



City of Des Moines, Washington

EMPLOYMENT OPPORTUNITY

LATERAL POLICE OFFICER

The City of Des Moines, Washington, is currently establishing an Eligibility List for Lateral Police Officer. Applicants must pass exams as mandated by the Civil Service Commission and the Des Moines Police Department and meet the following additional minimum requirements at the time of application.

Minimum Requirements for the position of Lateral Police Officer:

Age: Minimum of twenty-one years of age at time of application.

Education: High School Graduate or GED.

Medical: Ability to pass medical and psychological.

Certification: Washington applicants must have completed the Washington State Criminal Justice Training Commission Basic Law Enforcement Academy and hold current certification. Applicants from outside Washington must successfully complete the Washington State Criminal Justice Training Commission Equivalency Academy and examination. Applicants must have been employed as a commissioned Law Enforcement Officer for a minimum of twelve consecutive months and not had a lapse of employment as a Law Enforcement Officer for a period exceeding the previous twelve months, calculated from the day of appointment.

WDL: Valid Washington State driver's license required at time of appointment.

Other: U.S. Citizen and available for full-time employment.

Background, Screening, & Other Testing: Applicants must pass all background screening conducted by the Department, including, but not limited to, drug history, driving record, credit history, criminal record, work history, and reference check; polygraph examination; psychological examination; oral board interview; and Chief's interview.

Salary range: P20/22, \$57,780/yr. – 65,016/yr., starting salary dependent upon qualifications.

Oral Boards: To be announced at a later date.

TO APPLY FOR THIS POSITION, submit an official City Application, Police Patrol Officer Applicant Questionnaire and Personal History Questionnaire, with all responsive back-up documentation, to **Vicki Sheckler**, Des Moines Civil Service Commission Secretary/Chief Examiner, 21630 11th Ave S, Suite C, Des Moines, WA 98198. **Applications will be accepted until positions are filled.**

A complete job description is available at City Hall, 21630 11th Ave So., Suite D,
Des Moines, WA 98198

The City of Des Moines is an Equal Opportunity Employer.



EMPLOYMENT OPPORTUNITY LATERAL POLICE OFFICER

Regular; Full-Time

The City of Des Moines, Washington, is creating an Eligibility List for Lateral Police Officer needed to fill full-time positions. The Des Moines Police Department employs 37 full-time commissioned Police Officers and 12 civilian support employees, and has a Reserve Officer Program. The Department has two divisions: Support Services and Operations. Police Dispatch and jail support are contracted through regional service providers. The Community Oriented Policing concept has been adopted and is vigorously applied to day-to-day operations. The Department has developed a strategic plan to help guide the Department.

Department Purpose and Mission

The mission of the Department is to provide quality, professional law enforcement services. The Department believes that the cornerstone of the community is making its citizens feel safe from crime and the fear of crime. This effectively improves the quality of life in our city and allows the community to prosper and grow.

In joining the Department, new officers make the Department's mission their own and are expected to carry out these responsibilities diligently and courteously, taking pride in themselves and the services they provide.

Minimum Qualifications

- Age: Twenty-one years of age at time of application.
- Education: High School Graduate or GED.
- Medical: Ability to pass medical and psychological examinations.
- Certification: Washington applicants must have completed the Washington State Criminal Justice Training Commission Basic Law Enforcement Academy and hold current certification. Applicants from outside Washington must successfully complete the Washington State Criminal Justice Training Commission Equivalency Academy and examination. Applicants must have been employed as a commissioned Law Enforcement Officer for a minimum of twelve consecutive months and not had a lapse of employment as a Law Enforcement Officer for a period exceeding the previous twelve months, calculated from the day of appointment.
- WDL: Valid Washington State driver's license required at time of appointment.
- Other: U.S. Citizen and available for full-time employment.
- Background,
Screening &
Other Testing: Applicants must pass all background screening conducted by the Department, including, but not limited to, drug history, driving record,

credit history, criminal record, work history, reference check, polygraph examination, oral board interview, and Chief's interview.

Application Process

1. Contact: Des Moines City Hall
21630 11th Ave. S., Suite #D
Des Moines, WA 98198. Phone: (206) 878-4595.
2. Complete required application materials provided in packet:
 - (a) City of Des Moines Application for Employment Form;
 - (b) Applicant Questionnaire;
 - (c) Lateral Entry Application Personal History Statement.
3. Return completed application materials, with required attachments, to the Civil Service Chief Examiner, 21630 11th Ave. So., Suite C, Des Moines, WA 98198.
4. Applications are screened. Those applicants rejected are sent written notification.
5. Applicants meeting minimum qualifications are evaluated, certified, and placed on an Eligibility List.
6. The Department will perform background screening as previously described under "Minimum Qualifications" of those on the Eligibility List, which may result in an offer of employment.
7. If hired, the applicant will successfully serve a twelve-month probationary period and successfully complete the Department Field Training Program. (Note: The provisions of this bulletin do not constitute an expressed or implied contract or an offer of employment. Any provision contained herein may be modified and/or revoked without notice.)

Salary

P20/22, \$57,780/yr. – 65,016/yr., starting salary dependent upon qualifications.

Benefits

- Vacation: Earned at a rate of 96 hours per year; however, at set intervals, the rate graduates to 192 hours maximum per year.
- Sick Leave: Officers accrue sick leave at the rate of eight hours per month.
- Holidays: Officers receive a bank of 96 hours of holiday leave time on January 1 of each year. Employees may cash in 40 hours of holiday pay at the end of November to be paid on the first payday in December.
- Retirement: Officers are enrolled in the Department of Retirement Systems LEOFF (Law Enforcement Officers and Fire Fighters) retirement system. In

addition, as part of the City's Social Security replacement program, officers are enrolled in a 401(a) Plan sponsored by ICMA Retirement Corporation.

**Additional
Benefits:**

As part of the City's Social Security replacement program, a \$5,000 Life Insurance policy, Accidental Death & Dismemberment policy, Survivor Income Benefits and Long Term Disability are provided through Assurant Employee Benefits. Officers may choose to participate in a 457 Deferred Compensation Fund through ICMA Retirement Corporation.

Insurance:

Officers may choose between two medical insurance plans. The City pays 100% of the employee medical premium and 90% of the spouse/domestic partner and family premium (2007). The City pays 100% of the dental and vision premiums for the officer and family.

Work Schedule:

Officers currently work three 12-hour shifts, followed by three days off. Officers are assigned to either the day shift (6:00 a.m. – 6:00 p.m.) or the night shift (6:00 p.m. – 6:00 a.m.) for a three month period and then rotate to the opposite shift.

Schools:

Officers completing their probationary period may request and receive advanced or specialized schooling. Educational incentive pay is also available.

Des Moines considers applications for all positions without regard to race, color, national origin, sex, religion, age, disability, or any other basis prohibited by federal, state or local law.



Application for Employment

City of Des Moines
Personnel Department
21630 11th Avenue South
Des Moines, WA 98198
(206) 878-4595

Position Applied For

The City of Des Moines considers applicants for all positions without regard to race, color, national origin, sex, religion, age, disability or any other basis prohibited by federal, state, or local law.

Answer all questions. If a question is not applicable, so state. An incomplete or illegible application may disqualify you. Please print or type.

Last Name _____ First Name _____ M.I. _____

Address _____ Home Phone _____

City _____ State _____ Zip Code _____ Daytime Phone _____

Are you over the age of 18? _____ Yes _____ No

Are you authorized to work in the United States? _____ Yes _____ No
Proof of I-9 status will be required upon hiring. Positions in the Police Department require U.S. citizenship per RCW 41.21.070.

Do you have a valid driver's license? _____ Yes _____ No

Do you currently smoke or use any tobacco product? _____ Yes _____ No

Do you have any relatives presently working for the City of Des Moines? _____ Yes _____ No

If yes, please provide relative's name and position title: _____

Would you, if required, be willing to travel, work unusual hours, or work overtime? _____ Yes _____ No

Have you previously been employed by the City of Des Moines? _____ Yes _____ No

If yes, please give title and dates of employment:

Title _____ Dates _____

Recruitment Information

How did you learn of this job opening? _____

Veterans Preference - Civil Service Applicants Only

If you have served in the Armed Forces of the United States and have been discharged or separated from active duty under honorable conditions within the past eight years, you may be eligible for Veterans Preference.

Have you previously claimed Veterans Preference? _____ Yes _____ No

Are you claiming Veterans Preference now? _____ Yes _____ No

Education and Training

	Name	Location	Credits Earned	Major Subject	Type of Degree or Certificate	Degree or Certificate
High School						
College						
College						
Graduate School						
Vocational/Trade						

Professional Licenses and Certificates

License or Certificate	License or Certificate Number	Date Issued	Expiration Date

Professional References

Name _____ Address _____ Phone No. _____

Name _____ Address _____ Phone No. _____

Name _____ Address _____ Phone No. _____



The City of Des Moines is mindful of its obligation to employ qualified persons and its entitlement under law to consider an applicant's conviction record as it relates to job performance.

A conviction record will not disqualify you for employment unless such record would reasonably affect your fitness for the job for which you have applied.

List all convictions within the last ten years, including traffic offenses.

Date	Charge	Place	Penalty	Remarks

Work History

Beginning with your present or most recent employment, list your work experience for at least the last ten years, including periods of self-employment & U.S. Military Service. Attach separate sheets if necessary. Resumes may be attached but will not be accepted as a substitute for completing this section.

Employer's Name _____	From _____	To _____
Address _____		Phone _____
Supervisor's Name _____	Starting Salary _____	Ending Salary _____
Position _____	Hours Worked Per Week _____	
Primary Duties _____		
Reason for Leaving _____		
May We Contact This Employer? _____		

Employer's Name _____	From _____	To _____
Address _____		Phone _____
Supervisor's Name _____	Starting Salary _____	Ending Salary _____
Position _____	Hours Worked Per Week _____	
Primary Duties _____		
Reason for Leaving _____		
May We Contact This Employer? _____		

Employer's Name _____	From _____	To _____
Address _____		Phone _____
Supervisor's Name _____	Starting Salary _____	Ending Salary _____
Position _____	Hours Worked Per Week _____	
Primary Duties _____		
Reason for Leaving _____		
May We Contact This Employer? _____		

Certification

I certify under penalty of perjury that the information given by me to the City of Des Moines is true and complete to the best of my knowledge. I understand that if employed, false or misleading information may result in immediate dismissal.

I further certify that I am not engaged in any outside activity or business that could be considered in conflict with the City's interest nor will I become engaged in such activity or business if employed.

I authorize the City of Des Moines to solicit information regarding my character, general reputation, credit, previous employment, education, and similar background information, and to contact any and all references I have given on my application. I understand that when such information is required, an offer will be contingent upon evaluation and approval of the information received. I hereby release the City of Des Moines and all parties and persons connected with any such request for information from all claims, liabilities, and damages for any reason arising out of the furnishing of such information.

I understand that should I be offered a position as a City of Des Moines employee as a result of this selection process, my employment and compensation can be terminated with or without cause, and with or without notice at any time, at the option of either the City of Des Moines or myself. I understand that no representative of the City of Des Moines, other than the City Manager or his/her designee, 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.

Signature _____ Date _____

Des Moines *Sails with Pride*

*We, the employees of the City of Des Moines,
working together in serving our community, endeavor to
project in our words and actions the following values:*

P

Positive

A caring, helpful, service-minded attitude.

R

Resourceful

Creatively responding to meet the needs of the community.

I

Integrity

Serving our community in an open, honest, and professional environment.

D

Dedication

Service to our community to the best of our ability.

E

Excellence

Our commitment to delivering quality.

Police Patrol Officer Applicant Questionnaire

AN AFFIRMATIVE ANSWER TO ANY OF THE FOLLOWING QUESTIONS MEANS YOUR APPLICATION MAY BE AUTOMATICALLY REJECTED.

Answer these questions truthfully as the information you provide will be substantiated by a polygraph examination and a comprehensive background investigation

Must Check One		I. DRUGS
YES	NO	A. Have you used any of the hallucinogenic drugs (with the exception of marijuana), such as mushrooms, LSD, PCP, etc.?
		B. Have you used an opiate/narcotic drug not prescribed for you by an authorized individual, i.e., heroin, morphine, cocaine, etc.? Do not include the occasional use of cough syrup or minor pain medication with codeine, for example, aspirin with codeine.
		C. Have you used marijuana, hashish, or similar type substances ten times or more?
		D. Have you used marijuana in the past two years or since first applying with a police agency? (Whichever is the longer period of time).
		E. Have you used amphetamines or barbiturates (not prescribed for you by an authorized individual) ten times or more?
II. Traffic Accidents, Citations, or Infractions		
		A. Have you had two accidents, citations, or infractions in the past five years involving DUI or Reckless Driving?
		B. Have you had six or more citations or infractions in the past three years? (Including those listed in "A" above).
III. Crimes Committed as an Adult, Age 18 Years and Over		
		A. Any felonies (robberies, burglaries, etc.)?
		B. In the past two years, have you committed two misdemeanors involving harm or threat of harm to persons or property, i.e., assault, fighting, or vandalism?

I hereby attest that I have read and understood the contents of this questionnaire and understand that a "yes" answer may automatically disqualify me.

Signature

Date

Print Your Name

Des Moines Police Department

LATERAL POLICE OFFICER

PERSONAL HISTORY QUESTIONNAIRE

INSTRUCTIONS:
ANSWER ALL QUESTIONS IN YOUR OWN HANDWRITING, USING INK.

Answer all questions completely and accurately. All statements in this questionnaire are subject to verification. Incorrect statements may bar or remove you from employment. If space provided is inadequate, add another page and identify additional information by item number. When completed, this questionnaire, together with copies of the following pertinent documents, should be returned with the City of Des Moines job application form and applicant questionnaire to:

Des Moines Civil Service Commission Secretary/Chief Examiner
21630 11th Avenue So., Suite C
Des Moines, WA 98198-6398

1. Birth Certificate
2. High School Diploma or GED
3. College Transcripts
4. Military Service Discharge (Form DD-214)
5. Social Security Card
6. Basic Academy Certificate

DO NOT MAIL ORIGINALS of any of the above documents; photocopies are acceptable. If any of the documents are not immediately available, they should be mailed to the same address as shown above as soon as possible. No action will be taken with your application until all of the above-mentioned documents have been received.

All information contained herein is CONFIDENTIAL
and is to be reviewed by AUTHORIZED PERSONNEL ONLY

CONFIDENTIAL

Des Moines Police Department

**Lateral Entry Police Officer Applicant
Personal History Statement**

Date: _____

Documents Submitted:

Birth Certificate _____
High School Diploma _____
College Transcripts _____
DD-214 Form _____
Social Security Card _____
Academy Certification _____
Other _____

1. **Name** _____ **Date of Birth** _____
Last First M/I

Address _____
Number Street City State Zip

SSN _____ Home Phone () _____ Work () _____
Cell () _____

Citizenship: Please mark appropriate space:

_____ Yes _____ No U.S. Citizen?
_____ Yes _____ No Naturalized? Certificate No. _____
Court _____
State _____ Date _____

2. **Education:**

A. **High School** _____
School City State
Years Attended Date of Graduation/Diploma

B. **GED** _____
School City State

C. **College** _____
School City State
College _____
School City State
College _____
School City State
College _____
School City State

E. _____ Yes _____ No I have a current commission in a Washington Law Enforcement Agency.

_____ Yes _____ No I have graduated from a WSCJTC Academy.
(Date _____)

_____ Yes _____ No I have successfully challenged the WSCJTC Academy and passed the examinations.
(Date _____)

F. Other schools, special skills (including languages) or qualifications. (Please list name of school, address, and dates of attendance.)

3. Employment History:

A. List all law enforcement or related experience both in this state and elsewhere. Indicate each position and rank held as well as the time (month and year) of each. Please be complete. Use extra page, if necessary.

Department Address

Dates of Employment Supervisor

Your Rank Job Description

Department Address

Dates of Employment Supervisor

Your Rank Job Description

B. _____ Yes _____ No Have you held a permanent promotional position or an appointive position above the detective level in a law enforcement agency? If so, please check the positions you have held and add any not specified.*

Note: Please explain your nomenclature.

Sergeant _____
 Lieutenant _____
 Captain _____
 Assistant Chief _____
 Chief _____
 Bureau Chief _____
 Sheriff _____

* If you have held positions other than the above, please list their titles and state how they compare in responsibility and rank structure to those indicated, i.e., were you a supervisor with duties equivalent to a sergeant, captain, assistant chief?

Position/Title	No. of People Supervised
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Duties	
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Position/Title	No. of People Supervised
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Duties	
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Please state your reason for leaving the permanent promotional position or the appointed position. Use an extra page, if necessary.

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C. _____ Yes _____ No Have you received any commendations, awards, or letters of appreciation from citizens pertaining to your job performance? Please list. Use extra page, if necessary.

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D. Yes No Have you received any disciplinary action, including oral reprimands, regarding your job performance? Explain below. Use an extra page, if necessary.

E. Yes No Have you ever been employed or had retirement coverage by a law enforcement agency – LEOFF I or LEOFF II? If so, indicate which system, employer, and date.

4. Military:

A. Yes No Have you ever served in the military?

Name of Armed Forces	Date of Service	Type of Discharge
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B. Yes No Are you now a member of the military service? Anticipated date of discharge _____

5. Drugs:

A. Yes No Have you used any of the following drugs? Check those you have used and explain in the space below. Include the number of times used and the dates used and the dates of first and last usage. Use extra page, if necessary.

_____ Marijuana, hashish, etc?
_____ Speed, amphetamines, diet pills, uppers?
_____ Narcotics, opiates, etc.?
_____ Hallucinogens (other than marijuana)—mushrooms, LSD, PCP, etc.
_____ Other (unauthorized or illegal)

6. Crimes:

A. _____ Yes _____ No Have you ever been arrested or received a citation for a crime (other than a traffic violation)? Please elaborate and include information regarding location and date of incident. Use an extra page, if necessary.

7. Traffic:

A. List all traffic accidents you have been involved in during the past five years. Give location, year, cause, responsible party (you or other driver).

B. List all traffic citations you have received in the past five years. Give location, date, offense, and penalty.

C. _____ Yes _____ No Do you have a current Washington State Driver's License? # _____

D. _____ Yes _____ No Have you been licensed in any other state(s)?

State	Date	License Number

8. List previous addresses where you have lived during the past six years. Give address, date, and name and address of landlord.

9. List 7 law enforcement personnel, including some with whom you have worked closely. Include their agency, if applicable, and how long they have known you.

Name/Title	Agency/Phone Number	How Long?

10. List three references not employed by a law enforcement agency and who are not relatives.

Name	Address	Phone Number

NOTE: Please be sure you have copies of the required documents (see upper left hand corner of the front page of this questionnaire). Also, read the statement below very carefully, then sign and date this questionnaire in the space indicated.

I certify that there are no misrepresentations, omissions, or falsifications in the foregoing statements and answers, and that the entries made herein are true, complete, and correct to the best of my knowledge and belief and are made in good faith.

I further agree and consent to inquiries by the Des Moines Police Department, by any means it deems appropriate or necessary, related to the truth of and circumstances regarding any information provided herein in the course of a pre-employment background check and further release the Des Moines Police Department from any liability with regard to the use of such information in the pre-employment process.

Signature of Applicant

Date