

# **Spokane Police Department**

## Training Academy Employee Selection and Hiring Standards

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The following are job dimensions and standards that will be assessed for eligibility as a Spokane Police Department employee:

### **CITY OF SPOKANE CIVIL SERVICE – POLICE AGENCY DISQUALIFIERS (AGREED UPON 11/15/2019):**

Applicants shall be automatically disqualified for employment with the Spokane Police Department in the following circumstances:

1. **DRIVING:**
  - a. Traffic crime conviction for DUI or Reckless Driving in the last 5 years. Two or more DUI convictions within the past 10 years. Diversion or similar action shall be the same as a conviction.
  - b. Suspension of driver's license for any cause other than an administrative suspension, within the past 3 years.
  - c. 4 or more moving violations in the past 3 years from separate incidents.
  - d. 2 or more at-fault accidents in the past 3 years.
2. **DRUG USAGE:**
  - a. Any illegal use, distribution, or possession of any controlled substance, as an adult, within 5 years prior to application.
  - b. Any drug test of the applicant, during the course of the hiring process, where illegal drugs are detected.
  - c. Use or possession of marijuana as an adult, within one year prior to application for employment.
  - d. Conviction or admission of the illegal use of any controlled substance while employed in a criminal justice capacity.
  - e. Manufacture or cultivation of a drug or illegal substance, as an adult.
3. **CRIMINAL ACTIVITY:**
  - a. Any felony conviction as an adult.
  - b. Conviction of any crime under a domestic violence statute as an adult.
  - c. Conviction of two or more misdemeanor offenses classified as a misdemeanor under Washington law as an adult within five years of application.
  - d. Conviction of any crime against a child.
4. **EMPLOYMENT:**
  - a. Failing to be truthful or honest, by act or omission, at any stage of the hiring process; including training and certification.

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- b. Dishonorable Discharge or Bad Conduct Discharge from any branch of the US Armed Forces, except for reasons of sexual orientation.
  - c. Discharge for material cause from any position of criminal justice employment.
  - d. Law Enforcement Certification, denied or revoked, for misconduct in this or another state.
5. FINANCIAL:
- a. An applicants' credit history, including excessive credit card debt or unresolved accounts in collections, will be thoroughly assessed and may be grounds for disqualification.

### **Spokane Police Department "Other Good Cause" Potential Disqualifiers/Standards:**

(Established by Merit System Rules of the Civil Service Commission, City of Spokane, 7/12/19, Section 16.C.5 and SPD Policy 1000).

#### OPERATION OF A MOTOR VEHICLE IN A COMMISSIONED POSITION:

The applicant must possess the following:

1. A valid driver's license.
  - a. The ability to control a motor vehicle at high speeds.
  - b. The ability to safely operate a motor vehicle in all types of conditions.
2. The following shall be disqualifying:
  - a. A conviction for driving under the influence of alcohol and/or drugs within five years prior to application, or two or more convictions for driving under the influence of alcohol and/or drugs within the past 10 years.
  - b. Diversion or other similar action shall be the same as a conviction.
  - c. Receipt of four or more moving violations (or any single violation of a potential life threatening violation, such as reckless driving, speed contest, suspect of a pursuit, etc.) from separate incidents, within three years prior to application. Moving violations for which there is a factual finding of innocence shall not be included.
  - d. Involvement as a driver in two or more chargeable (at fault) collisions within three years prior to date of application.

#### OPERATION OF A MOTOR VEHICLE IN A NON-COMMISSIONED POSITION:

1. The applicant must possess the following:
  - a. A valid driver's license (if the position requires a valid driver's license).
  - b. The ability to drive safely in all conditions, if applicable.
2. The following shall be disqualifying:

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- a. A conviction for driving under the influence of alcohol and/or drugs within two years prior to application or any two convictions for driving under the influence of alcohol and/or drugs.
- b. Diversion or other similar action shall be the same as a conviction.
- c. If applicable, receipt of three or more moving violations (or any single violation of a potential life threatening violation, such as reckless driving, speed contest, suspect of a pursuit, etc.) from separate incidents, within one year prior to application. Moving violations for which there is a factual finding of innocence shall not be included.

### INTEGRITY

The applicant must:

1. Not yield to the temptation of bribes, gratuities, payoffs, etc.
2. Not tolerate unethical or illegal conduct on the part of co-workers or other law enforcement personnel.
3. Not divulge confidential information.
4. Show strong moral character and integrity in dealing with the public.
5. Be honest in dealing with the public and fellow employees.
6. The following shall be disqualifying:
  - a. Any material misstatement of fact or significant admission during the application or background process shall be disqualifying, including inconsistent statements made during the initial background interview or polygraph examination or discrepancies between this background investigation and other investigations conducted by other law enforcement agencies.
  - b. Any forgery, alteration, or intentional omission of material facts on an official employment application document or any sustained episodes of academic cheating or personal dishonesty.
  - c. Having been dishonorably discharged from the armed services.
7. The following may be disqualifying:
  - a. Financial affairs or personal life indicating a history of poor judgment and refusal to confront problems.

### CREDIBILITY AS A WITNESS IN A COURT OF LAW

The applicant shall have the ability to give testimony in a court of law without being subject to impeachment due to his/her previously documented compromises in official proceedings (dishonesty), honesty or due to a prior felony conviction.

1. The following shall be disqualifying:

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- a. Conviction as an adult of any felony as classified under Washington state law. (CJTC requirement).
  - b. Conviction of any crime under a domestic violence statute as an adult.
  - c. Conviction for two or more misdemeanor offenses classified as a misdemeanor under Washington law as an adult within five years of application.
  - d. Admission of having committed any act which constitutes a felony crime (may include some misdemeanor offenses) under Washington state law, as an adult, within five years prior to application or while employed as a peace officer (including Military Police Officers).
  - e. Admission of administrative conviction of any act while employed as a peace officer (including Military Police Officers) involving lying, falsification of any official report or document, or theft.
  - f. Admission of any criminal act, whether misdemeanor or felony, committed against children including but not limited to: child molestation, child abduction, child abuse, lewd and lascivious acts with a child, or indecent exposure. Acts of consensual unlawful intercourse accomplished between two minors shall not be included, unless more than four years difference in age existed at the time of the acts.
2. The following may be disqualifying and will require the final approval of the Chief of Police after he/she has reviewed all information contained in the background investigation:
    - a. Admission of any act of domestic violence as defined by law, committed as an adult.
    - b. Conviction as a juvenile of any felony as classified under Washington state law.
    - c. Conviction of any criminal offense classified as a misdemeanor under Washington state law within three years prior to application.
    - d. Conviction of any offense classified as a misdemeanor under Washington state law while employed as a peace officer (including Military Police Officers).
    - e. Any history of actions resulting in civil lawsuits against the applicant or his/her employer.

### DEPENDABILITY

The applicant shall have a documented history of:

1. Submitting reports on time when applying for a commissioned position.
2. Being motivated to perform well.
3. Dependability and follow-through on assignments.
4. Taking the effort required for complete accuracy in all details of work.
5. Willingness to work what is needed to complete a job.
6. The following shall be disqualifying:
  - a. Missing any scheduled appointment during the hiring process without prior

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- permission or justifiable reason.
  - b. Discipline by any employer (including military) as an adult for abuse of leave, gross insubordination, dereliction of duty, or persistent failure to follow established policies and regulations.
  - c. Personal bankruptcy more than once, current financial obligations for which legal judgments have not been satisfied, current wage garnishment, or any other history of financial instability.
  - d. Subject of any outstanding warrant of arrest at time of application.
7. The following may be disqualifying:
- a. Involuntarily dismissed by an employer as an adult (18 years of age) for any reason other than layoff.
  - b. A pattern of multiple positions with different employers over a limited period of time.
  - c. Resignation from any paid position without notice.

### LEARNING ABILITY

1. The applicant shall have:
  - a. The ability to comprehend and retain information.
  - b. The ability to recall information pertaining to laws, statutes, codes, etc. when applying for a commissioned position.
  - c. The ability to learn and apply the material, tactics and procedures that are required.
2. Academic dismissal from any WSCJTC certified Basic Law Enforcement Academy wherein no demonstrated effort has been made to improve in the deficient areas shall be disqualifying. Successful completion of a subsequent WSCJTC Basic Law Enforcement Academy shall rescind this requirement.
3. Current academic dismissal from any college or university where such dismissal was initiated within the past two years prior to the date of application, and is still in effect may be disqualifying.

### PERSONAL SENSITIVITY

1. The applicant shall have:
  - a. The ability to resolve problems in ways that show respect for others.
  - b. Empathy.
  - c. The ability to use discretion (not enforcing the law blindly) when working in a commissioned position.
  - d. Fairness in dealing with fellow employees and citizens from varied racial, ethnic

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- and economic backgrounds both individually and in groups.
  - e. Effectiveness in dealing with people without arousing antagonism.
2. The following shall be disqualifying:
- a. Discipline by any employer (including the military and/or any law enforcement training staff) for acts constituting racial, ethnic or sexual harassment or discrimination.
  - b. A pattern of uttering epithets derogatory of another person's race, religion, gender, national origin or sexual orientation.
  - c. Discipline by any employer as an adult for fighting in the workplace.

**JUDGMENT UNDER PRESSURE**

1. The applicant shall have the ability to:
- a. Apply common sense during pressure situations.
  - b. Make sound decisions on the spot.
  - c. Use good judgment in dealing with potentially explosive situations.
  - d. Make effective, logical decisions under pressure.
2. The following shall be disqualifying:
- a. Administrative or criminal convictions for any assault under color of authority or any other violation of federal or state Civil Rights laws.
  - b. Administrative or criminal conviction for failure to properly report witnessed criminal conduct committed by another law enforcement officer.

**ILLEGAL USE OR POSSESSION OF DRUGS**

In order to maintain high standards in the City of Spokane law enforcement community, the Spokane Police Department has established illegal drug use guidelines to evaluate an applicant's suitability for employment.

1. The following examples of illegal drug use or possession will be considered automatic disqualifiers for public safety applicants, with no exceptions:
- a. Any drug test of the applicant, during the course of the hiring process, where illegal drugs are detected.
  - b. Commissioned: Any illegal adult (over 18) use or possession of an illegal drug after having been employed in any law enforcement capacity including corrections and military police, or after making an application to a law enforcement agency.
2. The following constitute Spokane Police Department's Drug Standards. These standards must be met to be considered for employment.
- a. No use or possession of a drug classified as a hallucinogenic within five years prior

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- to application for employment.
- b. Commissioned and Civilian Evidence Technicians: No adult use or possession of marijuana within one year prior to application for employment.
  - c. No other illegal use or possession of a controlled substance not mentioned above (including cocaine) within five years prior to application for employment.
  - d. No adult manufacture or cultivation of a drug or illegal substance.
3. The following examples of illegal drug use or possession will be considered in relationship to the overall background of that individual and may result in disqualification:
- a. Any illegal use, manufacture, cultivation or possession of a drug as a juvenile.
  - b. Any illegal adult use or possession of a drug that does not meet the criteria of the automatic disqualifiers specified above.
  - c. Any illegal or unauthorized use of prescription medications within five years of application.
4. An applicant may also be disqualified for the illegal use/misuse of legally prescribed drugs or medications. An applicant may also be disqualified if the applicant's alcoholic beverage consumption is shown to impair his/her ability to perform in a satisfactory manner.