

Applicant Name: _____

This Space for Internal Use Only

Date: _____

Received by: _____



City of Battle Ground

*Academy Graduate Police Officer
Application Packet*

Please return packet to:
Civil Service Secretary/Examiner
109 SW 1st Street, Suite 221
Battle Ground, WA 98604

REQUIREMENTS AND MINIMUM QUALIFICATIONS

Minimum Qualifications

21 years of age

US citizenship

High school diploma or GED

Valid driver's license

Must be a graduate of the Washington State Criminal Justice Training Commission (WSCJTC) Basic Law Enforcement Academy; OR

A trainee currently attending the WSCJTC Academy who has successfully completed the Academy mid-term examination and is scheduled for graduation from the Academy within 60 days of applying; OR

A graduate of an equivalent training academy from a state that has reciprocity with the WSCJTC; must successfully complete the WSCJTC Equivalency Academy and examination after appointment.

Automatic Disqualifiers: The City of Battle Ground will automatically disqualify an individual who has:

- A felony conviction under state or federal law as an adult (some juvenile convictions that don't involve sex crimes, crimes against persons, fraud or moral turpitude may be considered).
- A misdemeanor conviction relating to sex crimes, fraud or moral turpitude.
- A misdemeanor domestic violence related arrest that leads to conviction, diversion or expungement.
- More than one DUI conviction.
- A DUI conviction, diversion, expungement or breath test refusal in the past five years.
- Any attempt to elude conviction in the past seven years.
- Any other misdemeanor conviction, diversion or expungement within the last three years.
- A conviction for minor in possession of alcohol in the last three years.
- A misdemeanor driver's license suspension in the last five years.
- An infraction driver's license suspension in the last three years.
- Three or more hazardous traffic infractions in the last five years.
- Any illegal drug use in the last three years.
- Been previously employed by a police or corrections agency, or in a police or corrections capacity (including reserve officers and military police officer) and has since committed or violated federal, state or city laws pertaining to criminal activity.
- Any use of illegal narcotics after having been employed by a police or corrections agency, or in a police or corrections capacity (including reserve officers and military police officer).
- Had police certification denied or revoked in any state.
- Been terminated by another law enforcement agency for lying during an internal affairs investigation.
- Lied during any part of the hiring process.
- Submitted an application or personal history statement that has been falsified.

Applicants must be of good moral character. The following indicate a lack of good moral character:

- Immoral, illegal conduct.
- Conduct involving dishonesty, fraud, deceit, or misrepresentation.
- Intentional deception, fraud attempted deception or fraud in any application, examination or other document.
- Deliberate omissions of falsifications are grounds for disqualifications and removal from the process.
- Conduct that is prejudicial to the administration of justice.
- Acts or conduct that would cause a reasonable person to have substantial doubts about the individual's honesty, fairness, respect for the right of others or for the laws of the state or nation.
- Conduct that adversely reflects on the individual's fitness to perform as a law enforcement officer.
- Conduct that would interfere with an individual's ability to be perceived as a credible witness in court.

Academy Graduate Police Officer Information

About the City's Police Department. Currently the Battle Ground Police Department consists of approximately twenty-six sworn and non-sworn personnel. Sworn positions include, but are not limited to, specialty assignments such as: uniform patrol operations, Detective Division, K-9 Unit, Motorcycle Officers and School Resource Officers. The department's non-sworn personnel include a Records Division, and a Property / Evidence Technician.

The City of Battle Ground is located in the heart of Clark County, Washington just four miles east of Interstate 5. Battle Ground is a full-service City that functions as the social and commercial hub for central and north Clark County. The City is surrounded by scenic and pristine landscape and offers its residents an excellent quality of life.

SALARY –

Ranging from Step 1 at \$5,152.54 to Step 1 at \$6,175.82 per month.

REQUIREMENTS – For Academy Graduate Police Officer level acceptance:

- Must be a graduate of the Washington State Criminal Justice Training Commission (WSCJTC) Basic Law Enforcement Academy; (attach certificate) OR
- A trainee currently attending the WSCJTC Academy who has successfully completed the Academy mid-term examination and is scheduled for graduation from the Academy within 60 days of applying; OR
- A graduate of an equivalent training academy from a state that has reciprocity with the WSCJTC; must successfully complete the WSCJTC Equivalency Academy and examination after appointment.

BENEFITS – The City of Battle Ground offers a benefit package that includes:

1. Ninety-six (96) hours of annual leave to start.
2. Eight (8) hours of accrued sick leave per month.
3. Eleven (11) paid holidays computed at the time and one half pay rate. A yearly check is paid to each officer every November.
4. LEOFF retirement benefits.
5. Medical, dental and vision packages for employees and their family members.
6. The City provides all uniforms and equipment for officers, including vest, boots and weapon.
7. The City provides a \$10,000 life insurance policy.
8. Educational incentive pay for Associate Degree (2%) and Bachelor Degree (4%).
9. Specialty pay (3%) if assigned to K-9, Detective, Motorcycles, School Resource Officer, SWAT or Drug Recognition Expert.

10. Longevity Incentive – 2% at 7 – 10 years, 3% at 11 – 14 years and 4% at 5+years.
11. Physical Fitness Incentive – Between 1% - 3%.

Lateral Police Officer Information (continued)

SELECTION PROCESS – *includes but is not limited to:*

1. Application Packet
2. Physical Agility Test
3. Oral Board Interview
4. Pre-Psychological Evaluation
5. Background
6. Polygraph
7. Final Interview with Chief of Police
8. Psychological Evaluation
9. Pre-Employment Drug Testing
10. Medical Exam

**EMPLOYMENT APPLICATION
CITY OF BATTLE GROUND
CIVIL SERVICE COMMISSION**



Civil Service Secretary/Examiner
109 SW 1st Street, Suite 221
Battle Ground, WA 98604
PHONE(360) 342 – 5009
FAX (360) 342 – 5050
www.cityofbg.org

ACADEMY GRADUATE POLICE

Please note that incomplete applications will be rejected and returned to the applicant. To apply:

1. This packet must be filled out **completely**, including an **original signature** and **date**.
2. The application must either be typed or in blue or black ink only.
3. Attach additional pages as necessary.
4. Attach required documentation as applicable.

GENERAL INFORMATION				
Last Name:		First Name:		Middle Name:
Street Address:			City:	State: Zip code:
Home Phone:	Cell Phone:	Work Phone:	Email Address:	
<p>The City of Battle Ground allows veteran's preference in accordance with Washington State law to veterans honorably released from active military service pursuant to RCW 41.04.010.</p> <p>Do you wish to claim Veteran's Preference for testing, pursuant to RCW 41.04.010? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><i>If yes, please complete the following items.</i></p> <p>I certify that I have served in a branch of the armed forces of the United States and received an honorable discharge or received a discharge for physical reasons with an honorable record within the last 15 years. I further certify:</p> <p>A) I served during a period of war, or in an armed conflict as defined in RCW 41.04.005, and did not receive military retirement. My active service was with the _____ and I served during _____ I hereby claim: _____ 10% added to my passing examination score. (Entrance exam only)</p> <p style="text-align: center;"><i>OR</i></p> <p>B) I did not serve during a period of war, or in an armed conflict as defined in RCW 41.04.005 or I am receiving military retirement. I hereby claim: _____ 5% added to my passing examination score. (Entrance exam only)</p> <p>To claim Veteran's Preference you must attach a copy of your DD-214 form to this packet.</p> <p>Are you retired from military service? <input type="checkbox"/> Yes <input type="checkbox"/> No All dates of active duty: From ____/____/____ TO ____/____/____</p> <p>Are you a United States Citizen? (Documentation of authorization to work in the U.S. will be required if an offer of employment is made and accepted.) <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>After reviewing the job description, is there any reason that would prevent you from performing the essential functions of the job for which you are applying with or without reasonable accommodation? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Have you successfully completed a state certified law enforcement academy? <input type="checkbox"/> Yes <input type="checkbox"/> No (If yes, please identify state and the dates you attended the academy and attach a copy of the academy certification.) State of academy _____ Start and end dates of academy _____</p>				

Note: The City's nepotism policy prohibits family members, spouses, or individuals residing with a current employee from working in any capacity that may create a conflict of interest.

Are you related to or residing with any current employee of the City of Battle Ground? Yes No

If yes, please give the name of the employee and relationship to him/her:

Have you ever been convicted, pled guilty or no contest, forfeited bond or bail for any crime? (Including traffic violations)

Yes (If yes, list each date and incident below) No

Date	Charge	Sentence (i.e., probation, fine, etc.)	Remarks

EDUCATION

Do you have a high school diploma or GED? Yes No (If yes, please provide name of school attended)

Name of school & City and State:

Name of College, University, Vocational school	Major	Degree Received (Y/N)	Degree / Title

Indicate any other trades, skills or licenses you possess related to the position.

Note: Attach copies of any licenses, degrees or certificates to this application packet.

EMPLOYMENT HISTORY

Beginning with your present employer, include part-time and volunteer positions, and list every period of employment since the age of 18. Please complete and provide accurate information, as failure to do so could disqualify you from the process. If there was a period of unemployment between any of the positions you have held, please list the time period on a separate sheet of paper and explain why you were out of work.

Employer:	Dates Employed: From: / / To: / /
Address:	City, State, Zip Code:
Phone Number:	Supervisor:
Job Title/Position:	Specific Duties:
Reason for leaving:	Salary:

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Phone Number:	Supervisor:
Job Title/Position:	Specific Duties:
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Address:	City, State, Zip Code:
Phone Number:	Supervisor:
Job Title/Position:	Specific Duties:
Reason for leaving:	Salary:

Attach additional sheets if necessary to include all work history.

PERSONAL REFERENCES

Please provide five (5) personal references who know you well, such as social and family friends, co-workers, military acquaintances. DO NOT list relatives, employers, or housemates.

Name:	Phone Number:
Address:	City/State/Zip
How do you know this person?	Years Known:

Name:	Phone Number:
Address:	City/State/Zip
How do you know this person?	Years Known:

Name:	Phone Number:
Address:	City/State/Zip
How do you know this person?	Years Known:

Name:	Phone Number:
Address:	City/State/Zip
How do you know this person?	Years Known:

Name:	Phone Number:
Address:	City/State/Zip
How do you know this person?	Years Known:

CITY OF BATTLE GROUND

AGREEMENT, CERTIFICATION AND AUTHORIZATION

I hereby certify, under the penalty of perjury in the State of Washington, that this application contains no willful misrepresentations and that the information given is true and complete to the best of my knowledge and belief. I authorize the investigation of any or all statements contained in this application. I also authorize any person, school, current employer, past employers and organizations to provide relevant information and opinions that may be useful in making a hiring decision. I am aware that should an investigation at any time disclose any such misrepresentation or falsification, my application may be rejected, my name may be removed from consideration or I may be discharged from my employment.

I hereby release any such current or former employers or institutions, their agents or employees from any and all liability resulting from the release of such information. My authorization and release from liability are knowing, intelligent and voluntary acts. I understand that this application is not intended to be a contract of employment. Many City positions are governed by collective bargaining agreements, which specify terms of employment. Employment for all positions not covered under collective bargaining agreements is "at will". This means that either party can terminate the employment relationship at any time, with or without cause or advance notice.

Signature of Applicant _____ Date _____

The City of Battle Ground is an Equal Opportunity Employer and does not unlawfully discriminate on the basis of race, sex, age, color, sexual orientation, religion, national origin, marital status, genetic information, veteran's status, disability, or any other basis prohibited by federal, state, or local law.

STATE OF _____)

_____): ss

COUNTY OF _____)

I certify that I know or have satisfactory evidence that _____ is the person who appeared before me, and said person acknowledged that they signed this instrument and acknowledged it to be their free and voluntary act for the uses and purposes mentioned in the instrument.

SUBSCRIBED AND SWORN TO BEFORE ME THIS _____ DAY OF _____, _____.

NOTARY PUBLIC in and for the state
of _____

My Commission Expires:

Equal Employment Opportunity

Completion of this page is optional.

This sheet will be detached from your application packet and kept separate and confidential.

The City of Battle Ground is an Equal Opportunity Employer. To help us comply with government record keeping, reporting, and other legal requirements, please complete the survey section below. Providing this information is entirely voluntary. Upon receipt, this information will be immediately removed from the application form, kept in a confidential separate file and will not be used in the evaluation of your application.

Applicant Name: _____

Job Title Applied for: _____

Sex: Male Female

Age 40 or Over? Yes No

Race: (choose only one)

- White/Caucasian
- Black/African American
- Hispanic/Latino
- Asian
- Native Hawaiian or Pacific Islander
- American Indian/Alaska Native
- Two or More Races

Disability Status: A person with a disability is a person who has a physical or mental impairment which substantially limits one or more major life activities, or has a record of such impairment, or is perceived as having such impairment, as defined by the Americans with Disabilities Act. "Substantially limits" means you are either unable to perform or are significantly restricted in performing a major life activity, such as caring for yourself, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, or working.

Do you meet this definition? YES NO

Accommodations to participate in the job application and/or selection process for employment will be made upon request with reasonable notice. Please contact the Human Resources Department for further information at (360) 342 – 5009.