



REVISED MARCH 2017

Thank you for your interest in becoming a Spokane Police Officer. This packet has been designed to answer many questions that you may have regarding our process.

Reasons to apply as a Police Officer with the Spokane Police Department:

- 1) Annual salary range: \$48,587 with increases to \$80,513 after 5 years and a maximum of \$88,405 after 30 years of service — plus education incentives and promotional opportunities!
- 2) Quality of life
- 3) Affordable housing
- 4) Uniforms and equipment provided
- 5) Specialty units such as: SWAT, K9, Tactical Team, Hostage Negotiator, CIT

Please read the following information and thoughtfully consider its contents. The process for eventual hire as a Spokane Police Officer is involved and thorough. The first step in the process is the completion of Civil Service testing. Based on the numeric results of that test, your name will be placed on an eligibility list from which the Police Department selects applicants for further processing. The steps in the process for possible hire are listed below in order. All are successive hurdles:

1. Civil Service testing (currently administered by Public Safety Testing)
2. Physical Ability Testing (see attached)
3. Completion of Personal History Form, Credit history check, criminal and traffic records checks, employment verification, past employer reference checks, personal reference checks
4. Interview with Background Investigator
5. Oral Board interview
6. Background investigation including a visit to your agency by the Background Investigator
7. Conditional Offer of Employment
8. Polygraph
9. Medical screening
10. Psychological testing
11. Review by Chief of Police

The law enforcement profession is like no other in our society. Because of this, higher standards of behavior are required of police officers. The community has a right to expect nothing less. The Spokane Police Department actively seeks candidates with higher standards. To this end, there are requirements and standards considered by the Department to assist us in identifying high caliber candidates.

Although there are few “perfect” candidates, we seek persons from all segments of our society who have shown a high degree of honesty, integrity, and desire to work hard in attaining their potential.

Duties of a Police Officer: Performs general duty police work in the enforcement of laws and ordinances. Exercises powers of arrest and control; defends self and uses force and deadly force when necessary; enforces motor vehicle laws; operates vehicle under emergency conditions and provides emergency assistance; responds to crime scenes and performs criminal investigations; participates in special operations. Patrols a designated area on foot or in a radio-equipped vehicle to preserve law and order, to prevent and discover the commission of crime, to direct traffic and to enforce traffic and parking regulations. Employee may be assigned to rotating shifts and may work other than a normal work week.

Open Requirements: (All requirements must be met at time of application). Applicants must possess a state issued Basic Law Enforcement certificate and have two (2) years of sworn, non-military, patrol officer experience. Applicants must be currently employed as a Law Enforcement Officer, OR have been laid off or retired, in good standing, within the past 24 months. Applicants must have 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. Two additional years experience as a police officer may be substituted for the college education requirement. Applicants from states other than Washington must have the ability to obtain Basic or Equivalency Law Enforcement certification by the Washington State Criminal Justice Training Commission within the probationary period. Proof of a valid driver’s license must be submitted. Applicants must be certified by the Police Physician as physically fit to perform the prescribed duties. Applicants must be U.S. citizens.

To obtain an application and further information regarding the Civil Service test, contact:

Civil Service Office
City Hall, 4th Floor
808 W. Spokane Falls Blvd.
Spokane, WA 99201-3315

Phone: (509) 625-6160

Fax: (509) 635-6077

TDD: (509) 625-6681

Website: <https://my.spokanecity.org/>

24 hour job information line: (509) 625-6161

YOU CANNOT BE A SPOKANE POLICE OFFICER IF:

- 1) You cannot have been convicted of D.U.I. within the past five (5) years or have two (2) or more D.U.I. convictions. A diversion or similar action (First Degree Negligent Driving) is the same as a conviction.
- 2) You cannot have been convicted of any felony charges – traffic or criminal.
- 3) You cannot have ever manufactured, sold, offered to sell, distributed, or transported for sale any illegal drugs/narcotics.
- 4) You cannot have been convicted of a domestic violence-related crime, which precludes you from possessing a firearm.
- 5) You cannot have been dishonorably discharged from the armed services.
- 6) You must be able to prove college education requirements or equivalent during the hiring process
- 7) You must successfully pass a Department polygraph or you cannot be medically certified by Department physicians.
- 8) You cannot have been convicted of any crime involving false swearing.

YOU ARE NOT LIKELY T BE HIRED AS A SPOKANE POLICE OFFICER IF:

- 1) Your traffic history shows a continuing and/or recent pattern of poor decision making.
- 2) Your financial affairs or personal life show a history of poor judgment and refusal to confront problems.
- 3) You are recently or currently misrepresenting yourself or ignoring any laws.
- 4) You have a pattern of involvement with illegal drugs.
- 5) Your work history shows a pattern of unexcused absences, discipline or discharge.
- 6) People who know you have doubts about your honesty, integrity or character.
- 7) You have been involved in significant and/or recent misdemeanor activity.

Applicants are also cautioned that government clearances or success in other police agency selection processes are not a guarantee of success in the SPD process. This list is not all-inclusive and is intended only as a general guideline.

DRUG USAGE STANDARDS

The Spokane Police Department will use the following guidelines for rejection of police applicants. Exceptions will be made on a case-by-case basis when appropriate.

ANY USE OF ILLEGAL DRUGS FALLING UNDER THE FOLLOWING CATEGORIES WILL RESULT IN AUTOMATIC REJECTION:

- 1) Any illegal drug and/or marijuana use within the past year
- 2) Injection of amphetamines/methamphetamines
- 3) Use of opiates/narcotics (heroin, morphine, etc.) or abuse of prescribed opiates/narcotics
- 4) Participating in the manufacture, selling, offering to sell, distribution or transporting for sale any illegal drugs/narcotics, regardless of the time frame
- 5) Use of any illegal drugs after submitting an application with any law enforcement agency within the last seven (7) years
- 6) Use of illegal drugs while employed by a law enforcement agency regardless of the time frame

ANY USE OF THE FOLLOWING ILLEGAL DRUGS WITHIN THE PAST SEVEN (7) YEARS WILL RESULT IN AUTOMATIC REJECTION:

- 1) Use of hallucinogenic drugs (mushrooms, LSD, PCP, etc.)

Employee Selection and Hiring Standards

1000.1 PURPOSE AND SCOPE

The employment policy of the Spokane Police Department shall provide equal opportunities for applicants and its employees regardless of race, sexual orientation, age, pregnancy, religion, creed, color, national origin, ancestry, physical or mental handicap, marital status, veteran status or sex, and shall not show partiality or grant any special favors to any applicant, employee or group of employees. The rules governing employment practices for this department are maintained by the City of Spokane Human Resources Department.

1000.2 APPLICANT QUALIFICATIONS

Candidates for job openings will be selected based on merit, ability, competence and experience. Candidates must be a U.S. citizen at the time of application when required. Police Officer applicants shall also meet all qualifications set forth by the Spokane Civil Service Commission and Public Safety Testing. Police Officer applicants must provide proof of college education requirements prior to the physical assessment. Police Officer applicants who have been a law enforcement officer at least four years are not required to provide proof of college education.

Non-commissioned applicants shall have passed the Civil Service test for the position they are applying unless the position applied for does not require Civil Service testing (i.e. volunteers, temp-seasonal, interns, etc.). Any current City employee applying for, transferring to, or temporarily working at the Spokane Police Department from another City Department or Division will go through the same screening process as any other person applying for the same position. All applicants shall also meet those standards set by state law.

1000.2.1 SECURITY OF APPLICANT FILES

All applicant files will be secured and available only to those who are authorized to participate in the selection process.

1000.3 STANDARDS

Employment standards shall be established for each job classification and the applicant must possess the special training, ability, knowledge and skills required to perform the duties of the position in a satisfactory manner. The City of Spokane Human Resources Department maintains standards for all positions.

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

1000.3.1 OPERATION OF A MOTOR VEHICLE IN A COMMISSIONED POSITION:

The applicant must possess the following:

- (a) A valid driver's license.
- (b) The ability to drive safely in all conditions.
- (c) The ability to control a motor vehicle at high speeds.

Spokane Police Department

Policy Manual

Employee Selection and Hiring Standards

- (d) The ability to operate a motor vehicle in all types of weather conditions.
- (e) The following shall be disqualifying:
 - 1. A conviction for driving under the influence of alcohol and/or drugs within five years prior to application or any two convictions for driving under the influence of alcohol and/or drugs.
 - 2. Diversion or other similar action shall be the same as a conviction.
- (f) The following may be disqualifying:
 - 1. 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 three years prior to application. Moving violations for which there is a factual finding of innocence shall not be included.
 - 2. Involvement as a driver in two or more chargeable (at fault) collisions within three years prior to date of application.

1000.3.2 OPERATION OF A MOTOR VEHICLE IN A NON-COMMISSIONED POSITION:

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.
- (c) The ability to operate a motor vehicle in all types of weather conditions, if applicable.
- (d) The following shall be disqualifying:
 - 1. 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.
 - 2. Diversion or other similar action shall be the same as a conviction.
- (e) The following may be disqualifying:
 - 1. 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.

1000.3.3 INTEGRITY

The applicant must:

- (a) Not yield to the temptation of bribes, gratuities, payoffs, etc.
- (b) Not tolerate unethical or illegal conduct on the part of co-workers or other law enforcement personnel.

Spokane Police Department

Policy Manual

Employee Selection and Hiring Standards

- (c) Not divulge confidential information.
- (d) Show strong moral character and integrity in dealing with the public.
- (e) Be honest in dealing with the public and fellow employees.
- (f) The following shall be disqualifying:
 - 1. 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.
 - 2. 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.
 - 3. Having been dishonorably discharged from the armed services.
 - 4. Your financial affairs or personal life shows a history of poor judgment and refusal to confront problems.

1000.3.4 CREDIBILITY AS A WITNESS IN A COURT OF LAW

The applicant shall have:

- (a) The ability to give testimony in a court of law without being subject to impeachment due to his/her honesty or veracity (or their opposites) or due to prior felony conviction.
- (b) The following shall be disqualifying:
 - 1. Conviction for two or more misdemeanor offenses classified as a misdemeanor under Washington law as an adult within five years of application.
 - 2. Admission(s) 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).
 - 3. Admission(s) 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.
 - 4. Admission(s) of any act of domestic violence as defined by law, committed as an adult.
 - 5. Admission(s) 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

Spokane Police Department

Policy Manual

Employee Selection and Hiring Standards

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.

6. Conviction as an adult of any felony as classified under Washington state law.
7. Conviction as a juvenile of any felony as classified under Washington state law will be evaluated appropriately during the hiring process and may exclude the candidate from being eligible for hire.

(c) The following may be disqualifying:

1. Conviction of any criminal offense classified as a misdemeanor under Washington state law within three years prior to application.
2. Conviction of any offense classified as a misdemeanor under Washington state law while employed as a peace officer (including Military Police Officers).
3. Any history of actions resulting in civil lawsuits against the applicant or his/her employer may be disqualifying.

1000.3.5 DEPENDABILITY

The applicant shall have:

- (a) A record of submitting reports on time and not malingering on calls, etc. when applying for a commissioned position.
- (b) A record of being motivated to perform well.
- (c) A record of dependability and follow through on assignments.
- (d) A history of taking the extra effort required for complete accuracy in all details of work.
- (e) A willingness to work the hours needed to complete a job.
- (f) The following shall be disqualifying:
 1. Missing any scheduled appointment during the hiring process without prior permission.
 2. 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.
 3. 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.
 4. Subjecty of any outstanding warrant of arrest at time of application.
- (g) The following may be disqualifying:
 1. Involuntarily dismissed by an employer as an adult (18 years of age) for any reason other than layoff.

Spokane Police Department

Policy Manual

Employee Selection and Hiring Standards

2. A pattern of multiple positions with different employers over a limited period of time.
3. Resignation from any paid position without notice.

1000.3.6 LEARNING ABILITY

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 to apply what is learned.
- (d) The ability to learn and apply the material, tactics and procedures that are required.
- (e) The following shall be disqualifying:
 1. Academic dismissal from any WSCJTC certified Basic Law Enforcement Academy wherein no demonstrated effort has been made to improve in the deficient areas. Successful completion of a subsequent WSCJTC Basic Law Enforcement Academy shall rescind this requirement.
- (f) The following may be disqualifying:
 1. 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.

1000.3.7 PERSONAL SENSITIVITY

The applicant shall have:

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

Spokane Police Department

Policy Manual

Employee Selection and Hiring Standards

1000.3.8 JUDGMENT UNDER PRESSURE

The applicant shall have:

- (a) The ability to apply common sense during pressure situations.
- (b) The ability to make sound decisions on the spot.
- (c) The ability to use good judgment in dealing with potentially explosive situations.
- (d) The ability to make effective, logical decisions under pressure.
- (e) The following shall be disqualifying:
 - 1. Admission(s) of administrative conviction or criminal convictions for any assault under color of authority or any other violation of federal or state Civil Rights laws.
 - 2. Any admission(s) of administrative conviction or criminal conviction for failure to properly report witnessed criminal conduct committed by another law enforcement officer.

1000.3.9 ILLEGAL USE OR POSSESSION OF DRUGS

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

- (a) The following examples of illegal drug use or possession will be considered automatic disqualifiers for public safety applicants, with no exceptions:
 - 1. Any drug test of the applicant, during the course of the hiring process, where illegal drugs are detected.
 - 2. 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.
- (b) The following constitute Spokane Police Department's Drug Standards. You must meet these standards to be considered for employment.
 - 1. No use or possession of a drug classified as a hallucinogenic within five years prior to application for employment.
 - 2. Commissioned. No adult use or possession of marijuana within one year prior to application for employment.
 - 3. No other illegal use or possession of a drug not mentioned above (including cocaine) within five years prior to application for employment.
 - 4. No adult manufacture or cultivation of a drug or illegal substance.
- (c) 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:

Spokane Police Department

Policy Manual

Employee Selection and Hiring Standards

1. Any illegal use, manufacture, cultivation or possession of a drug as a juvenile.
 2. Any illegal adult use or possession of a drug that does not meet the criteria of the automatic disqualifiers specified above.
 3. Any illegal or unauthorized use of prescription medications within five years of application.
- (d) 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.

SPOKANE POLICE DEPARTMENT

Physical Ability Requirements

The following links are useful when understanding the requirements of the Physical Ability Test which is administered early in the hiring process for Spokane Police Officer. We have also explained the events that make up the Physical Ability Test below.

https://fortress.wa.gov/cjtc/www/images/docs/classes/blea/pat_website_info.pdf

<https://www.publicsafetytesting.com/informationcenter/info/index/page/test-requirements-policesheriff-physical-wa>

http://www.youtube.com/watch?feature=player_embedded&v=Lrr6nEIDqEY

As part of the hiring process to become a Spokane Police Officer, an applicant must pass the Physical Ability Test commonly referred to as the PAT. The PAT consists of four tasks; a 300 meter sprint, push-ups, sit ups, as well as a 1 ½ mile run. In this test, each task has a minimum as well as a maximum score. The minimum score of a task is 30 points while the maximum score is 50 points. If an applicant runs a time or completes a task between the minimum and maximum, the applicant will receive an incremental score within that 30 to 50 point spread. An applicant must score a combined total of 160 points to pass the PAT. The most points an individual can score in each task is 50, thus an individual must average at least 40 points per task to obtain the 160 point minimum passing score. Further, the applicant must minimally pass each task to successfully complete the PAT.

As mentioned, each task has a minimum and a maximum score. In the first task, the 300 meter sprint, an applicant must run a time of at least 71 seconds to minimally pass. To score the median score of 40 points, the applicant must run in 63.5 seconds, while to score the maximum of 50 points, he/she must have a time of 56 seconds or better.

In the second task, the push-ups, an applicant must complete a minimum of 21. To score the median of 40.04 points in this task, an applicant must perform 28 push-ups, while to score the maximum he/she must complete 35. In this test there is no time limit to complete the test, however if a person rests, they must do so in the "up" position.

In regard to the sit up portion, which is the third task, an applicant must successfully complete 30 sit ups. To score the median score in sit ups, an applicant must complete 34, while to score the maximum of 50 points he/she must complete 38. This part of the test is timed and the applicant has up to 1 minute to complete this task.

The final task of the PAT is the 1 ½ mile run and it is performed last. To obtain a minimum passing score the applicant must complete the 1 ½ mile run in 14:31, while to score the 50 point maximum a person must complete the run in 13:35 or better.

In summary, the PAT consists of four (4) tasks/events and an applicant must minimally pass each event and receive a combined score of 160 points to successfully complete this portion of the hiring process.

SPOKANE POLICE TRAINING CENTER

SPD FITNESS ABILITY

1.5 Mile Scoring Matrix				300-Meter Run Scoring Matrix			
.357 pt/sec.		.357 pt/sec.		Time in sec.	1.33 pt/sec	Time in sec.	1.33 pt/sec
13:35	50.000	14:03	39.996	56.0	50.00	63.5	40.00
13:36	49.635	14:04	39.639	56.5	49.30	64.0	39.33
13:37	49.278	14:05	39.282	57.0	48.67	64.5	38.66
13:38	48.921	14:06	38.925	57.5	48.00	65.0	38.00
13:39	48.564	14:07	38.568	58.0	47.34	65.5	37.33
13:40	48.207	14:08	38.211	58.5	46.67	66.0	36.66
13:41	47.850	14:09	37.854	59.0	46.00	66.5	36.00
13:42	47.493	14:10	37.497	59.5	45.33	67.0	35.33
13:43	47.136	14:11	37.140	60.0	44.67	67.5	34.66
13:44	46.779	14:12	36.783	60.5	44.00	68.0	34.00
13:45	46.422	14:13	36.426	61.0	43.33	68.5	33.33
13:46	46.065	14:14	36.069	61.5	42.67	69.0	32.66
13:47	45.708	14:15	35.712	62.0	42.00	69.5	32.00
13:48	45.351	14:16	35.355	62.5	41.33	70.0	31.33
13:49	44.994	14:17	34.998	63.0	40.67	70.5	30.66
13:50	44.637	14:18	34.641			71.0	30.00
13:51	44.280	14:19	34.284				
13:52	43.923	14:20	33.927				
13:53	43.566	14:21	33.570	(300 meters = 984 feet)			
13:54	43.209	14:22	33.213				
13:55	42.852	14:23	32.856				
13:56	42.495	14:24	32.499				
13:57	42.138	14:25	32.142				
13:58	41.781	14:26	31.785				
13:59	41.424	14:27	31.428				
14:00	41.067	14:28	31.071				
14:01	40.710	14:29	30.714				
14:02	40.353	14:30	30.357				
		14:31	30.000				

The Fitness Ability Test score for each test item is recorded and added on the individual participant's sheet. The **passing score is 160**, with the range of scores for each test between 30 and 50 for each test item. The participant who scores above the 50-point level on a given test item will not be awarded more than that 50 points to apply toward the other test items.

SPD FAT Matrix and desc. Rev. 09/12/02

SPOKANE POLICE DEPARTMENT LIABILITY RELEASE AGREEMENT

In consideration of being allowed to attend and participate in the above-named physical ability test, I personally assume all risks, whether foreseen or unforeseen, in connection with my participation in this part of Police Officer or Reserve Police Officer testing. I further release the Spokane Police Department and its instructors, agents and operators, from any harm, injury or damage which may occur to me while in attendance. I hereby hold harmless the Spokane Police Department and said persons from any claim by me or my family, estate, heirs, or assigns, arising out of my attendance and participation in this course. In signing this Release Agreement I assert that (a) I am presently in good physical and mental health, (b) I have no reason to believe that I am not in good physical and mental health, (c) I know the risks involved in such activities, and that unanticipated risks may arise during such activities, (d) I have read and fully understand the terms and conditions of this Release, (e) I understand that the terms herein are contractual and not a mere recital, and (f) I have signed this Release as my own free act.

X _____
Police Officer / Reserve Police Officer Applicant Printed Name
X _____
Police Officer / Reserve Police Officer Applicant Signature
Date: _____