



**Posting Notice: July 27, 2018**  
**Position: Entry Level or Lateral Police Officer**  
**Closing Date: August 20, 2018**

**PLEASE READ THIS PAGE CAREFULLY BEFORE PROCEEDING. FAILURE TO MEET MINIMUM REQUIREMENTS OR APPLICATION INSTRUCTIONS WILL CAUSE THE APPLICATION TO BE REJECTED.**

### **POLICE OFFICER, CITY OF POST FALLS**

**THE CITY OF POST FALLS POLICE DEPARTMENT IS ACCEPTING APPLICATIONS FOR ENTRY LEVEL (NO EXPERIENCE), LATERAL AND/OR POST-CERTIFIABLE (HAVE SUCCESSFULLY COMPLETED A POST ACADEMY) POLICE OFFICER CANDIDATES. PRIORITY WILL BE GIVEN TO LATERAL OFFICERS AND POST FALLS POLICE DEPARTMENT EMPLOYEES.**

#### **GENERAL STATEMENT OF DUTIES:**

PERFORMS POLICE WORK INCLUDING PUBLIC SERVICE: CIVIL STAND-BYS, VEHICLE INSPECTIONS, EMERGENCY NOTIFICATIONS AND OTHER RELATED DUTIES AS DIRECTED. PATROLS THE CITY, BEING OBSERVANT FOR LIKELY TARGETS OF CRIME, AND ATTEMPTING TO ELIMINATE OPPORTUNITIES FOR THE COMMISSION OF CRIMES. ISSUES CITATIONS, WARNINGS AND WHEN APPROPRIATE MAKES ARREST AND TRANSPORTS PRISONERS. TAKES REPORTS AND PERFORMS FOLLOW- UP INVESTIGATIONS WHEN NEEDED. PERFORMS OTHER RELATED TASKS AS REQUIRED TO FULFILL THE POSITION OF A POLICE OFFICER.

#### **ACCEPTABLE EDUCATION AND EXPERIENCE:**

APPLICANTS MUST BE A CITIZEN OF THE UNITED STATES, MUST POSSESS A HIGH SCHOOL DIPLOMA OR EQUIVALENT, LATERAL OR POST CERTIFIABLE PREFERRED (YOU HAVE SUCCESSFULLY COMPLETED THE NORTH IDAHO COLLEGE BASIC PATROL ACADEMY OR HAVE THE ABILITY TO BECOME CERTIFIED WITHIN THE FIRST TWELVE (12) MONTHS OF EMPLOYMENT) POLICE OFFICER, OR BE A CURRENT CERTIFIED RESERVE OFFICER WITH ANOTHER AGENCY OR A CURRENT FULL TIME EMPLOYEE WITH THE POST FALLS POLICE DEPARTMENT. MUST BE 21 YOA AND HAVE A VALID DRIVER'S LICENSE AND 2 YEARS OF RELATED EXPERIENCE. CONVICTION OR WITHHELD JUDGMENT OF ANY STATE, LOCAL OR FEDERAL CRIME MAY BE GROUNDS FOR REJECTION.

#### **NECESSARY SPECIAL REQUIREMENTS:**

REQUIRED TO ATTEND SCHOOLS AS ASSIGNED. ABILITY TO WORK CLOSELY WITH OTHER DEPARTMENT PERSONNEL AND HAVE A NEAT AND CLEAN APPEARANCE. MUST BE ABLE TO COMMUNICATE EFFECTIVELY. APPLICANT MUST POSSESS BASIC TYPING SKILLS AND COMPUTER KNOWLEDGE AND THE ABILITY TO LEARN A WIDE VARIETY OF SKILLS FOR THE JOB.

PATROL OFFICERS WORK VARYING SHIFTS, WEEKENDS AND HOLIDAYS. ALL PATROL OFFICERS MUST PASS A PHYSICAL FITNESS EXAMINATION.

#### **APPLICATION:**

A NOTARIZED CITY APPLICATION MUST BE FILLED OUT COMPLETELY AND ACCURATELY; APPLICATIONS WILL BE RETURNED TO THE HUMAN RESOURCES DEPARTMENT IN CITY HALL LOCATED AT 408 N SPOKANE STREET. FAXED APPLICATIONS WILL NOT BE ACCEPTED, WITHOUT PRIOR APPROVAL.

STARTING PAY FOR ENTRY LEVEL OFFICERS IS \$ 22.36 AND \$23.48 PER HOUR FOR LATERAL. A COMPETITIVE BENEFITS AND RETIREMENT PACKAGE IS AVAILABLE TO FULL TIME EMPLOYEES.

#### **SELECTION PROCESS:**

A CARD OR EMAIL NOTIFICATION WILL BE SENT SHORTLY AFTER APPLICATION IS RECEIVED AND PROCESSED.

**STATUS NOTIFICATION MAY TAKE UP TO 6 WEEKS.**