



Joseph Mehline  
Chief of Police

# Toppenish Police Department

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[Cityoftoppenish.us/police/](http://Cityoftoppenish.us/police/)

## **JOB ANNOUNCEMENT POLICE CAPTAIN**

The Toppenish Civil Service Commission will be conducting an examination to establish an eligibility list for the position of Police Captain. You must be on the eligibility list to be considered for the open position. Salary range \$7,682 - \$9,987 per month plus benefits. See Police Captain job description on the City website for further details. This is a Civil Service, non-represented position. Please read the complete job description found on the website and this announcement carefully to be sure you meet **ALL** minimum requirements.

Minimum qualifications are:

- Possess effective written and oral communication skills; and
- Possess a valid Washington State Criminal Justice Peace Officer's Certification; or
- Is qualified to attend the WSCJTC Basic Equivalency Academy\*; and
- Have two years of college, equivalent to an Associate Degree in Police Science or related field and a minimum of four years of continuous experience as a sworn law enforcement officer, two years assigned as a detective, and two years in Police supervision (eight years total); or
- Six years of continuous sworn law enforcement experience, two years assigned as a detective, and two years of supervisory experience (ten years total); or
- Thirteen continuous years of sworn law enforcement experience, two years assigned as a detective, and a combination of education and experience, which would provide the applicant with the desired skills, knowledge and ability required to perform the job (15 years total).

**Applications and the Police Waiver to Release Information must be downloaded from the website at [www.cityoftoppenish.us](http://www.cityoftoppenish.us). Completed applications with resume and other required documents (listed below) must be received by the City of Toppenish 21 West First Avenue, Toppenish, WA 98948, or by email at [civilservice@cityoftoppenish.us](mailto:civilservice@cityoftoppenish.us) no later than 5:00 p.m., Tuesday, February 20, 2024.**

In order for the application to be considered complete, the applicants must include the following:

- Letter of interest/introduction
- Completed City of Toppenish employment application (must be signed)
- Resume
- Completed and notarized Police Waiver (found on website)
- Copy of Washington Peace Officer Certificate or equivalent

Any application that does not include the listed items will be considered incomplete and the applicant will be disqualified. Disqualified applicants will be notified prior to oral boards.

Applicants will be notified in writing (by e-mail) of the date and time of the interview. **Oral Boards will be conducted on Monday February 26, 2024.** You will be contacted regarding your appointment time as soon as your application is received. Please be sure to indicate your correct mailing address, e-mail address and telephone number on your application. An applicant must pass an oral examination with a minimum score of 70% to qualify for the eligibility list. At the time of this ad, there is one Police Captain's position to be filled.

Any questions regarding this testing will be answered by the Secretary/Examiner at [civilservice@cityoftoppenish.us](mailto:civilservice@cityoftoppenish.us). Please include your telephone number on any correspondence. **PLEASE DO NOT CALL CITY HALL, HUMAN RESOURCES, OR THE POLICE DEPARTMENT.**

Have you:

- Included your Letter of interest/introduction?
- Completed an application packet in its entirety answering all questions completely?
- Signed your application?
- Included and completed your Police Waiver Authorization to Release Information?
- Included your Resume?
- Included a copy of your Washington Peace Officer Certificate or equivalent?

\* *For qualifications to attend the WSCJTC Basic Equivalency Academy visit:*  
<https://www.cjtc.wa.gov/certification/certification-information#EquivalencyProcess>

The City of Toppenish is an equal opportunity employer.  
Women and minorities strongly encouraged to apply.