

**PUBLIC EMPLOYMENT RELATIONS COMMISSION**

112 Henry Street NE, Suite 300, Olympia WA 98506  
Mail: PO Box 40919, Olympia WA 98504-0919  
Phone: (360) 570-7300 Fax: (360) 570-7334  
E-mail: [filing@perc.wa.gov](mailto:filing@perc.wa.gov)

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PUBLIC EMPLOYMENT  
RELATIONS COMMISSION

**PETITION FOR INVESTIGATION OF QUESTION  
CONCERNING REPRESENTATION**

Form E-1 (9/2010)

Amended Petition in Case \_\_\_\_\_

Filing instructions: [www.perc.wa.gov/Forms/E-1-inst.pdf](http://www.perc.wa.gov/Forms/E-1-inst.pdf)

Applicable Rules: Chapters 10-08, 391-08 and 391-25 WAC

**1. PARTIES** The petitioner claims that a question concerning representation exists involving certain employees of the employer.

**EMPLOYER** City of Snoqualmie  
Contact Person Matt Larson  
Address PO Box 987  
City, State, ZIP Snoqualmie, WA 98065  
Telephone 425-888-1555 Ext. \_\_\_\_\_  
Fax 425-281-3333  
E-Mail \_\_\_\_\_

**PETITIONER** Snoqualmie Police Officers' Association  
Contact Person Dan Moate  
Address 34825 SE Douglas Street  
City, State, ZIP Snoqualmie, WA 98065  
Telephone 425-888-3333 Ext. \_\_\_\_\_  
Fax \_\_\_\_\_  
E-Mail dannymoate@gmail.com

**INCUMBENT BARGAINING REPRESENTATIVE**

(If one exists) Snoqualmie Police Officers' Association  
Contact Person Dan Moate  
Address 34825 SE Douglas Street  
City, State, ZIP Snoqualmie, WA 98065  
Telephone 425-888-3333 Ext. \_\_\_\_\_  
Fax \_\_\_\_\_  
E-Mail dannymoate@gmail.com

**2. DESIGNATION OF REQUEST** *Select ONE.*

- RECOGNITION REQUEST** The petitioner requests certification as exclusive representative of the bargaining unit.
- CHANGE OF REPRESENTATIVE** The employees in the bargaining unit want to designate the petitioner as their exclusive bargaining representative.
- DECERTIFICATION** The employees in the bargaining unit no longer wish to be represented by any employee organization.
- INCLUSION OF UNREPRESENTED EMPLOYEES** The petitioner requests to have a group of employees added to an existing bargaining unit pursuant to WAC 391-25-440.
- EMPLOYER PETITION -- DEMAND FOR RECOGNITION** The employer has been presented with one or more demands for recognition (per attached documents) and requests a determination by the Commission.
- EMPLOYER PETITION -- INCUMBENCY QUESTIONED** The employer has a good faith belief (per attached documents) that a majority of employees no longer desire to be represented by the incumbent bargaining representative.

**3. BARGAINING UNIT**

**Department or Division Involved**

Police Department

**Number of Employees in Unit** 2

**Bargaining Unit Description** *On a separate sheet of paper:*

**For a new bargaining unit**, describe the proposed bargaining unit. Indicate proposed inclusions and exclusions.

**If the bargaining unit already exists**, provide the description in the collective bargaining agreement or in the PERC decision certifying the unit. Attach a copy of the parties' current or most recent collective bargaining agreement, or indicate the agreement is already on file with PERC.

**4. SHOWING OF INTEREST**

A petition filed by an organization or by employees must be accompanied by a showing of interest indicating that the petitioner has the support of 30% or more of the employees in the bargaining unit.

**5. OTHER RELEVANT FACTS** *Indicate if applicable.*

**ADDITIONAL INFORMATION** is set forth on separate sheets of paper attached to this petition

**6. AUTHORIZED SIGNATURE FOR PETITIONER**

Print Name [Signature] Title 3113/12  
Signature \_\_\_\_\_ Date \_\_\_\_\_

All full-time and regular part-time noncommissioned employees excluding supervisors and confidential employees.

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CERTIFICATE OF SERVICE

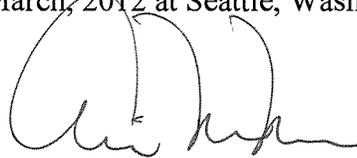
I, Annie McMahon, Legal Assistant at Cline & Associates, under penalty of perjury of the laws of the state of Washington, truthfully declare that I served a Recognition Request as Exclusive Bargaining Representative and Position Description, and this Certificate of Service in the foregoing referenced matter in the following manner to the entities below listed:

PERC Filing [X] Via U.S. Mail (Original)  
P.O. Box 40919 [X] E-mail  
Olympia WA 98506  
[filing@perc.wa.gov](mailto:filing@perc.wa.gov)

City of Snoqualmie [X] VIA U.S. Mail (Copy)  
Matt Larson [X] E-mail  
PO Box 987  
Snoqualmie, WA 98065  
[mlarson@ci.snoqualmie.wa.us](mailto:mlarson@ci.snoqualmie.wa.us)

Snoqualmie Police Officers' Association [X] VIA U.S. Mail (Copy)  
Dan Moate [X] E-mail  
34825 SE Douglas Street  
Snoqualmie, WA 98065  
[dannymoate@gmail.com](mailto:dannymoate@gmail.com)

Signed and mailed this 13<sup>th</sup> day of March, 2012 at Seattle, Washington.



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Annie McMahon



**Director of Administrative Services**  
38624 SE River Street  
PO Box 987  
Snoqualmie, WA 98065

Office: 425-888-1555  
Fax: 425-831-6041

[dwhalawltsa@ci.snoqualmie.wa.us](mailto:dwhalawltsa@ci.snoqualmie.wa.us)  
[www.ci.snoqualmie.wa.us](http://www.ci.snoqualmie.wa.us)

## **POSITION DESCRIPTION**

**POLICE RECORDS TECHNICIAN**

Classification: Union

The City of Snoqualmie, an Equal Opportunity Employer, is located about 30 miles east of Seattle, and less than 25 minutes travel time from the suburban centers and amenities of the Puget Sound's Eastside communities. The City is graced by Snoqualmie Falls, a natural landmark well known for its spectacular 270-foot cascade located near the Salish Lodge and Spa that attracts nearly 2.2 million visitors each year. The City is also home for a historic train depot, managed and operated by the Puget Sound Railway Historic Association. While City government is focused on protecting the unique character of Snoqualmie and its surrounding environment, economic development initiatives are vigorous. Snoqualmie is the fastest growing city in Washington state (per the 2000-2008 by percent population, Office of Financial Management, WA) The current population of Snoqualmie is approximately 10,670 residents with an expected population growth to over 12,000 residents in the near future. To build economic sustainability, city staff and commissions, residents, community businesses and consultants are working together for thoughtful and measured city planning. Snoqualmie is dedicated to making this community a leader in small city livability and business growth. The City employs 84 FTE employees with 21 positions being Management/Professional positions and all other employees covered by three separate union groups. The City operates under a Mayor/Council form of government, with the City Administrator serving as the Chief Administrative Officer.

### **SUMMARY:**

A union position under the general supervision of the Police Chief. The Police Records Technician operates and maintains the information and records system of the Police Department. The technician must have strong organizational skills, and be able to accomplish a variety of tasks accurately, completely and in a timely fashion. Personal relationship skills are important as some contacts can be with citizens who are hostile or antagonistic to law enforcement personnel. The technician must be able to handle matters of a confidential nature without possibility of compromise.

### **SCOPE OF RESPONSIBILITIES:**

Receives, prepares, processes, and distributes a wide variety of police reports and ensures that all reports are prepared properly and edits for completeness, spelling, and specific procedural errors.

Coordinates arrest and disposition information with the courts, initiates disposition reports to allow for disposition of property and statistical gathering.

Operates ACCESS computer terminal to include criminal record entry, inquiry and correspondence with other police agencies. The technician is responsible for the accuracy and confirmation of stolen items and wanted persons entered in the state crime computer system.

Operate and maintain a personal computer system for record and citation entry as well as word processing, spread sheet and other data base operations. Must have a basic knowledge of MS

DOS as well as perform general clerical work, such as operating office machines, typing various forms, organizing and maintaining a variety of files, answering phones, communicating with officers in the field using radio equipment.

Maintain traffic infractions for the Snoqualmie Violations Bureau; accept bail payments, operating fee ledger system, prepare monthly summary reports and forward fees and citations to district court as needed.

These duties are not inclusive of all duties, and as such, this position may perform other duties as assigned.

**EMPLOYMENT STANDARDS:**

**Education and Experience:** High school graduation or equivalent. Three years of clerical experience, preferably with a law enforcement agency.

**Licensing and Certification:**

Valid Washington State Driver's License with driving record free of serious or frequent violations.

**Skills:** Computer operation, data entry, filing, clerical, customer relations

**Knowledge and Abilities:**

Knowledge of general office procedures including filing; more than a basic understanding of law enforcement terminology, police court procedures, and jurisdictional requirements; ability to operate computer and calculator; ability to follow guidelines and use good judgment in dealing with confidential criminal records and information. Must be trained as a level 2 ACCESS system operator.

**Physical Demands and Work Environment:**

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed in an office or conference room setting; typically performed indoors with prolonged periods of sitting. Walking, sitting, standing, bending and reaching is required. Hand-eye coordination and fine manipulation skills are necessary to operate computers and office equipment. Good listening skills. This position is sometimes stressful due to the nature of calls and public contact. Ability to occasionally lift, carry and put away parcels/packages of up to 50 pounds. Some local traveling may be required. Exposure to adverse weather conditions is minimal.



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[www.ci.snoqualmie.wa.us](http://www.ci.snoqualmie.wa.us)

## **POSITION DESCRIPTION**

**POLICE SUPPORT OFFICER**

Classification: Union

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### **SUMMARY:**

A union position under the supervision of the on-duty supervisor; with general supervision under the Police Captain. The Police Chief is the head of the Police Department. Provides support services to Police Division in areas of prisoner transportation, property room custodian, records management support, crime reporting, assisting in areas of a non-criminal nature and other activities which do not require a fully commissioned police officer.

### **SCOPE OF RESPONSIBILITIES:**

Transports arrested subjects to and from court for trial or arraignment. May transport for other agencies as assigned or contracted.

Receives into custody persons arrested by officers, completes arrest records, fingerprints the subject and transports to jail or maintains custody in a holding cell.

Serves warrants to individuals already arrested and jailed by other jurisdictions and provide transport to Issaquah or King County Jail.

Handles non-emergency complaints, walk-in and telephone. Completes appropriate incident or follow-up reports.

Maintains holding and booking areas. Ensures adequate supplies of forms and materials are available.

Responds to non-emergency, non-injury accidents. Investigates and completes required reports. Issues notices of infractions.

Assists traffic and patrol officers at major accidents. Provides traffic direction at community events and other areas of congestion.

Functions as Department's vehicle coordinator, conducting regular inspections of all vehicles, scheduling of repairs, correcting supply deficiencies and maintaining appropriate records.

Functions as property custodian receiving, storing and maintaining evidence in the property room.

Responds to calls for assistance of a non-criminal, non-emergency nature (e.g. stalled vehicles, blocking vehicles, persons locked out of car or home, lost children or elderly persons.)

Operate a personal computer system to support Records Technician with record and citation entry, and other data base operations.

These duties are not inclusive of all duties, and as such, this position may perform other duties as assigned.

#### **EMPLOYMENT STANDARDS:**

**Education and Experience:** High school graduation or equivalent. Related criminal justice experience is preferred Any combination of education and experience which would provide the desired skills, knowledge and ability required to perform the job.

#### **Licensing and Certification:**

Valid Washington State Driver's License with driving record free of serious or frequent violations. Basic First Aid and CPR Certificate, have no domestic violence or felony convictions. Must complete and pass the WSCJTC Corrections Officer Academy. Must meet required physical, psychological and medical standards.

#### ***Knowledge and Abilities:***

Knowledge of the criminal justice system and associated terminology and limits of own authority. Skill in observation and ability to remember names, faces and details of incidents. Demonstrated ability to communicate effectively both verbally and in writing; communicate effectively with persons in physical and/or emotional distress. Ability to obtain accurate, complete, descriptive information by telephone, and translate information taken into required form and format. Analyze situations and adopt a quick, effective and appropriate course of action. Ability to overcome and restrain violent persons; administer First Aid and CPR; and the physical strength and agility sufficient to perform assignments. Ability and knowledge for computer operation, data entry, and filing.

#### **Physical Demands and Work Environment:**

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed both in the office and in the field in a variety of weather conditions. Physical effort may be required to restrain subjects in custody. Physical hazard exists from traffic accidents, unruly citizens and subjects in custody. Requires wearing a distinctive uniform, different from commissioned police officers and is armed.

#### **PHYSICAL ACTIVITIES:**

Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.