

**CITY OF CASTLE ROCK CIVIL SERVICE COMMISSION
EMPLOYMENT APPLICATION - LATERAL POLICE OFFICER**

INCLUDED IN THE APPLICATION ARE COPIES OF THE FOLLOWING:

- Civil Service Classifications
- Recruitment Announcement
- Job Description
- Standard Application for Employment
- Personal Data Summary
- Military Service Preference Form
- Three Separate Release Forms

THE FOLLOWING MUST BE NOTARIZED:

- City of Castle Rock Civil Service Commission Release of Liability
- City of Castle Rock Authorization to Release Medical Information
- City of Castle Rock Authorization to Release Information

**YOUR RETURNED APPLICATION MUST INCLUDE THE FOLLOWING
COMPLETED FORMS:**

- Standard Application for Employment
- Personal Data Summary
- Military Service Preference Form
- Copy of Department of Defense form DD214 (If requesting military preference credit)
- City of Castle Rock Civil Service Commission Release of Liability
- City of Castle Rock Authorization to Release Medical Information
- City of Castle Rock Authorization to Release Information
- Documentation verifying eligibility based on minimum job requirements (copy of driver's license, birth certificate, social security card, diplomas, college transcripts, certificates, etc.)
- Copy of current peace officer certification. (Must include documentation to verify that minimum qualifications for Lateral Officer classification is met.)

MAIL YOUR APPLICATION AND SUPPLEMENTAL ITEMS TO:

**City of Castle Rock Civil Service Commission
ATTN: Justin Stennick, Secretary / Examiner
PO Box 475, 141 A St SW, Castle Rock, WA 98611**



CASTLE ROCK CIVIL SERVICE COMMISSION

Jordan Spencer-Chairperson

Jon Davidson-Commissioner

Lana Heinz- Commissioner

Justin Stennick-Secretary/Examiner

CIVIL SERVICE CLASSIFICATIONS

Lateral Candidate:

Candidates applying for lateral police officer positions must meet the following criteria:

1. Possess a valid Washington Drivers License or obtain on within two weeks of appointment.
2. Must have obtained a peace officers certification from Washington CJTC or qualify for equivalency. (Equivalency qualification to be verified by the Castle Rock Police Department and Civil Service Commission.)
3. Applicant must have been employed as a full time peace officer for a minimum of 2 years.
4. Applicant must have successfully passed a FTO program.
5. Applicant must have successfully completed a minimum of 1 year probationary period.
6. Must have graduated from an accredited high school or possess a certificate of equivalency and shall: obtain within three (3) years effective the date of employment forty-five (45) college credits from an accredited college or its equivalent. An officer with at least 4 years of on the job experience may petition the Civil Service board to waive the college requirement. After employment, the officer will be required to show written proof on a quarterly basis showing proof they are attempting to obtain the required college credit.

Advanced Entry Level Candidate:

Candidates applying for advanced entry level police officer must meet the following criteria:

1. Possess a valid Washington Drivers License or obtain on within two weeks of appointment.
2. Must have obtained a peace officers certification from Washington CJTC or qualify for equivalency. (Equivalency qualification to be determined by the Castle Rock Police Department and Civil Service Commission.) ***Applicants that DO NOT QUALIFY for equivalency will be considered ENTRY LEVEL.***
3. Must have graduated from an accredited high school or possess a certificate of equivalency and shall: obtain within three (3) years effective the date of employment forty-five (45) college credits from an accredited college or its equivalent. An officer with at least 4 years of on the job experience may petition the Civil Service board to waive the college requirement. After employment, the officer will be required to show written proof on a quarterly basis showing proof they are attempting to obtain the required college credit.

ADVANCED ENTRY LEVEL CANDIDATES ARE CONSIDERED CERTIFIED PEACE OFFICERS AND POSSESS A CJTC CERTIFICATION, BUT HAVE NOT MET THE QUALIFICATIONS OF THE LATERAL CANDIDATE. IF THESE MINIMUM QUALIFICATIONS ARE NOT SATISFIED THEN CANDIDATES ARE TO BE CONSIDERED ENTRY LEVEL.

Entry Level Candidate:

Candidates applying for entry level police officer must meet the following criteria:

1. Posses a valid Washington Drivers License or obtain on within two weeks of appointment.
2. Must have graduated from an accredited high school or possess a certificate of equivalency and shall: obtain within three (3) years effective the date of employment forty-five (45) college credits from an accredited college or its equivalent. An officer with at least 4 years of on the job experience may petition the Civil Service board to waive the college requirement. After employment, the officer will be required to show written proof on a quarterly basis showing proof they are attempting to obtain the required college credit.

Section 4: **APPLICANTS – Lateral Entry Police Officer**

In addition to the general requirements in RULE 2, Section 1, Lateral level applicants must also:

1. Possess a valid Washington Drivers License or obtain on within two weeks of appointment.
2. Must have obtained a peace officers certification from Washington CJTC or qualify for equivalency. (Equivalency qualification to be verified by the Castle Rock Police Department and Civil Service Commission.)
3. Applicant must have been employed as a full time peace officer for a minimum of 2 years.
4. Applicant must have successfully passed a FTO program.
5. Applicant must have successfully completed a minimum of 1 year probationary period.
6. Must have graduated from an accredited high school or possess a certificate of equivalency and shall: obtain within three (3) years effective the date of employment forty-five (45) college credits from an accredited college or its equivalent. An officer with at least 4 years of on the job experience may petition the Civil Service board to waive the college requirement. After employment, the officer will be required to show written proof on a quarterly basis showing proof they are attempting to obtain the required college credit.
7. Shall be required to complete and submit to the employing agency a comprehensive application form, including resume.
8. Shall have and successfully pass an oral interview, as outlined in the position requirement, and shall be administered by the employing authority or its representatives. (Must also meet Rule 5, Section 2 requirements)
9. The Civil Service Commission reserves the right to restrict oral interviews to those applicants achieving a satisfactory level of score performance. This performance cutoff level shall be determined by both the applicants core and the number of applicants tested.
10. Those applicants ranking in the first three highest positions on the existing eligibility list shall, prior to beginning appointment, have a thorough physical examination, including a drug screening, by a licensed physician or surgeon approved by the Commission. Additionally, applicants could possibly be required to take both a psychological and polygraph, to ensure that the applicant is free from conditions which might affect the performance of the applicant's duties as a law enforcement employee. All probationary appointees will also be required to complete the same required examinations before they enter open their employment and by all applicants for reinstatement before they are reinstated.
11. Race, color, creed or religious preference will not be a factor in any hiring or promotion of any qualified candidate.

CITY OF CASTLE ROCK CIVIL SERVICE COMMISSION

RECRUITMENT ANNOUNCEMENT

CLOSING DATE

JANUARY 31, 2018 4:00 PM

APPLICATIONS BEING ACCEPTED FOR

LATERAL/ENTRY LEVEL ELIGIBILITY LIST

SALARY RANGE

\$4270-\$5025

MINIMUM REQUIREMENTS

CITIZEN OF THE UNITED STATES, ABILITY TO READ AND WRITE THE ENGLISH LANGUAGE, AT LEAST 21 YEARS OF AGE AT THE TIME OF APPLICATION, VALID WASHINGTON DRIVERS' LICENSE OR ABILITY TO OBTAIN WITHIN TWO WEEKS OF APPOINTMENT, HIGH SCHOOL DIPLOMA OR GED, 45 COLLEGE CREDITS OR ABILITY TO OBTAIN WITHIN 3 YEARS OF APPOINTMENT

TESTING PROCESS

MAIL OR DROP OFF APPLICATION PACKET TO THE CASTLE ROCK POLICE DEPARTMENT, PASS A WRITTEN AND ORAL BOARD TEST AS WELL AS A PHYSICAL AGILITY TEST AND THOROUGH BACKGROUND CHECK INCLUDING POLYGRAPH AND PSYCHOLOGICAL EXAMINATION. APPLICANT WILL BE REQUIRED TO PASS A PHYSICAL EXAMINATION AND TAKE A DRUG TEST PRIOR TO APPOINTMENT.

MAIL OR DROP OFF APPLICATION PACKET TO:

CITY OF CASTLE ROCK CIVIL SERVICE COMMISSION
ATTN: JUSTIN STENNICK
141 A STREET SW
P.O.BOX 475
CASTLE ROCK, WA 98611
(360) 274-4711

THE CITY OF CASTLE ROCK IS AN EQUAL OPPORTUNITY EMPLOYER

POLICE OFFICER

NATURE OF WORK

The first line duty of the protection of life and property, the enforcement of laws and ordinances, the preservation of the peace, apprehension of criminals, control of non-criminal conduct and the application of services to the community. A police officer for the City of Castle Rock is on duty 24 hours per day. Work is performed in either plain clothes or uniform as assigned by the Chief of Police and involves the constant element of personal danger. Work is supervised by a superior officer through assignment of duties, personal inspections and review of daily reports. All assignments involve responsibility for recognizing the social importance of police function for tactful and courtesy treatment of the public and the conscientious and efficient performance of duties without immediate supervision. In addition to the regular duties of the police department, officers assume responsibilities and authority for other city departments in emergencies until they can be contacted and take charge of the specific problems of their department.

EXAMPLES OF PRINCIPLE DUTIES

During the initial period of employment, attends a specialized training academy of 720 hours, conducted by the Washington State Criminal Justice Training Commission. Departmental training is on a continued basis and each officer attends in-service college-level programs in addition to their regular work assignments.

Assumes responsibility for areas within the city and patrols these areas in a mobile unit.

Maintains a constant observation of business buildings, residences, industrial area and all properties in the city; works traffic on a selective basis and is available and responsible for answering all calls of any nature during assigned duty hours, i.e. domestic, emergency, accident, etc.

Investigates crime and complaints against person such as murder, assault, manslaughter, robbery, rape, various sex crimes and other reported crimes requiring a complete investigation; visits the crime scene, interrogates victims, suspects and witnesses; seeks evidence and identification; takes photographs of evidence, lifts fingerprints, footprints and other valuable evidence, arrests suspects, prepares a detailed report and appears in court as required.

Does public relations work in public safety, law enforcement and crime prevention.

Renders assistance and information to the public, as well as emergency first aid or lifesaving methods to accident victims or persons unable to help themselves.

Makes routine checks of taverns within the city, public dances, all public gatherings and sporting events or special events.

FOR OFFICE USE ONLY	
Possible Work Locations	Possible Positions

FOR OFFICE USE ONLY	
Work Location _____	Rate _____
Position _____	Date _____

Application for Employment

TO APPLICANT: We deeply appreciate your interest in our organization. Thank you for taking the time to complete this application.

The Civil Rights Act of 1964 prohibits discrimination in employment because of race, color, religion, sex or national origin. Federal law also prohibits other types of discrimination such as age, citizenship, disability, veteran status, attainment of benefits, and participation in union activities. The laws of most states and many localities also prohibit some or all of the above types of discrimination as well as some additional types including, but not limited to, discrimination based upon ancestry, marital status, parental status, sexual orientation, or source of income. The Fair Credit Reporting Act imposes restrictions with respect to information obtained from a consumer reporting agency, including but not limited to information regarding credit data, personal character, general reputation and mode of living. **This list, however, is not exhaustive of the grounds on which discrimination is prohibited.**

(PLEASE PRINT PLAINLY)

PERSONAL

Date _____

Name _____
Last First Middle

Social Security No. _____ Telephone No. _____

Address _____
No. Street City State Zip

Are you legally eligible for employment in the U.S.A.? Yes ___ No ___ If hired, you are required to submit proof of your eligibility to work in the U.S.A.

Are you over the age of eighteen? Yes ___ No ___ If no, hire is subject to verification that you are of minimum legal age.

Position(s) applied for _____

Were you previously employed by us? Yes ___ No ___ If yes, when? _____

If your application is considered favorably, on what date will you be available for work? _____

Are there any other job related experiences, skills, or qualifications which will be of special benefit in the job for which you are applying? _____

(turn to next page)

EMPLOYMENT HISTORY

List below present and past employment, beginning with your most recent

Name and Address of Company and Type of Business	From		To		Weekly Starting Salary	Weekly Last Salary	Reason for Leaving	Name of Supervisor
	Mo.	Yr.	Mo.	Yr.				
	Describe the work you did:							
Telephone								

Name and Address of Company and Type of Business	From		To		Weekly Starting Salary	Weekly Last Salary	Reason for Leaving	Name of Supervisor
	Mo.	Yr.	Mo.	Yr.				
	Describe the work you did:							
Telephone								

Name and Address of Company and Type of Business	From		To		Weekly Starting Salary	Weekly Last Salary	Reason for Leaving	Name of Supervisor
	Mo.	Yr.	Mo.	Yr.				
	Describe the work you did:							
Telephone								

Name and Address of Company and Type of Business	From		To		Weekly Starting Salary	Weekly Last Salary	Reason for Leaving	Name of Supervisor
	Mo.	Yr.	Mo.	Yr.				
	Describe the work you did:							
Telephone								

I hereby give permission to contact the employers listed above concerning my prior work experience as indicated below.

Employer I? Yes _____ No _____

Employer II? Yes _____ No _____

Employer III? Yes _____ No _____

Employer IV? Yes _____ No _____

Signed _____

RECORD OF EDUCATION

School	Name and Address of School	Course of Study	Circle Last Year Completed	Did You Graduate?	List Diploma or Degree			
Elementary		X	5	6	7	8	<input type="checkbox"/> Yes <input type="checkbox"/> No	X
			1	2	3	4		
			1	2	3	4		
High			1	2	3	4	<input type="checkbox"/> Yes <input type="checkbox"/> No	
			1	2	3	4		
			1	2	3	4		
College			1	2	3	4	<input type="checkbox"/> Yes <input type="checkbox"/> No	
			1	2	3	4		
			1	2	3	4		
Other (Specify)			1	2	3	4	<input type="checkbox"/> Yes <input type="checkbox"/> No	
			1	2	3	4		
			1	2	3	4		

PERSONAL REFERENCES (Not Former Employers or Relatives)

Name and Occupation	Address	Phone Number

May we telephone you to follow up on this application at home? Yes ___ No ___

If yes, what is the best time to call? _____

May we telephone you to follow up on this application at work? Yes ___ No ___

If yes, what is the best time to call? _____

What is your business telephone number? _____

PLEASE READ AND SIGN BELOW

The facts set forth in my application for employment are true and complete. I understand that if employed, any false statement on this application may result in my dismissal. I further understand that this application is not and is not intended to be a contract of employment, nor does this application obligate the employer in any way if the employer decides to employ me. I understand and agree that my employment is at-will and can be terminated by either party with or without notice, at any time, for any reason or no reason. No one other than an officer of the Company has any authority to enter into any agreement for employment for any specified period of time or to make any agreement contrary to the foregoing and then only in a writing signed by an officer.

Signature of Applicant

APPLICANT – Do not write on this page

FOR INTERVIEWER'S USE

INTERVIEWER	DATE	COMMENTS

FOR TEST ADMINISTRATOR'S USE

TESTS ADMINISTERED	DATE	RAW SCORE	RATING	COMMENTS AND INTERPRETATION

REFERENCE CHECK

*Position Number	RESULTS OF REFERENCE CHECK	*Position Number	RESULTS OF REFERENCE CHECK
I		IV	
II			
III			

*See Page 2

This "Application for Employment" is prepared for general use throughout the United States. Employment laws and legal requirements change frequently, however. THE VWE GROUP, INC. assumes no responsibility for an employer's use of this form or any decision made in connection with the form.

**Personal Data Sheet
Civil Service Commission Supplemental Form
Police Officer**

Please read the following questions thoroughly and answer them carefully:

	Yes	No
1. Are you a high school graduate, or do you have a GED Certification (of equivalent)?		
2. Do you have at least 45 college credits from an accredited college? -If not, will you obtain the credits within 3 years from the date of employment?		
3. Do you possess a valid Washington State driver license? -If not, could you obtain a valid WA State driver license, within 2 weeks of hire?		
4. Are you a United State Citizen as required by RCW 41.14		
5. Are you a minimum of 21 years of age?		
6. Do you have the ability to read/write/speak the English Language?		
7. Is your criminal history record clear of felony convictions?		
8. Have you ever taken any hallucinogenic drugs such as LSD, or nonprescription opiate drugs (such as heroin), at any time?		
9. Do you have a history of regular drug and/or alcohol usage within the past twelve months, or history of drug use which could be considered regular of beyond occasional experimentation?		
10. Have you received a copy of the job description and minimum physical fitness testing standard?		
- If yes; based on your review of the job description, minimum requirements and the physical fitness standards, do you feel you are able to perform each of the essential job functions listed?		
11. Do you consider yourself to be in ordinary good health? (RCW 41.14)		
12. Do you need a waiver of the \$25 testing fee due to financial hardship based on the established federal poverty standards? (proof of eligibility required)		

I hereby certify that the information supplied by me on this supplemental Personal Data Sheet is true and that I meet the minimum qualifications as provided to me on the job description.

Applicant's Signature

Print Name

Date

CITY OF CASTLE ROCK CIVIL SERVICE COMMISSION

MILITARY SERVICE PREFERENCE FORM

In accordance with RCW 41.04.010, additional points or employment preference is given to veterans who meet state qualifications. If you believe you are eligible to be considered for such preference, please complete the following questionnaire as follows:

- Check only the statements that apply to you.
- Provide your signature to certify the accuracy of your answers.
- Attach a copy of your DD214 Form.

To qualify and receive veteran's preference, you must attach a copy of the DD214 to this form.

Please check all that apply:

(See back of form for definitions.)

- I am a veteran as defined in RCW 41.04.007.
- I have served during a period of war or in an armed conflict as defined in RCW 41.04.005.
- I have been called to active military service from employment with the state or any of its political subdivisions or municipal corporations.
- I am not currently in the military (i.e., on active duty).
- I am not currently collecting military retirement pay.
- I have not previously received employment through the use of veterans' preference.

List campaign, expeditionary, or service medals received:

Dates of Service:	From	To	Type of Discharge

Print Full Name:	First	Middle	Last

Signature	Date

10% Qualifiers – Veteran who:

- Served during a period of war or in an armed conflict; and
- Does not receive military retirement.

5% Qualifiers – Veteran who:

- Did not serve during a period of war or in an armed conflict; or
- Receives military retirement; or
- Was called to active military service from employment with the state or any of its political subdivisions or municipal corporations.

For Office Use Only

- DD214 submitted
- Qualifies – 5% preference
- Qualifies – 10% preference
- Does not qualify.

CITY OF CASTLE ROCK

AUTHORIZATION TO RELEASE MEDICAL INFORMATION

TO: Any Doctor, Psychologist, Psychiatrist, Dentist, Hospital, Nursing Home, Chiropractor or Medical Association.

I, _____, identified by date of birth _____, authorize you to furnish the City of Castle Rock, Washington and/or the Castle Rock Civil Service Commission any and all medical information you have concerning me. Information of a confidential or privileged nature may be included. Your reply will be used to assist the City of Castle Rock, Washington and/or the Castle Rock Civil Service Commission in determining my qualifications and fitness for the position of **POLICE OFFICER**, that I am seeking with the City of Castle Rock, Washington Police Department.

I hereby release you, your organization and others from any liability or damage which may result from furnishing the information requested

NOTE: A PHOTOCOPY REPRODUCTION OF THIS DOCUMENT SHALL BE FOR ALL INTENTS AND PURPOSES AS VALID AS THE ORIGINAL.

APPLICANT'S SIGNATURE

DATE

State of Washington

County of _____

On this ____ day of _____, 20 __, _____ personally appeared before me, whose identity I proved on the basis of _____ to be the signer of the above instrument, and he/she acknowledged that he/she signed it.

NOTARY PUBLIC

COMMISSION EXP. DATE

RESIDENCE

Release of Liability

I, _____ am applying for employment with the City of Castle Rock Police Department. I understand that in order for my application to be considered, I must participate in a series of pre-employment examinations. The Police Officer position requires work in all police functions and therefore will include testing for physical strength, endurance and physical ability. In exchange for the processing of my application, I hereby release the City of Castle Rock Civil Service Commission, the City of Castle Rock and/or any of their officials, employees or agents, from any and all liability, injuries, claims or demands of whatsoever sort of nature, including negligence, which may arise or occur directly or indirectly for my participation in such tests.

Note: A photocopy reproduction of this document shall be for all intents and purposes as valid as the original.

Applicants Signature

Date

State of Washington

County of _____

On this _____ day of _____ 2014, _____ personally appeared before me, whose identity I provided on the basis of _____ to be the signer of the above instrument, and he/she acknowledged that he/she signed it.

Notary Public

Date Commission Expires

Place of residence