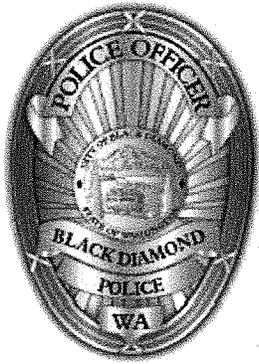


**City of Black Diamond
Black Diamond Police Department
Police Reserve Announcement**

The Black Diamond Police Department is accepting applications for the volunteer position of Reserve Police Officer. Applicants who successfully proceed through the selection process will be required to attend and complete an approved Reserve Police Training Academy. To learn more about the requirements and commitment for this position please contact Chief Jamey Kiblinger at 253-631-1012 or email her at jkiblinger@ci.blackdiamond.wa.us. Application material is available on the City's website www.ci.blackdiamond.wa.us. Just click on the "Police" homepage and then click "Employment". Applications are due by May 7, 2015.



**Black Diamond Police Department
Chief J. Kiblinger**

**25510 Lawson Street / PO Box 309
Black Diamond, WA 98010
(253) 631-1012 ~ Fax (360) 886-2901**

THE CITY OF BLACK DIAMOND IS CURRENTLY RECEIVING APPLICATIONS FOR:

RESERVE POLICE OFFICER

CURRENT SALARY: **VOLUNTEER POSITION**

APPLICATIONS MAY BE FILED AT: **City of Black Diamond, 24301 Roberts DR. Black Diamond, WA. 98010**

FILING DEADLINE: **May 7th, 2015**

EXAMINATION: WRITTEN, PHYSICAL, ORAL BOARD INTERVIEW, POLYGRAPH, BACKGROUND INVESTIGATION, CHIEF'S INTERVIEW, PSYCHOLOGICAL EXAMINATION AND MEDICAL

DEFINITION

Under general supervision, a Reserve Police Officer performs a variety of law enforcement and modern crime prevention work; controls traffic flow; patrols an assigned area for the prevention of crime and enforcement of federal, state and local laws and regulations, arrests violators as necessary; performs investigative work and other related law enforcement work as required. Reserve Police Officers are also utilized at special events, such as parades, street fairs or security for major events. Reserve Police Officers perform most of the same duties as a full-time officer.

REQUIREMENTS

Reserve officers dedicate a minimum of 20 hours per month after completing the reserve academy. In order to become a reserve police officer in the State of Washington you must attend an approved police academy. The academy consists of approximately 330 hours of police related training. In order to accommodate most working adults the academy meets every Tuesday and Thursday night from 6pm to 10pm and all day on Saturdays, 8am to 5pm, from early January to April; exact dates to be announced. Attendance is required to graduate and receive a reserve police officer commission in the State of Washington.

EXAMPLES OF DUTIES

Under general supervision on an assigned shift:

- Patrol assigned area in car or on foot for the prevention of crime and enforcement of federal, state and local laws and regulations, and arrests violators as necessary;

- Answer calls for the protection of life and property and the enforcement of local, county, and State laws;
- Stop drivers operating vehicles unsafely or in violation of laws, and issues traffic and parking citations;
- Observe assigned areas for suspicious acts and unsafe conditions;
- Report abandoned vehicles;
- Direct traffic, including regulation of vehicle flow, at times of emergency or congestion;
- Conduct preliminary and/or follow-up investigations of crimes and disturbances including burglaries, thefts, robberies, narcotics action, deaths, assaults and accidents;
- Serve warrants and subpoenas;
- Testify in court at civil and criminal hearings;
- Administer first-aid;
- Prepare reports for arrests, investigations at crime or traffic accident scenes;
- Collect and preserve evidence;
- Transport prisoners;
- May be assigned special investigations or liaison duties;
- May assume responsibility for special department projects;
- And other related duties as assigned.

DESIRABLE QUALIFICATIONS

Ability to:

- Demonstrate keen powers of observation and memory;
- Learn standard radio codes and dispatch procedures;
- Make mature independent decisions;
- Analyze situations accurately and develop effective course of action;
- Learn, understand, interpret and apply laws, regulations and ordinances in a fair and impartial manner;
- Prepare clear and concise written reports;
- Understand and carry out oral and written directions in a timely manner;
- Meet and maintain standards for adequate physical endurance and agility;
- Establish and maintain cooperative working relationships with all persons contacted in the course of work;
- Demonstrate cultural awareness and ethnic sensitivity through mature interpersonal skills;
- Accurately aim and fire a weapon;

Knowledge of:

- Federal, state and local laws and regulations regarding civil, criminal and traffic violations, and the conduct of law enforcement operations including arrest, search, seizure, incarceration, interrogation, investigation and use of deadly force;
- City streets, buildings and geography;
- Safe operation of motor vehicles;
- Department policy and procedures for officer conduct.

Skill in:

- Appropriate instantaneous responses to life-threatening and otherwise volatile law enforcement situations;
- Safe and appropriate use of firearms and other weapons;
- Public relations and contact.

EXPERIENCE AND EDUCATION

Any combination equivalent to experience and education that could likely provide the required knowledge, skill and ability is qualifying. A typical way to obtain the knowledge, skill and abilities would be:

- Completion of the twelfth grade or equivalent and supplemental courses or special training in law enforcement work.

LICENSE

Possession of a valid Washington driver's license and a responsible driving record.

PHYSICAL DEMANDS

Strength, stamina, coordination and balance to stand and walk for long periods, bend and reach to conduct inspections, climb up and down ladders, run in pursuit of detainees, physically restrain uncooperative and violent individuals, drive vehicles in high speed pursuit, carry equipment and supplies; remain alert in a confined space on all shifts; vision to see details in low light; coordination, vision and strength for use of firearms; occasional lifting of objects weighing up to fifty pounds; strength to move the weight of an adult human body.

WORKING CONDITIONS

Work in confined spaces, stress of working with detainees, persons under the influence of alcohol and drugs, emotional individuals and resistive and combative persons; stress of exposure to personally dangerous individuals and circumstances including dead, injured and sick individuals; exposure to individuals with communicable diseases; exposure to hazardous materials.

SELECTION PROCEDURE:

Applications received by the filing date, will be reviewed for accuracy, completeness and job-related qualifications. A limited number of persons whose applications clearly demonstrate they most closely meet the requirements may be invited to participate in the selection process; which may be any combination of written, oral and/or performance examinations. Appointment is subject to successfully passing a polygraph, background investigation, Chief's interview, psychological evaluation and a pre-employment physical. In the background investigation phase, applicants must present documentation of their identity and authorization to work in the United States.

APPLICATION PROCESS:

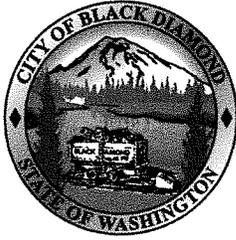
Applications are available at the City of Black Diamond, 24301 Roberts DR, Black Diamond, WA. 98010 or on the City of Black Diamond website at www.ci.blackdiamond.wa.us.

Applications must be completed and received prior to the filing deadline.

Resumes will not be accepted in lieu of a completed application. All statements made on the application are subject to verification; false statements will cause for disqualification or discharge.

For general questions please contact Chief Kiblinger at jkiblinger@ci.blackdiamond.wa.us or 253-631-1012.

Note: The provisions of this bulletin do not constitute an expressed or implied contract. Any provisions contained in this bulletin may be modified or revoked without notice. Questions regarding this announcement may be directed to the City of Black Diamond Human Resources Department.



CITY OF BLACK DIAMOND

Physical Address: 24301 Roberts Drive

Mailing Address: PO Box 599, Black Diamond, WA 98010

(360) 886-5700

www.ci.blackdiamond.wa.us

APPLICATION FOR EMPLOYMENT

The City of Black Diamond in an Equal Employment Opportunity Employer, we consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, sexual orientation, material or veteran status, or any other legally protected status. Applicants requiring reasonable accommodation to the application and/or interview process should notify us immediately. Please understand that the City will only accept applications for currently advertised positions.

Position desired: _____ Date of Application: _____

How did you learn of this Vacancy?: _____ Date available for employment: _____

General Information				
Last Name		First Name		Middle Initial
Street Address	P.O. Box	City	State	Zip
Home Phone ()	Work Phone ()	Message Phone ()	E-mail Address	

(Please Circle One)

If you are under 18 years of age, can you provide proof of your eligibility to work? Yes No

Have you previously applied for a position with the City of Black Diamond? Yes No

If yes, Position and Date: _____

Have you previously been employed by the City of Black Diamond? Yes No

If yes, Position and Dates: _____

Do you know anyone who is employed by the City of Black Diamond? Yes No

If yes, Name and Relationship: _____

Are you legally authorized to become employed in the United States? Yes No

Are you currently employed? Yes No

If yes, may we contact you current employer? Yes No

If required for this position what is your Driver's License # and State? _____

Have you been convicted of a crime within the past 7 years? Yes No

If yes, please explain: _____

The City, in making hiring decisions, will consider criminal convictions and how a conviction relates to the position you are applying for. A criminal conviction will not automatically bar you from employment.

Does the salary for this position meet your requirements? Yes No

Can you travel overnight if required? Yes No

Are you available to work occasional evenings and/or weekends if required? Yes No

Education and Training

Did you graduate from high school or receive a GED certificate? No Yes

Name/Location of institution that issued you diploma or GED Certificate:

Name of college, university or vocational school	Major	Dates Attended		Full Years Completed	Degrees Conferred		Credit Hours
		From	To		Title	Date	

Indicate any professional certificates or licenses you possess that are related to this position:

Employment History

Start with present or last job and work back. Be sure to include the experience which you feel qualifies you for this position. Include military service, volunteer service or other unpaid experience. Failure to complete this section may affect your being considered for an interview or employment. **A RESUME CAN SUPPLEMENT BUT NOT SUPPLANT COMPLETION OF THE FOLLOWING INFORMATION.** Please use a separate sheet if needed.

Employed by:	Your Job Title:
Address	Your Duties:
Employed From (Mo. / Yr.)	To (Mo. / Yr.)
Supervisor's Name	Phone No.
Supervisor's Title	
Starting Salary \$	Final \$
Number of Hours Worked Per Week	
Number of Employees Supervised	
Reason for Leaving	
May We Contact This Employer <input type="checkbox"/> No <input type="checkbox"/> Yes	

Employed by:	Your Job Title:
Address	Your Duties:
City & State	
Employed From (Mo. / Yr.)	To (Mo. / Yr.)
Supervisor's Name	Phone No.
Supervisor's Title	
Starting Salary \$	Final \$
Number of Hours Worked Per Week	
Number of Employees Supervised	
Reason for Leaving	
May We Contact This Employer <input type="checkbox"/> No <input type="checkbox"/> Yes	

Employment History - Continued

Employed by:	Your Job Title:
Address	Your Duties:
Employed From (Mo. / Yr.)	To (Mo. / Yr.)
Supervisor's Name	Phone No.
Supervisor's Title	
Starting Salary \$	Final \$
Number of Hours Worked Per Week	
Number of Employees Supervised	
Reason for Leaving	
May We Contact This Employer <input type="checkbox"/> No <input type="checkbox"/> Yes	

Employed by:	Your Job Title:
Address:	Your Duties:
City & State	
Employed From (Mo. / Yr.)	To (Mo. / Yr.)
Supervisor's Name	Phone No.
Supervisor's Title	
Starting Salary \$	Final \$
Number of Hours Worked Per Week	
Number of Employees Supervised	
Reason for Leaving	
May We Contact This Employer <input type="checkbox"/> No <input type="checkbox"/> Yes	

Additional Qualifications

Please summarize your additional skills or qualifications related to this position, including computer and equipment operation:

Additional Information

Anything else you would like us to consider relating to you ability to perform the job for which you have applied?

Professional References

Please list three professional references that are not past supervisors who can speak to your professional qualifications and character.

Name	Position and Employer	Phone Number

**CITY OF BLACK DIAMOND – AFFIDAVIT/CERTIFICATION OF
INFORMATION AND RELEASE**

By my signature below:

I certify that to the best of my knowledge the information contained in this application and all supplemental information I have submitted is true and complete. I understand that my employment may be denied or terminated if I provide false, misleading, or incomplete information during the hiring process or during my employment, regardless of when or how discovered.

I certify that I have read the job description for the position for which I am applying and that I can perform the essential and auxiliary functions listed for this position with or without reasonable accommodation, and I understand that the job description is illustrative only and does not list all functions or responsibilities of the position.

I understand that this application is valid only for this position and I must re-apply for any future positions with the City of Black Diamond.

I understand that if I am hired I must produce applicable documents showing that I am lawfully authorized to work in the United States, in accordance with the Immigration Reform and Control Act of 1986, as amended.

I understand and agree that the City may contact my current and prior employers, educational institutions, and other references, whether listed or not listed in my application material. These references are authorized to give the City any and all pertinent information they may have related to my previous job performance and my ability to perform the job I am applying for, this includes information relating to my moral character. I release all persons or entities involved, including the City of Black Diamond, previous employers and their agents, and any other person or entity, from all liability arising from this contact and release of information. (You will be informed prior to the City contacting references and present or past employers.)

I agree to submit to any post-offer, pre-employment, medical or physical testing, as required by the City of Black Diamond.

I authorize the City to conduct a criminal history and credit check and understand that the City in making hiring decisions will consider criminal convictions and how a conviction relates to the position I am applying for. I understand that a criminal conviction does not automatically bar me from employment with the City. (You will be notified prior to the background check and if a credit check is required you will be notified of your rights under the Fair Credit Reporting Act.)

I understand and agree that nothing contained in this employment application packet creates a contract for employment between the City and me. If an employment relationship is established, I understand that unless specifically limited in an expressed, formal executed contract, I have the right to terminate my employment at any time and that the City has the same right.

Applicant Signature

Date

Applicant Name - Printed