



City of Yelm

## POLICE DEPARTMENT

206 McKenzie Ave. SE Yelm, WA 98597-8831 • (360) 458-5701 • (360) 458-3188 fax

### Lateral Patrol Officer – Immediate Opening

The City of Yelm is seeking applications from Lateral Police Officer candidates to fill at least 1(one) currently open position. The City of Yelm currently employs 13 full-time commissioned officers, 2 full-time administrative staff and 4 Reserve Police Officers. The City of Yelm has a current population of 8,750 residents and is the fastest growing community in Thurston County. Qualified applicants are encouraged to apply as soon as possible.

#### Pay/Benefits:

- Work schedule consisting of four – 10 hour shifts
- Extensive opportunities for training in various fields
- \$66,888.00 - \$75,288.00 annually based on current contract (2018-2020)
- Opportunities in Detective, SRO, Hostage Negotiator, Crime Prevention, and SWAT
- Assigned Take Home Vehicles
- Longevity Pay after 7 years
- FTO Pay at 5%
- Instructor Premium Pay
- Shift Differential Pay
- Physical Fitness Incentive Pay
- Education Incentive Pay at 2 and 4%
- 11 paid holidays

#### Closing Date:

- First round of applications will be reviewed by March 30, 2018 at 5:00 p.m. PST. Testing will take place in April. Applications are accepted continuously as the position will be open until filled.

#### Requirements:

- Be employed as a full time commissioned officer continuously for 12 consecutive months within the past 24 months.
- Washington State applicants must have completed the Washington State Criminal Justice Training Commission BLEA and hold current peace officer certification.
- Applicants from outside Washington must successfully complete the equivalency academy.

**Apply:** Applications can be picked up, downloaded from [www.ci.yelm.wa.us](http://www.ci.yelm.wa.us), or emailed to you. \$10.00 application fee when turned in. Contact Civil Service Examiner Ashlee Sund at #360-458-8437 or email [AshleeS@yelmwa.gov](mailto:AshleeS@yelmwa.gov) for additional questions.

### **Examination Process:**

#### Phase One:

- Application Screening
- Oral Board Interviews
- Candidates will be ranked according to their scores on the oral board. The Civil Service Examiner will verify the list and provide it to the Chief of Police.

#### Phase Two:

- Interview with the Chief of Police
- Preliminary background investigation
- Conditional hire offer

#### Phase Three:

- Psychological Examination
- Polygraph Examination
- Medical Examination
- Complete background investigation

#### Phase Four:

- Appointment to position

### **Training/Probation**

All lateral officers will participate in a Field Training Program. The length of time in the field training program will be directly related to the amount of experience. Typical lateral field training is between 1 – 3 months. All lateral officers will be on a probationary period for one year from date of hire.

#### Veteran's Scoring Criteria

Veteran's scoring criteria will be applied after the applicant successfully passes the oral board test. Veteran's scoring criteria will be added only for candidates who meet the criteria in accordance with RCW 41.04.005. Candidates must attach their DD214 at the time of application.

If you have any questions about this process please contact the Civil Service Examiner at 105 Yelm Ave. W, Yelm, WA 98597. You can email [ashlees@ci.yelm.wa.us](mailto:ashlees@ci.yelm.wa.us) or call Ashlee Sund at (360) 458-8437.

***Instructions:***

1. Carefully read the job announcement for this position. Pay particular attention to the desired/minimum qualifications to make sure you have included your pertinent education and/or experience on the application.
2. The title of position should be the title shown on the job announcement. Provide all information requested by printing in legible black ink.
3. Be sure to date and sign the application.
4. Disclosure of your social security number (SSN) is mandatory if you are applying for public safety positions. Your SSN is used to track your application and exam materials.
5. Return this applicant to:  
**City of Yelm Civil Service Division**  
**105 Yelm Ave. W.**  
**Yelm, WA 98597**
6. Your application must be received by the civil service examiner before 5:00 p.m. on the last date to file as stated on the job announcement. This only applies to applications that have a closing date.
7. Advise the Civil Service Division of any change in your address or telephone number by calling (360) 458-8437. Failure to notify may result in you not being contacted for testing and interviews.
8. You will be notified by mail and email (if applicable) of the time and place of your interview.

**Note: If you are a veteran and wish to claim veteran's preference please submit a copy of your DD214/DD215 with your application.**

**City of Yelm  
Police Officer  
Self-Assessment Checklist**

The Yelm Police Department conducts a thorough investigation on all candidates considered for employment. The investigation includes the following: completion of a personal history statement, background investigation, polygraph, psychological and medical examination, personal history, criminal record, driving record, financial, and professional history evaluation.

The following checklist of requirements is being provided to assist you in determining your eligibility status:

- You are a citizen of the United States
- You can read and write the English language
- You are at least 21 years of age or will be at the anticipated date of hire
- You have a valid Washington State Driver's License or have a valid driver's license from another state and are eligible to obtain a Washington State Driver's License
- You have a good driving record for the past 5 years
- You have received a high school diploma or G.E.D.
- You have no felony convictions
- You have no gross misdemeanor or misdemeanor convictions involving moral turpitude
- You have no other misdemeanor convictions in the past 5 years
- You have no "convictions" for any crime of Domestic Violence in accordance with RCW 9A.1.040 since July 1, 1993.
- You have not used any illegal controlled substance in the past 3 years

**Select one of the next two:**

- You were discharged honorably from the Armed Forces
- You have never been in the Armed Forces

***If you were unable to check all of the above items you are not eligible for employment.***

Additionally, the following are other reasons why applicants have not been accepted for employment and/or have had their names removed from the eligibility list – each being based in a case by case basis:

- Conduct not compatible with city employment, whether or not it amounts to a crime
- Credit history which reflects poor responsibility
- Work history which reflects poor performance
- Use of illegal controlled substances beyond the above listed 3 year requirement
- Alcohol or drug abuse
- Unable to pass a polygraph, psychological, drug screening or medical examinations
- Unable to pass the Washington State Criminal Justice Training Commission physical agility test (entry level only).

**DECEPTION AT ANY STATE OF THE EMPLOYMENT PROCESS IS GROUNDS FOR IMMEDIATE DISMISSAL FROM CONSIDERATION.**

**CITY OF YELM  
APPLICATION FOR EMPLOYMENT**

Title of Position applying for: \_\_\_\_\_

Social Security Number: \_\_\_\_\_ Home Phone #: \_\_\_\_\_

Alternate Contact #: \_\_\_\_\_

First Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_ Last Name: \_\_\_\_\_

Physical Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Email Address: \_\_\_\_\_ Driver's License #: \_\_\_\_\_

Are you at least 18 years of age:    Yes            No

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Were you ever employed in the past by the City of Yelm?            Yes            No

If yes, which department and the dates employed: \_\_\_\_\_

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If you wish to claim Veteran's Preference, all the following questions must be answered. Copies of DD214s/DD215s (Member Copy 4) are required at time of application as proof of eligibility.

Are you receiving any military retirement payments?    Yes            No

Have you been honorably released from Active Military Service?    Yes            No

Dates of active service from \_\_\_\_\_ to \_\_\_\_\_, Branch of Service: \_\_\_\_\_

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How did you find out about the position for which you are applying? \_\_\_\_\_

Do you have relative(s) employed by the City of Yelm?    Yes            No

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***EQUAL EMPLOYMENT OPPORTUNITY***

Federal Government regulations require that we track the following applicant data. We would appreciate your cooperation by voluntarily indicating your gender and ethnicity as defined below.

Definitions of Racial/Ethnic/Individual with disability categories:

**Asian/Pacific Islander** – All persons having origins in any of the original peoples of the Eastern Asia, Southeast Asia, the Indian Subcontinent, or the Pacific Islands.

**Black** (not of Hispanic origin) – All persons having origins in any of the Black racial groups of Africa.

**Hispanic** – All persons of Mexican, Puerto Rican, Cuban, Central and South American, or other Spanish culture or origin, regardless of race.

**Native American/Alaskan Native** – All persons having origins in any of the original peoples of North American and who maintain cultural identification through tribal affiliation or community recognition.

**White** (not of Hispanic origin) – All persons having origins in any of the original peoples of Europe, North Africa, or the Middle East.

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Female

Male

White

Black

Hispanic

Asian/Pacific Islander

Native American/Alaskan Native\*

\*As set forth in EEOC Form 1643 (EEO-4): Proof of tribal affiliation required.



**EMPLOYMENT HISTORY**

List your present or most recent employer first. Be sure to include the experience which you feel qualifies you for this position. Include military service, volunteer experience and periods of unemployment. Be as complete as possible in outlining the duties of each position. Failure to do so may affect your acceptance for the examination, the credit you receive for experience, or your status as an employee, if hired. **Resumes are not accepted in lieu of completing this application.** Attach an additional sheet if needed.

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Employed By: \_\_\_\_\_ Job Title: \_\_\_\_\_

City/State: \_\_\_\_\_ Employed From: \_\_\_\_\_ To: \_\_\_\_\_

Starting Salary: \$ \_\_\_\_\_ Final Salary: \$ \_\_\_\_\_ Hours Week: \_\_\_\_\_

Duties and Reason for Leaving:

  
  

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Employed By: \_\_\_\_\_ Job Title: \_\_\_\_\_

City/State: \_\_\_\_\_ Employed From: \_\_\_\_\_ To: \_\_\_\_\_

Starting Salary: \$ \_\_\_\_\_ Final Salary: \$ \_\_\_\_\_ Hours Week: \_\_\_\_\_

Duties and Reason for Leaving:

  
  

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Employed By: \_\_\_\_\_ Job Title: \_\_\_\_\_

City/State: \_\_\_\_\_ Employed From: \_\_\_\_\_ To: \_\_\_\_\_

Starting Salary: \$ \_\_\_\_\_ Final Salary: \$ \_\_\_\_\_ Hours Week: \_\_\_\_\_

Duties and Reason for Leaving:



**STATEMENT OF UNDERSTANDING**

- I authorize my current or former employers and all schools or educational and technical institutions which I have attended to provide the City of Yelm representatives any information regarding my current or former employment, scholastic records or ratings. 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 certify my statements in this application are true, complete and correct to the best of my knowledge and belief. I understand any falsification or omission of information may bar me from the examination, remove my name from the eligible list or, if I have been appointed, cause my dismissal from the City of Yelm. I understand all statements made on this application may be investigated.
  
- I understand the City of Yelm has an ethics code and, if hired, will be required to read it and comply.
  
- If hired, I agree to comply with the City of Yelm Policy that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and will notify my employer of any criminal activity drug statute conviction for a violation occurring in the workplace no later than five days after such conviction.
  
- I understand I must be able to prove authorization to work in the United States at the time of the job offer.
  
- I understand employment with the City of Yelm may be subject to passing a post offer, pre-employment medical examination including a drug screen, and may include a thorough background investigation to include polygraph, psychological and medical examinations.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Be sure your application is complete**

**POLICE OFFICER – LATERAL**

**SUPPLEMENTAL APPLICATION**

Please answer each question fully. You may use the back of the form or attach additional sheets if you need more space to respond.

**Section I**

**Years in Service:** List all positions you have held as a full-time commissioned police officer, beginning with your present or most recent employment.

Title/Rank: \_\_\_\_\_ Employer/Agency: \_\_\_\_\_

Address: \_\_\_\_\_

Dates of Employment: From \_\_\_\_\_ To \_\_\_\_\_

Immediate Supervisor: \_\_\_\_\_

Psychological:      Yes    No                      Administered by: \_\_\_\_\_

Polygraph Exam:    Yes    No                      Administered by: \_\_\_\_\_

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Title/Rank: \_\_\_\_\_ Employer/Agency: \_\_\_\_\_

Address: \_\_\_\_\_

Dates of Employment: From \_\_\_\_\_ To \_\_\_\_\_

Immediate Supervisor: \_\_\_\_\_

Psychological:      Yes    No                      Administered by: \_\_\_\_\_

Polygraph Exam:    Yes    No                      Administered by: \_\_\_\_\_

Title/Rank: \_\_\_\_\_ Employer/Agency: \_\_\_\_\_

Address: \_\_\_\_\_

Dates of Employment: From \_\_\_\_\_ To \_\_\_\_\_

Immediate Supervisor: \_\_\_\_\_

Psychological:      Yes    No                      Administered by: \_\_\_\_\_

Polygraph Exam:    Yes    No                      Administered by: \_\_\_\_\_

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Title/Rank: \_\_\_\_\_ Employer/Agency: \_\_\_\_\_

Address: \_\_\_\_\_

Dates of Employment: From \_\_\_\_\_ To \_\_\_\_\_

Immediate Supervisor: \_\_\_\_\_

Psychological:      Yes    No                      Administered by: \_\_\_\_\_

Polygraph Exam:    Yes    No                      Administered by: \_\_\_\_\_

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Title/Rank: \_\_\_\_\_ Employer/Agency: \_\_\_\_\_

Address: \_\_\_\_\_

Dates of Employment: From \_\_\_\_\_ To \_\_\_\_\_

Immediate Supervisor: \_\_\_\_\_

Psychological:      Yes    No                      Administered by: \_\_\_\_\_

Polygraph Exam:    Yes    No                      Administered by: \_\_\_\_\_

***Section II***

**Areas of Police Work:** Describe all duty and specialty assignments in your police career, such as traffic, investigations, narcotics, community relations/crime prevention, training of officers, gambling, patrol, administration, etc. Note the duration of each assignment.

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**Reason for lateral transfer:** Please give your reasons for leaving your current department and why you want to work for the Yelm Police Department.

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**Community Service:** List any community service programs you have been affiliated with or you created. Explain briefly the impact these programs had on the community or group(s) the program was directed at.

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***Section III***

**Police Education:** Please describe the courses taken relating to police work, excluding the basic police academy.

1. Course Title: \_\_\_\_\_  
Location: \_\_\_\_\_ Date: \_\_\_\_\_ Hours: \_\_\_\_\_
2. Course Title: \_\_\_\_\_  
Location: \_\_\_\_\_ Date: \_\_\_\_\_ Hours: \_\_\_\_\_
3. Course Title: \_\_\_\_\_  
Location: \_\_\_\_\_ Date: \_\_\_\_\_ Hours: \_\_\_\_\_
4. Course Title: \_\_\_\_\_  
Location: \_\_\_\_\_ Date: \_\_\_\_\_ Hours: \_\_\_\_\_
5. Course Title: \_\_\_\_\_  
Location: \_\_\_\_\_ Date: \_\_\_\_\_ Hours: \_\_\_\_\_
6. Course Title: \_\_\_\_\_  
Location: \_\_\_\_\_ Date: \_\_\_\_\_ Hours: \_\_\_\_\_
7. Course Title: \_\_\_\_\_  
Location: \_\_\_\_\_ Date: \_\_\_\_\_ Hours: \_\_\_\_\_
8. Course Title: \_\_\_\_\_  
Location: \_\_\_\_\_ Date: \_\_\_\_\_ Hours: \_\_\_\_\_
9. Course Title: \_\_\_\_\_  
Location: \_\_\_\_\_ Date: \_\_\_\_\_ Hours: \_\_\_\_\_
10. Course Title: \_\_\_\_\_  
Location: \_\_\_\_\_ Date: \_\_\_\_\_ Hours: \_\_\_\_\_

*If more room is needed you may attach an additional sheet.*

**Section IV**

**Formal Education:** List attendance at a college, university or trade school. You can attach a copy of your transcripts however it is not required.

School: \_\_\_\_\_ Degree Earned: \_\_\_\_\_

Dates Attended: \_\_\_\_\_

School: \_\_\_\_\_ Degree Earned: \_\_\_\_\_

Dates Attended: \_\_\_\_\_

School: \_\_\_\_\_ Degree Earned: \_\_\_\_\_

Dates Attended: \_\_\_\_\_

School: \_\_\_\_\_ Degree Earned: \_\_\_\_\_

Dates Attended: \_\_\_\_\_

**Work Record:** List all police equipment accidents you have been involved in regardless of fault.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Sick Leave:** List the total number of sick leave hours taken during your employment as a police officer. Explain if chronic illness or injury resulted in an above average sick leave use.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_