

POLICE OFFICER - LATERAL ENTRY

Training and Experience Evaluation Form

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Name (Please Print)

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Date

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Signature

## INFORMATION FOR ALL APPLICANTS

This application has been designed to:

- meet Equal Employment Opportunity laws;
- ask questions only related to the position for which you are applying;
- be fair to all applicants.

This application is designed to elicit sufficient job-related information to find the best-qualified applicants. Your answers to the questions on this application will be used to:

- (1) determine whether you meet the minimum qualifications, and
- (2) rank your qualifications compared to those of other applicants.

Therefore, it is essential that you answer all questions completely and in detail. It is to your advantage to include all information on this application even if that information may be duplicated in other unrequested materials you provide.

Having all minimum qualifications does not guarantee that you will be selected for further testing and/or interviewing. **Only the best-qualified applicants will be selected for further tests or interviews.**

## INSTRUCTIONS

1. Read the entire application before beginning.
2. Fill out the application completely.
3. Please word process, type, or write legibly in ink. **ATTENTION MAC USERS:** If completing the fillable application, you must use Adobe .pdf software.
4. Use additional pages if needed. Include your name, date, question number(s) and position applying for on all extra pages.
5. Specific answers to specific questions best identify your qualifications for this position.

If you do not understand this form or need assistance,  
please contact:

City of Spokane Civil Service  
808 W. Spokane Falls Blvd.  
Spokane, WA 99201-3315  
(509) 625-6160

Check Yes or No for each part of Question 1 below; your answers to this question will help determine if you meet the minimum qualifications for this position. If you cannot check "Yes" for all parts of Question 1, you may wish to contact a member of the Civil Service staff before completing this training and experience evaluation form.

1. QUALIFICATIONS (Check Yes or No Below)

Yes No

- A. Do you possess a Washington State Basic Law Enforcement certificate? **Attach a copy of your certificate.**  
**OR**  
If from a state other than Washington: Do you possess a Law Enforcement Certificate applicable to your state, and have ability to obtain basic or equivalency Law Enforcement Certificate by the Washington State Criminal Justice Training Commission within the probationary period? **Attach a copy of your certificate.**
- B. Are you currently employed as a law enforcement officer?  
**OR**  
Have you been laid off or retired, in good standing, within the past 24 months?
- C. Have you completed at least two years of sworn, non-military, patrol officer experience?
- D. Do you have two additional years (for a total of four years) of sworn, non-military, police officer experience?  
**OR**  
Have you completed 45 quarter or 30 semester credit hours of course work from an accredited college or university with a minimum GPA of C or 2.0, which includes at least 5 quarter or 3 semester credit hours of college English? **Attach a copy of your college transcript or diploma if you have an A.A., B.A., or B.S. degree. Attach a copy of your college transcript showing English coursework for an associate of applied science (A.A.S.) or other degree not listed above, or if you have not achieved a degree.**  
(Note: submitting a transcript/diploma is not necessary if you have at least four full years of sworn, non-military, police officer experience.)
- E. Are you a United States citizen, and do you possess a valid driver's license?  
**Attach a copy of your license.**
- F. Do you possess the physical condition, agility, and coordination to allow performance of the essential tasks of a police officer as prescribed by the Washington State Criminal Justice Training Commission? (A physical fitness assessment will be conducted by the department.)

2. List colleges you have attended and degrees earned, including major and minor areas of study. If you do not have a degree, give your area of study/course subjects and total credits earned (specify quarter or semester hours).

3. List your work history as a fully commissioned Police Officer, using the format below. If needed, continue with additional employers on the last page of this form.

A. Agency: \_\_\_\_\_  
Position Title: \_\_\_\_\_  
Dates: From: \_\_\_\_\_ To: \_\_\_\_\_  
Primary areas of responsibility/assignments:

B. Agency: \_\_\_\_\_  
Position Title: \_\_\_\_\_  
Dates: From: \_\_\_\_\_ To: \_\_\_\_\_  
Primary areas of responsibility/assignments:

4. For parts A – L below, describe your specialized work experience in the given areas. If you do not have specialized experience or training in a certain area, write “none”. **Limit your answers to the space given.**

A. CRIMINAL INVESTIGATION

1. Agency where you gained the experience: \_\_\_\_\_
2. Length of time worked in this area: \_\_\_\_\_
3. Describe your work, and include your relevant specialized training:

B. COLLISION INVESTIGATION:

1. Agency where you gained the experience: \_\_\_\_\_
2. Length of time worked in this area: \_\_\_\_\_
3. Describe your work, and include your relevant specialized training:

C. CRIME PREVENTION:

1. Agency where you gained the experience: \_\_\_\_\_
2. Length of time worked in this area: \_\_\_\_\_
3. Describe your work, and include your relevant specialized training:

D. TRAFFIC/MOTOR OFFICER:

1. Agency where you gained the experience: \_\_\_\_\_
2. Length of time worked in this area: \_\_\_\_\_
3. Describe your work, and include your relevant specialized training:

E. DRUG ENFORCEMENT:

1. Agency where you gained the experience: \_\_\_\_\_
2. Length of time worked in this area: \_\_\_\_\_
3. Describe your work, and include your relevant specialized training:

F. SPECIAL WEAPONS (i.e. SWAT, EDU, CART):

1. Agency where you gained the experience: \_\_\_\_\_
2. Length of time worked in this area: \_\_\_\_\_
3. Describe your work, and include your relevant specialized training:

G. CERTIFIED FIELD TRAINING OFFICER (FTO)

1. Agency where you gained the experience: \_\_\_\_\_
2. Length of time worked in this area: \_\_\_\_\_
3. Describe your work, and include your relevant specialized training:

H. COMMUNITY RELATIONS ASSIGNMENTS (i.e. D.A.R.E., NRO, SRO)

1. Agency where you gained the experience: \_\_\_\_\_
2. Length of time worked in this area: \_\_\_\_\_
3. Describe your work, and include your relevant specialized training:

I. TACTICAL SQUAD (CROWD/RIOT CONTROL)

1. Agency where you gained the experience: \_\_\_\_\_
2. Length of time worked in this area: \_\_\_\_\_
3. Describe your work, and include your relevant specialized training:

J. CANINE (K9) DUTY (DOES NOT INCLUDE QUARRY)

1. Agency where you gained the experience: \_\_\_\_\_
2. Length of time worked in this area: \_\_\_\_\_
3. Describe your work, and include your relevant specialized training:

K. HOSTAGE NEGOTIATIONS OR CRISIS INTERVENTION

1. Agency where you gained the experience: \_\_\_\_\_
2. Length of time worked in this area: \_\_\_\_\_
3. Describe your work, and include your relevant specialized training:

L. STATE CERTIFIED INSTRUCTOR (Specify i.e. firearms)

1. Agency where you gained the experience: \_\_\_\_\_
2. Length of time worked in this area: \_\_\_\_\_
3. Describe your work, and include your relevant specialized training:



**Use this page to complete your answer to Question 3, if needed.**

**END OF TEST**