



City of Port Orchard Police Department Recruitment Information

Updated April 2004

Department Information

The City of Port Orchard Police Department is a full service municipal police agency serving South Kitsap County. The city is home to approximately 7,910 persons, but serves as the county seat of Kitsap County with a population of approximately 230,000. The department has a K-9 Unit, Motorcycle Patrol, Traffic Unit, Joint Agency SWAT Team, Joint Agency Narcotics Task Force, School Resource Officer Program, Reserve Officer Program, Bike Patrol, Detective Unit, FTO Program, and Traffic Safety Task Force.

The Department currently employs 19 commissioned officers.

Recruiting, Testing and Eligibility Roster Maintenance

Pursuant to the Port Orchard Police Civil Service Rules and Regulation of the City of Port Orchard, the Secretary/Chief Examiner may establish any eligibility list for use by applicants tested through and certified for eligibility through a continuous testing process.

Currently, the City does maintain a continuous eligibility roster for both Lateral and Entry Level Police Applicants. Periodically the Civil Service Commission will instruct the Secretary/Chief Examiner to conduct the necessary testing and/or Oral Board. Utilizing parts and weights of the written and Oral Board process, as well as veteran's preference and educational credit(s) will determine final placement on the Roster.

A candidate's name on an eligibility list shall be maintained for one year from date of promulgation. Before the end of the one-year period on the eligibility list, the Commission may extend the period of eligibility for up to one year for all candidates from that specific testing period, which are available for employment.

Entry Level Candidates

General Requirements:

Applicants must be at least 21 years; possess a valid Washington State Driver's License; be able to pass all requirements of the CJTC Basic Law Enforcement Academy; able to pass medical exam; qualify with firearms, read, understand and interpret laws and other written materials, ability to maintain strict confidentiality, possess a high school diploma or GED, able to pass physical agility, psychological and polygraph examinations. Legally able to possess a firearm in WA, US Citizen or legally qualified to work in the United States, able to pass a pre-employment drug screen.

Testing and Application Process:

Individuals interested applying for the Port Orchard Police Department for an Entry Level position must first successfully complete a written and physical agility examination with PublicSafetyTesting.com www.PublicSafetyTesting.com or 1-866-HIRE-911. Successful test results are then forwarded to the City at which time an application will be sent to those candidates. Test results are valid one year from date of testing.

At such time that Oral Boards are to be conducted, each successful applicant will be notified via mail as to the time and date of the Oral Boards.

Lateral Level Candidates

The Civil Service Commission accepts applications for qualified Lateral Level Police Officer Candidates on a continuous basis. Applications for Lateral Level Employment may be downloaded from the link below, completed and returned to the Secretary/Chief Examiner at 216 Prospect Street, Port Orchard, WA 98366 in person or by mail.

An applicant for lateral entry employment must: (1) have successfully completed an approved basic law enforcement academy and be eligible for lateral certification by the Washington State Criminal Justice Training Commission without attending the state's full basic law enforcement academy; (2) have been employed as a full-time sworn police officer for a minimum of eighteen (18) continuous months with a single agency; (3) must not have been out of full-time law enforcement service for longer than three (3) years at date of hire.

Alan Townsend, Chief of Police
Carol L. Etgen, Secretary/Chief Examiner

[Link to Lateral Police Officer Application \(required\)](#)
[Link to Lateral Police Officer Affirmative Action Data \(required\)](#)
[Link to Police Officer Job Description](#)