



RESERVE POLICE OFFICER APPLICATION PACKET



The City of DuPont is a fast growing, innovative area. We are currently accepting applications for reserve officer. Our population is approximately 8,500 people. This is up from 601 in 1996. With our location on the I-5 corridor, we are attracting several large corporations and new residents. Our projections indicate rapid growth in the years to come. We currently have ten full-time officers and a records specialist.

A reserve program is crucial to the development of our police department. The attached pages will explain the requirements for becoming a Reserve Officer with the police department for the City of DuPont. We currently have one Reserve Officer. We are anticipating hiring more to bring us up to a total of ten.

As you will see, the expectations are high. However; the rewards are many. We at the police department pride ourselves in becoming the best department in the State of Washington. Each of us realizes a great sense of community pride that comes from the satisfaction of helping our neighbors and friends in the DuPont community.

Once you have turned in your application, a background investigation will be conducted.

You will be advised by mail of the status of your application. If you have any questions, please feel free to contact Officer Tom Adkins at (253) 964-7060 or adkinst@lesa.net

Thank you for your interest in becoming a DuPont Police Reserve Officer.

RESERVE POLICE OFFICER POSITION DESCRIPTION

The Reserve Police Officer augments the regular police force in assigned duties and attends training.

Duties and Responsibilities:

- Assists Police Officers in the protection of life, property and preservation of peace and order
- Aids in the control of traffic and helps to maintain order at special events
- Supplements the Police Department in the event of a major disaster affecting the City of DuPont
- Attends training/reserve meetings each month
- Performs 16 (sixteen) hours of patrol
- Reports to the Reserve Supervisor

Knowledge, Abilities and Skills:

- Working knowledge of modern principles, practices and procedures associated with police work
- Working knowledge of Federal, State and local laws
- Working knowledge of the geography of the City of DuPont and it's surrounding areas
- Ability to understand and carry out oral and written orders
- Ability to develop and maintain skills in the use of Defensive Tactics and Firearms
- Must maintain a high degree of integrity and professionalism
- Must maintain and demonstrate a high level of knowledge and ability

The following will disqualify you from being hired as a Reserve Police Officer:

- Felony conviction
- Misdemeanor conviction for:
 - Domestic violence (DV)
 - Crime of moral turpitude
 - Crime of dishonesty
 - Crime that resulted in serious physical injury to another
 - Conviction of any 2 misdemeanors within 10 years of application.
- Three or more moving violation convictions within the last 3 years
- Driving privileges suspended, revoked or cancelled within the last 3 years.
- Illegal manufacture, transport or sale of a controlled substance.
- Illegal use of any controlled substance other than marijuana within 10 years of date of hire unless under the age of 21 at the time of the act.
- Use of marijuana within 3 years of date of hire.

What the background investigation consists of:

- Criminal history checks
- Driving history checks
- Credit history checks
- Interviews with:
 - Spouses
 - Significant others
 - Employers
 - Coworkers
 - Neighbors
 - Secondary developed references

Minimum qualifications:

- 21 years of age at time of appointment
- High school diploma or G.E.D.
- Free of **Felony** convictions.
- Washington State Reserve Officer Academy (is desirable)
- Must meet DuPont Police Department standards

Ranking system:

A written test will be given. How well you do on the test will determine where you place on the eligibility list.

- Written Test
- Physical Ability Test
- Oral Board Interview
- Polygraph
- Psychological Exam
- Medical Exam /Drug Screening
- Chief's interview

A thorough background investigation will be conducted.

Attach any certificates you have to this application.

Requirements:

To become a certified reserve officer, candidates must complete a 17 week reserve academy that is taught two nights. a week and on some weekends.

Reserve officers are required to work 16 (sixteen) patrol hours and attend 1 meeting/training session per month. Reserve officers are responsible for providing their equipment and accessories.

Reserve Officers may carry the weapon of their choice. It has to be a quality and serviceable firearm. The Department Firearms Instructor will determine this. The department will provide .40 S&W ammo. If you choose to carry any other caliber, it will be your responsibility to provide ammo for the ranges.

We qualify 4 (four) times yearly. You must qualify with an 80% or better. We utilize a 25 Yard, 50 round course of fire. You must demonstrate safe weapons handling and the ability to adapt to a variety of situations.

Reserve Police Officer Examination Process
Test Phase Tracking Form
DO NOT RETURN THIS FORM WITH YOUR APPLICATION
This form is to be used to assist applicants to track appointment times and due date

<u>TEST PHASE</u>	<u>DATE</u>
I. Application	_____
II. Application Accepted	_____
III. Background Investigation Started	_____
IV. Written Test	_____

The following steps will be necessary if you are selected for further processing.
If selected, you will receive notification.

V. Submit Background Personal History Statement, proof of age, and HS Diploma	_____
VI. Oral Board	_____
VII. Chiefs Interview	_____
VIII. Conditional Offer	_____
IX. Polygraph Examination	_____
X. Psychological Examination	_____
XI. Drug Screen	_____
XII. Medical Examination	_____
Academy Start Date	_____

SELF SCREENING QUESTIONNAIRE

The following is a list of conditions of work and questions about your background.

Please answer carefully. All answers will be verified in the course of the required background investigation and polygraph examination. Dishonest answers will be grounds for rejecting your application. If you have questions regarding the meaning of any statement listed below, seek clarification before you submit your application.

Reserve Coordinator

Officer T. Adkins

(253) 964-7060

1. Are you now a United States citizen?	YES	NO
2. Can you read, write and speak the English language so as to be easily understood?	YES	NO
3. Are you age 21 or older by the date of this application?	YES	NO
4. Do you possess a high school diploma or G.E.D.?	YES	NO
5. Do you have normal color vision?	YES	NO
6. Do you have or can you obtain a Washington State driver's license by date of appointment?	YES	NO
7. Are you willing to undergo a thorough medical examination and a psychological evaluation?	YES	NO
8. Are you willing to carry and use a firearm, as necessary?	YES	NO
9. Are you able to perform, with or without reasonable accommodations, the following essential elements of police work: running, subduing and detaining fleeing subjects, climbing fences, lifting and carrying injured persons, driving a vehicle, shooting a firearm, speaking with the public and writing reports?	YES	NO
10. Have you been convicted of a felony as an adult?	YES	NO
11. Have you bought, sold, possessed, transported or used marijuana within the last three years?	YES	NO
12. Have you bought, sold, possessed, transported or used any controlled substance such as cocaine, opiates, LSD or any other non-prescription drugs within the last five years?	YES	NO
13. Have you ever committed any serious illegal acts (whether or not you were caught)? (This does not include minor offenses such as shoplifting a pack of gum as a juvenile.) Note: Misdemeanors committed after the age of 18 will be screened on an individual basis.	YES	NO
14. Have you ever been terminated or resigned in lieu of termination from another agency as a police officer?	YES	NO
15. Do you exceed the 6-point driving violation limit for the 36 months preceding the date of application, when the police officer driving standards shown below are applied to your record?	YES	NO

POLICE OFFICER DRIVING STANDARDS

VIOLATION	POINTS	VIOLATION	POINTS
Revocation of driver's license	8	Driving while license suspended	4
Denial of issuance of driver's license	8	Speeding in excess of posted limit:	
Negligent homicide	8	0-14 over	2
D.U.I. (Accident involved)	8	15-19 over	3
D.U.I. (No accident)	6	20-25 over	4
Reckless driving (Accident involved)	8	Over 25	6
Reckless driving (No accident)	6	Convictions or forfeitures for other violations:	
Negligent driving (Accident involved)	6	Each violation involving an accident	4
Negligent driving (No accident)	4	Each violation not involving an accident	2
Hit & Run (Attended)	8		
Hit & Run (Unattended)	6		
		Total Points:	<input type="text"/>

Your signed application can only be accepted in hard copy form. Please mail or drop off your completed application pages 5-9:

City of DuPont Police Department
 Attention: Officer Adkins / Reserve Coordinator
 1780 Civic Drive, Suite 100, Dupont, Washington 98327
 (253) 964-7060

- Print neatly in ink or type.
- Answer all questions completely.
- Complete and include all supplemental forms.
- Read all information/disclaimer on this application
- Sign this application and all other forms.
- If you have questions/problems, please request assistance.

GENERAL INFORMATION

POSITION FOR WHICH APPLYING:

Last Name: _____ First Name: _____ Middle Name: _____

Street Address: _____ City: _____ State: _____ Zip Code _____

Home Phone: _____ Work Phone: _____ Pager: _____ Other: _____

Date Of Birth _____ Please list other names you have used: _____ Social Security Number: _____

Driver's License Number _____ Issuing State _____ Expiration _____

Commercial Drivers License No. _____ Issuing State _____ Expiration _____

Person to notify in case of emergency:
 Name _____ Address _____ Phone _____

Have you ever worked or volunteered for the City of DuPont? YES / NO /

Explain:

Are any of your relatives employed or volunteer for the City of DuPont? YES / NO /

Explain:

Fluent in a language other than English: _____ Language(s): _____ Speak: _____ Read: _____ Write: _____

Summarize Community Services work (paid or volunteer) including dates:

Summarize Leadership roles:

EDUCATION		
Did you graduate from high school or receive a GED certificate? Yes / No / GED /		

Name of college, university or vocational school	Major	From	To	Full years completed	Degrees Conferred Title	Date	Credit Hours

Indicate any trades, skills or licenses you possess related to the position. Include licensing state and expiration date.							

CRIMINAL HISTORY

Please List Below		
Have you been convicted of a crime in the past 5 years?	Yes / No /	
Have you <i>ever</i> been arrested for or convicted of a felony crime?	Yes / No /	
Has your driver's license <i>ever</i> been suspended, revoked or denied in any state?	Yes / No /	
Do you have any employment experience in a law enforcement related field?	Yes / No /	
Have you ever used any illegal drugs?	Yes / No /	
If you answered "Yes" to above list below	Date	How many times:

EMPLOYMENT HISTORY

List your work experience for the last 10 years, including self-employment, military service, volunteer work, and periods of unemployment. Attach additional sheets if necessary.

CURRENT EMPLOYMENT				Total Years	Months
Employer					
Address				From	To
Position		No. of employees supervised by you			
Supervisor		Phone number:	()	Full time / Part time /	Volunteer /

PAST EMPLOYMENT				Total Years	Months
Employer					
Address				From	To
Position		No. of employees supervised by you			
Supervisor		Phone number:	()	Full time / Part time /	Volunteer /

PAST EMPLOYMENT				Total Years	Months
Employer					
Address				From	To
Position		No. of employees supervised by you			
Supervisor		Phone number:	()	Full time / Part time /	Volunteer /

PAST EMPLOYMENT				Total Years	Months
Employer					
Address				From	To
Position		No. of employees supervised by you			
Supervisor		Phone number:	()	Full time / Part time /	Volunteer /

PAST EMPLOYMENT				Total Years	Months
Employer					
Address				From	To
Position		No. of employees supervised by you			
Supervisor		Phone number:	()	Full time / Part time /	Volunteer /

PAST EMPLOYMENT				Total Years	Months
Employer					
Address				From	To
Position		No. of employees supervised by you			
Supervisor		Phone number:	()	Full time / Part time /	Volunteer /

CONDITIONS OF EMPLOYMENT CONSIDERATIONS

All information contained on the application is subject to verification. The City of DuPont will conduct background checks including but not limited to, work references, driving records, criminal conviction records and educational attainment.

I understand an employment offer is contingent upon successful completion of a pre-employment alcohol/drug test. Applicants testing positive for illegal drugs, unauthorized prescription drugs or alcohol will not be hired by the City. I further understand that any condition which may preclude my ability to perform essential functions of the job and such conditions can not be reasonably accommodated will disqualify me from consideration for employment in the job for which I was examined. I also authorize the City of DuPont to conduct future examinations and work-related reviews by a physician and agree to follow any consequent prescribed work restriction, activities and/or treatment.

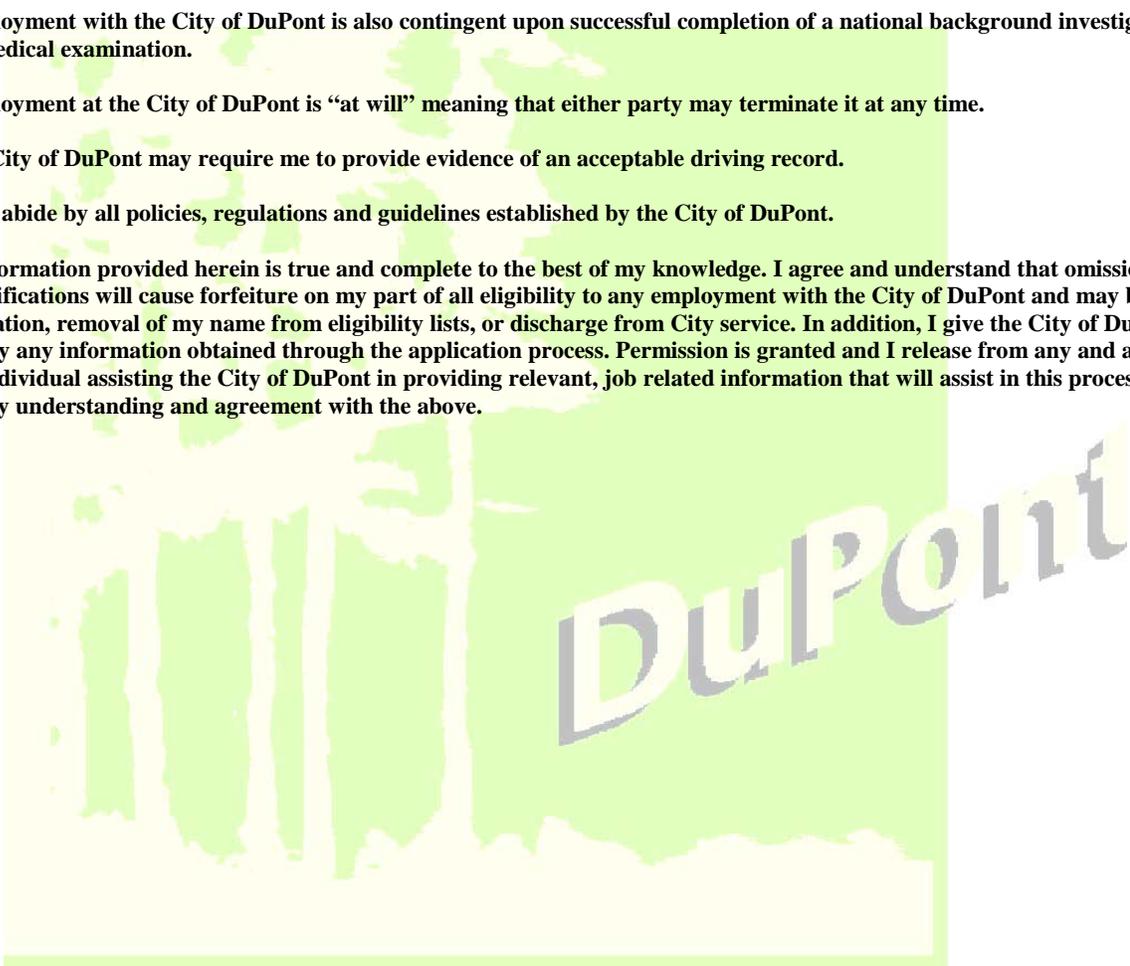
I understand that employment with the City of DuPont is also contingent upon successful completion of a national background investigation and for relevant positions, a medical examination.

I understand that employment at the City of DuPont is “at will” meaning that either party may terminate it at any time.

I understand that the City of DuPont may require me to provide evidence of an acceptable driving record.

If employed, I agree to abide by all policies, regulations and guidelines established by the City of DuPont.

I certify that all the information provided herein is true and complete to the best of my knowledge. I agree and understand that omissions, misstatements and falsifications will cause forfeiture on my part of all eligibility to any employment with the City of DuPont and may be cause for rejection of this application, removal of my name from eligibility lists, or discharge from City service. In addition, I give the City of DuPont the right to investigate and verify any information obtained through the application process. Permission is granted and I release from any and all liability any employer, agency or individual assisting the City of DuPont in providing relevant, job related information that will assist in this process. My signature below acknowledges my understanding and agreement with the above.



SIGNATURE:	DATE:
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