restrain a prisoner; the endurance to frequently move about from location to location, on foot; and the ability to see and hear constantly. Frequently required to remain seated or standing for extended periods; frequently reaches and uses hands, arms and/or feet and legs, including carrying, pushing, pulling, handling and grasping; repetitive hand motion associated with computer data entry; and periodically required to kneel, crouch, bend, stoop or crawl.

## **TO APPLY**

A City of Puyallup Employment Application and Supplemental Questionnaire must be completed by 5 p.m. on the closing date (emails and faxes are not accepted - postmarks *will be* accepted). Only those applicants meeting all application procedures and minimum qualifications will be admitted to the examination process. Incomplete application packets will be returned to the applicants. Applications are available from our employment web site at [www.puyallupjobs.org](http://www.puyallupjobs.org). Application packets are also available at City Hall, 333 South Meridian, Puyallup, Washington 98371, or by calling (253) 841-5596; please press 5 when prompted.

## **EXAMINATION PROCEDURES**

Lateral applications are accepted on a continuous basis so that a pool of applications is on file for testing as openings occur or to establish an eligibility list in anticipation of potential openings. Applications are kept on file until examinations are scheduled, when all completed applications on file are screened for eligibility to participate in the examination process. Applications are scored according to pre-determined rating criteria. Those candidates receiving the highest scores on their application packets are invited to compete in the examination process. In order to be placed on the eligibility register, candidates must successfully complete competitive oral interview and written essay examinations. The minimum passing score for the examination process is 70. The City of Puyallup reserves the right to schedule examinations as necessary. Candidates are notified in advance of examination dates.

As examination sessions are completed, all candidates will be placed on a single eligibility register in rank order. Candidates will remain on the eligibility register for one year from the date the register is certified by the Civil Service Commission or until it is determined a new register should be established. Eligibility registers will be certified following each examination session.

When and if there is a position opening for Lateral Entry Corrections Officer, those candidates with the top three final examination scores are referred for a second interview and are subject to a thorough background investigation which includes a polygraph test. Any employment offer made will be conditional upon successfully passing a physical examination which includes drug and alcohol testing. The successful candidate must serve a 12-month trial service period.

## **VETERAN'S SCORING CRITERIA**

Veteran's scoring criteria will be applied after the applicant successfully completes the entire examination process. Veteran's scoring criteria will be added only for candidates who meet the criteria in accordance with state law, RCW 41.04.005 and RCW 41.04.010. Candidates must properly complete the Veteran's Scoring Criteria section of the employment application form and attach their DD214 at the time of application.

## **GENERAL INFORMATION**

- **Notification** – All applicants will be mailed a postcard acknowledging receipt of their application when applications are ready to be reviewed. This is a continuously open process, so applications may not be reviewed for extended periods of time. Persons selected for interviews and testing will be notified by telephone.
- **Not Selected** – No formal notification is sent by the City to applicants not selected for an interview or test. Should the same or another position open for which the applicant wishes to apply, he/she must submit another application form and the supplemental questionnaire for the new opening.
- **Essential Functions** – The statements contained herein reflect general details as necessary to describe the principal functions for this job, the level of knowledge, skills and abilities typically required and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods, or to balance the workload.
- **Equal Employment Opportunity** – The City of Puyallup is an Equal Opportunity Employer and does not unlawfully discriminate on the basis of race, sex, age, color, religion, national origin, marital status, disability status, or any other basis prohibited by federal, state, or local law.

- **Disability** – In compliance with the Americans with Disabilities Act, disability will be considered only in the context of an applicant's ability to perform essential functions of the job and to determine reasonable accommodation. Accommodation to participate in the job application and/or selection process for employment will be made upon request with reasonable notice. Please contact the Human Resources Department for further information. The physical demands described in this job announcement are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- **Hours of Work** – This job requires rotating shifts, including weekends, holidays and overtime work.
- **Union Affiliation** – This position is covered by a collective bargaining agreement. Union security provisions may require union membership dues or payment of equivalent service fees for those employees covered by collective bargaining agreements.
- **Trial Service Period** – Regular-status employment for this job classification is subject to successful completion of a trial service (probationary) period of 12 months or as specified in the collective bargaining agreement.
- **Drug-Free Workplace** – The City of Puyallup is a drug-free, tobacco-free workplace.
- **Employee Benefits** –
  - ◆ ***Paid Leave:*** Vacation leave, sick leave, and holiday provisions are determined through collective bargaining for affiliated employees. Currently, employees in this job classification receive 8 hours of sick leave per month and 12 holidays per year, and vacation days are earned at the rate of 8 hours per month with increases at regular intervals based on length of City service.
  - ◆ ***Retirement:*** Regular-status City Correctional Officers are mandatory members of the Washington State Retirement System. Employees and the City jointly contribute to the plans.
  - ◆ ***Group Insurance:*** Insurance coverage is determined by collective bargaining for affiliated employees. Currently, full-time, regular-status employee health benefits include City-paid medical, dental, orthodontia, and vision coverage for employees and their dependents.
- **Identification** – Applicants who are offered employment with the City are required to provide proof of identity and authorization to work in the United States within three days of date of hire, as required by the 1986 Federal Immigration Reform and Control Act. A list of acceptable documents verifying identity and authorization work will be provided to those who are offered employment.
- **Note** – The provisions of this job announcement do not constitute an expressed or implied contract. Any provision contained herein may be modified and/or revoked without notice.