

**CITY OF CASTLE ROCK CIVIL SERVICE COMMISSION**

**RECRUITMENT ANNOUNCEMENT**

**CLOSING DATE**

JULY 16<sup>TH</sup>, 2014 AT 4:30PM

**APPLICATIONS BEING ACCEPTED FOR**

ENTRY LEVEL POLICE OFFICER LIST

**SALARY RANGE**

\$3,936-\$4,664

**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 ENTRY LEVEL 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: CHRIS KOEHLER  
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**

**City of Castle Rock**  
**Police Office – Entry Level**

Requirements: U.S. citizen, read/write/speak English language, at least 21 years of age, valid Washington State driver's license, High School graduate or equivalent, or obtain credits within 3-years of appointment. Shall successfully pass physical ability/written/oral board testing/background investigation. Persons who have been convicted of Felony crimes and/or crimes of Domestic Violence do not qualify.

Veteran's preference points will be awarded to qualified veterans accordance with RCW 41.04.010. In order to request these points, proper documentation of service, such as a DD-214, must accompany this application.

Castle Rock Police Department Reserve Officers can request preference points based on Civil Service Rules.

Applications are available at Castle Rock City Hall, 141 A St SW, Castle Rock, WA 98611, Monday-Friday 8:30 am to 4:00 pm or on the Departments website at [www.crpolicy.org](http://www.crpolicy.org). For more information, please call (360) 274-4711.

All applications must be filled out in their entirety. Missing, false or misleading information could be grounds for rejection of your application and/or termination in the event that you become employed.

A non-refundable \$25 test fee, in exact cash, check or money order must accompany the completed application.

**All application must be sent to:**  
**City of Castle Rock Civil Service Commission**  
**ATTN: Chris Koehler, Secretary / Chief Examiner**  
**PO Box 475, 141 A St SW, Castle Rock WA 98611**

**APPLICATION MUST BE RECEIVED BY JULY 16<sup>TH</sup>, 2014, BY 4:00 PM.**

Testing date is to be announced.

The City of Castle Rock is an equal opportunity employer and does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or provision of services.

**CITY OF CASTLE ROCK CIVIL SERVICE COMMISSION  
EMPLOYMENT APPLICATION – ENTRY LEVEL POLICE OFFICER**

INCLUDED IN THE APPLICATION ARE COPIES OF THE FOLLOWING:

- Recruitment Announcement
- Job Description
- Testing Information
- Physical Agility Testing Standards
- Standard Application for Employment
- Personal Data Summary
- Military Service Preference Form
- Reserve Service Credit 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.)
- A non-refundable \$25 test fee, in exact cash, check or money order, made payable to the City of Castle Rock. (If requesting a waiver of the fee due to financial hardship, provide documentation in support of the request. Documentation will be based on the established federal poverty standards)

MAIL YOUR APPLICATION AND SUPPLEMENTAL ITEMS TO:

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

## 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.

**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 or 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**  
Reserve Police Officer Service Credit Request Form

The City of Castle Rock Civil Service Commission rules allow service credit to those individuals who have volunteered to the Castle Rock Police Department as Reserve Police Officers.

**NOTE: Reserve Officers must have completed a basic Washington State Reserve Police Officer Academy and be currently certified as such. The term active service is defined as a minimum of 10 hours of volunteer time per month.**

Do you wish to request a claim for Reserve Police Officer Service Credit preference?

If yes, mark the preference you are claiming:

- |     |   |    |
|-----|---|----|
| ___ | 0-2 years of active reserve service time:       | 1% |
| ___ | 3-6 years of active reserve service time:       | 2% |
| ___ | 6 or more years of active reserve service time: | 3% |

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date signed

This request form must be signed by the Castle Rock Police Chief or his designee

**As Police Chief for the Castle Rock Police Department, I certify that the above individual qualifies for the Reserve Police Officer Service Credit, in accordance with Rule 5, Section 9, of the Castle Rock Civil Service Rules and Regulations. I also certify that, as of the below listed date, the individual has qualified for the amount of active reserve service credit being requested.**

\_\_\_\_\_  
Police Chief Robert Heuer

\_\_\_\_\_  
Date

**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





# City of Castle Rock

P.O. Box 370  
CASTLE ROCK, WA 98611  
(360) 274-8181



## 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