



Official Gazette

City of Spokane, Washington

Statement of City Business, including a Summary of the Proceedings of the City Council

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Issue 1



MAYOR AND CITY COUNCIL

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Minutes

NOTICE**NO MEETING MINUTES OF SPOKANE CITY COUNCIL****Monday, December 27, 2021**

The Monday, December 27, 2021 regularly scheduled City Council meeting was not held. Therefore, no meeting minutes will be published for this date.

Job Opportunities

We are an equal opportunity employer and value diversity within our organization. We do not discriminate on the basis of race, religion, color, national origin, gender identity, sexual orientation, age, marital status, familial status, genetic information, veteran/military status, or disability status.

**POLICE SERGEANT SPN 915
PROMOTIONAL**

**DATE OPEN: Monday, January 3, 2022 DATE CLOSED: Tuesday, January 18, 2022
at 4:00 p.m.**

SALARY: \$108,805.68 annual salary, payable bi-weekly, to a maximum of \$121,855.68

DESCRIPTION:

Performs first-level supervisory field or office police work.

DUTIES:

- Schedules, assigns, instructs and supervises uniformed police officers, under the direction of a senior officer, on an assigned shift.
- Checks and inspects personnel and equipment.
- Patrols the City to check officers in the performance of their duties; provides general advice and assistance, and issues specific instructions at the scene of activities.
- Checks and reviews reports submitted by subordinates.
- May take charge of traffic control and routing at sporting events, parades, fires, etc.
- Conducts initial investigation of subordinates relating to internal affairs, use of force, traffic incidents, etc.
- Supervises, under the direction of a senior officer, a special detail of detectives; assigns cases; instructs new employees; provides advice and assistance as necessary; reviews reports; and maintains necessary records.
- May be assigned to supervise specialized technical or administrative activities such as: traffic safety, property control, training, crime prevention, etc.
- Maintains discipline of subordinates and assumes the duties of the senior officer during his absence.
- May assume Police Lieutenant duties during temporary absence of the Lieutenant.
- Performs general police duties and other related work as required.

MINIMUM QUALIFICATIONS:**Promotional**

(Current employees of the City of Spokane may meet the promotional requirements. All promotional requirements must be met at the date of the examination.)

- **Experience:** Completion of five years experience as a commissioned Police Officer with the city, **AND**

- *Fitness:* Certified by the police physician as physically fit to perform such duty.
- *License:* Applicants must possess a valid driver's license.

EXAMINATION DETAILS:

You must pass the examination and assessment center for this classification to be eligible for promotion. Qualified applicants are encouraged to apply immediately. All applicants must complete and submit a City of Spokane employment application online by 4:00 p.m. on the filing cut-off date.

Upon request, at time of application, City of Spokane will provide alternative accessible tests to individuals with disabilities that impair manual, sensory or speaking skills needed to take the test, unless the test is intended to measure those skills.

The 2022 Police Sergeant Examination will consist of a Multiple Choice Test, Training and Experience Evaluation form (T&E) and an Assessment Center.

Weights are assigned as follows:

- Multiple Choice Test: 40%
- T&E: 20%
- Assessment Center: 40%

Upon acceptance of your application, we will send you an e-mail notifying you that you have met the minimum qualifications.

MULTIPLE CHOICE TEST DETAILS

The test will be conducted at the Fire Training Center (1618 N. Rebecca) on Tuesday, January 25, 2022, at 9:00 a.m. The approximate duration of the test is 2 hours.

The test will be based upon the 2021 Police Sergeant Bibliograph.

NOTE: An overall passing score has been set for the Multiple Choice Test. Candidates will need to meet or exceed the pass point to move on to the Assessment Center.

TRAINING AND EXPERIENCE EVALUATION DETAILS

The Training and Experience Evaluation (T&E) will be emailed out as an attachment to all qualifying applicants on Monday, February 7, 2022 no later than 9:00 a.m.

Complete the T&E and return it to the Civil Service office no later than 4:00 p.m. on Tuesday, February 22, 2022.

You may FAX a copy (509-625-6077), deliver a printed copy, or attach the T&E to an email and send it to civilservice@spokanecity.org. You may also send the T&E to our office (808 W. Spokane Falls Blvd., Spokane, WA 99201) via U.S. mail, but it must be received in our office by the given deadline stated above.

ASSESSMENT CENTER

The assessment center will be conducted at the Fire Training Center (1618 N. Rebecca St.) during the week of March 21, 2022. Qualifying candidates will be notified when to appear for the assessment center.

Please contact our office at 509-625-6160 immediately if you have any difficulties submitting your application

TO APPLY:

An application is required for promotional applicants. Applications must be completed online at: <http://my.spokanecity.org/jobs> by 4:00 p.m. on the filing cut-off date. Copies of required additional documents may be attached to your application or submitted via any of the following:

- Email: civilservice@spokanecity.org with Job Title – Applicant Name in the subject line of the email
- In person or mail to: Civil Service Commission, 4th Floor-City Hall, 808 W. Spokane Falls Blvd., Spokane, WA 99201
- Fax: (509) 625-6077

By order of the SPOKANE CIVIL SERVICE COMMISSION, dated at Spokane, Washington, this 29th day of December 2021.

MARK LINDSEY
Chair

KELSEY PEARSON
Chief Examiner

