

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. Subject 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.