



**CITY OF BOTHELL**  
**invites applications for the position of:**  
**Police Support Officer**

**SALARY:** \$25.30 - \$32.16 Hourly  
 \$4,385.00 - \$5,575.00 Monthly  
 \$52,620.00 - \$66,900.00 Annually

**OPENING DATE:** 04/09/18

**CLOSING DATE:** 04/30/18 05:00 PM

**DEPARTMENT:** Police

**JOB TYPE:** Regular Full Time

**LOCATION:** Police Department: 18410 101st Ave. NE, Bothell

**POSITION DESCRIPTION:**

Under general supervision, transports prisoners to and from court and detention facilities for the Bothell Police Department (BPD); processes prisoner intake documentation, monitors prisoner activities, and performs other tasks to support Police operations.

**EXAMPLES OF ESSENTIAL DUTIES:**

*Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and duties performed by incumbents of this class. Employees are required to be in attendance and prepared to begin work at their assigned work location on the specified days and hours. Factors such as regular attendance at the job are not routinely listed in job descriptions, but are an essential function. Essential duties and responsibilities **may** include, but are not limited to, the following:*

- Transports prisoners and other individuals as directed in accordance with BPD policies and procedures; inspects and cleans transport vehicles and holding facilities as required; observes and assesses the behavior of detainees, and reports all problems.
- Oversees the safety and security of the BPD holding facility; supervises prisoner behavior and promotes acceptable conduct; accounts for detainees under direct vision and supervision at all times; physically restrains disruptive detainees as necessary.
- Processes detainees in to BPD holding facility, including booking, searching, and identifying new prisoners; obtains signatures, photographs, and fingerprints; processes prisoner property; types information on standard forms and inputs data into computer system.
- Coordinates prisoner court appearances with the Bothell Municipal Court; escorts prisoners to court, supervises prisoners during court proceedings, works with court personnel regarding prisoner court appearances, and provides paperwork as required.
- Performs inquiries and criminal history checks through the Washington State Patrol ACCESS (A Centralized Computer Enforcement Service System).
- Manages holding facility population transferring detainees to and from other jail facilities based on the most cost effective billing rates.
- Receives and sends information and detainees to and from other agencies and jurisdictions; transports case files, evidence, and other criminal justice system materials as directed.
- Transports evidence to appropriate testing facilities.
- Carries out BPD duties in conformance with applicable laws and ordinances.

- Performs clerical and administrative duties in accordance with BPD procedures and City policy including data entry, record keeping, preparing and processing documents, and maintaining files.
- Supports the relationship between the City of Bothell and the constituent population by demonstrating courteous and cooperative behavior when interacting with clients, visitors, and City staff; promotes City goals and priorities in compliance with all policies and procedures.
- Maintains and enforces confidentiality of work-related issues, client records, and City information; monitors staff compliance to security procedures and privacy laws, policies and guidelines; performs related duties as required or assigned.

**MINIMUM QUALIFICATIONS:****Education, Training, and Experience Guidelines**

High school diploma or GED equivalent; some law enforcement or detention program experience is preferred; OR an equivalent combination of education, training, and experience.

**Knowledge of:**

- City policies and procedures.
- Basic functions, procedures, and policies of the Police Department.
- State and Federal rules, codes, and regulations governing detention facilities and detainees.
- Principles of record keeping, case files, and records management.
- Techniques of detainee control, defensive tactics, and discipline protocols.
- Law enforcement agency terminology.
- Municipal courtroom procedures and paperwork.

**Skilled in:**

- Remaining alert at all times and reacting quickly and calmly in emergency situations.
- Supervising prisoner activities, and writing and maintaining accurate reports.
- Operating booking equipment, including cameras and fingerprinting equipment.
- Using and maintaining standard security equipment including a two-way radio, Taser, handcuffs and waist chains, special locks and keys, protective body gear, impact baton, and pepper spray.
- Operating a personal computer utilizing specialized software, and entering information into a computer system with speed and accuracy.
- Establishing and maintaining cooperative working relationships.
- Closely following verbal and written instructions and procedures.
- Communicating effectively verbally and in writing

**ADDITIONAL INFORMATION:****LICENSE AND CERTIFICATION REQUIREMENTS:**

Must possess Corrections Officer certification from the Washington State Criminal Justice Training Commission (WSCJTC), a valid Washington State Driver's License, CPR/First Aid training, and a clear criminal record. Additional WSCJTC training certifications may be required, including weapons certifications.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT:**

Work is performed outdoors and in detention facilities; may be exposed to physical attacks, hazardous chemicals, infectious and communicable diseases; may be required to physically restrain persons. Must maintain a level of physical fitness to meet Department standards. May be required to carry a firearm or other non-lethal weapons.

ENCOURAGED TO APPLY. THE CITY OF BOTHELL IS AN EQUAL OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE ON THE BASIS OF SEX, MARITAL STATUS, RACE, COLOR, CREED, NATIONAL ORIGIN, SEXUAL ORIENTATION, AGE OR DISABILITY.

APPLICATIONS MAY BE FILED ONLINE AT:  
<http://www.bothellwa.gov/>

Position #2018-00019  
POLICE SUPPORT OFFICER  
SW

18415 101st Avenue NE  
Bothell, WA 98011

425-806-6200

[humanresources@bothellwa.gov](mailto:humanresources@bothellwa.gov)

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### Police Support Officer Supplemental Questionnaire

- \* 1. Each applicant must complete the supplemental questionnaire as a part of the application screening and selection process. The information you provide will be reviewed and determine your eligibility to move forward in the selection process. Incomplete responses, false statements, omissions, or partial information may result in disqualification from the selection process. Do you agree to answer each supplemental question truthfully and that your responses can be verified from information included within the application?
  - Yes
  - No
- \* 2. Do you have a valid Driver's License?
  - I have a valid Washington State Driver's License.
  - I have a valid Driver's License from another state.
  - I do not have a valid Driver's License.
- \* 3. This position will work in our police department. Are you willing to participate in the mandatory background investigation, including, but not limited to a criminal history records check, a complete background and employment investigation, as well as a possible psychological evaluation?
  - Yes
  - No
- \* 4. Do you have some law enforcement or detention program experience?
  - Yes
  - No
- \* 5. Do you have a Corrections Officer certification from the Washington State Criminal Justice Training Commission (WSCJTC)? A negative answer will not disqualify you from this process.
  - Yes
  - No
- \* 6. Please tell us what type of interpersonal skills you think are important for this position.
- \* 7. Please tell us why you want to work for the Bothell Police Department.
- \* 8. I certify that all statements above are true to the best of my knowledge. I understand that false statements will be sufficient cause for removal from the hiring process and/or termination.
  - Yes
  - No
- \* Required Question