Recruitment and Selection

1000.1 POLICY

In accordance with applicable federal, state, and local law, the Spokane County Sheriff's Office provides equal opportunities for applicants and employees regardless of actual or perceived race, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, age, disability, pregnancy, genetic information, veteran status, marital status, and any other classification or status protected by law. The Office does not show partiality or grant any special status to any applicant, employee, or group of employees unless otherwise required by law.

The Office will recruit and hire only those individuals who demonstrate a commitment to service and who possess the traits and characteristics that reflect personal integrity and high ethical standards.

1000.2 APPLICANT QUALIFICATIONS

Candidates for job openings will be selected based on merit, ability, competence and experience. They shall also meet any qualification set forth by the Spokane County Civil Service Commission. They shall also meet those standards set by state law.

The Office should strive to facilitate and expedite the screening and testing process, and should periodically inform each candidate of their status in the recruiting process.

1000.2.1 APPLICANT TESTING REQUIREMENTS

Prior to appointment, all candidates for sworn positions will, at a minimum, be screened through the following methods:

(a) A background investigation, proof of which will subsequently be submitted to the Washington State Criminal Justice Training Commission (RCW 43.101.095(2)(a)

(b) A medical examination, including a drug screening, performed by a licensed physician

(c) A psychological fitness examination conducted by a qualified professional (e.g., a licensed psychologist or psychiatrist); the qualified professional, examination and subsequent report shall meet the standards as established in WAC 139-07-030.

(d) A polygraph examination administered by an experienced polygraph examiner who meets the standards in WAC 139-07-040.

1000.2.2 SECURITY OF APPLICANT FILES

All applicant files will be secured and available only to those who are authorized to participate in the selection process. Authorized personnel include: the Sheriff (or a designee acting in the Sheriff's absence); Director of Training; Background/Hiring Unit Supervisor; Personnel Coordinator; background investigative staff; and one Administrative Assistant (for document management and appointment scheduling purposes). Any other dissemination of applicant files must be done under a Waiver and Authorization to Release Information and must be documented in the applicant's file.

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1000.3 SELECTION PROCESS

The Office shall actively strive to identify a diverse group of candidates who have in some manner distinguished themselves as being outstanding prospects. Minimally, the Office shall employ a comprehensive screening, background investigation, and selection process that assesses cognitive and physical abilities and includes review and verification of the following:

(a) A comprehensive application for employment (including previous employment, references, current and prior addresses, education, military record)

(b) Driving record

(c) Personal and professional reference checks

(d) Employment eligibility, including U.S. Citizenship and Immigration Services (USCIS) Employment Eligibility Verification Form I-9 and acceptable identity and employment authorization documents. This required documentation should not be requested until a candidate is hired. This does not prohibit obtaining documents required for other purposes.

(e) Information obtained from public internet sites

1. This review should include the identification of any activity that promotes or supports unlawful violence or unlawful bias against persons based on protected characteristics (e.g., race, ethnicity, national origin, religion, gender, gender identity, sexual orientation, disability).

(f) Financial history consistent with the Fair Credit Reporting Act (FCRA) (15 USC § 1681 et seq.)

(g) Local, state, and federal criminal history record checks

(h) Polygraph or voice stress analyzer examination (when legally permissible) (RCW 43.101.095; WAC 139-07-040)

(i) Medical and psychological examination (may only be given after a conditional offer of employment)

1. The medical examination shall include a drug screening and be conducted by a licensed physician.

(j) Review board or selection committee assessment. The following shall be disqualifying:

1. Any individual who does not receive a recommendation for hiring based on the results of the polygraph, psychological examination or medical examination and has their COE rescinded after the review by the Sheriff.

2. Any individual that the Sheriff or designee determine do not meet agency standards and are not considered for additional processing.

(k) Relevant national and state decertification records, if available

1000.3.1 OPERATION OF A MOTOR VEHICLE

(a) The ability to possess a valid Washington driver's license.

(b) The ability to drive safely.

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(c) The ability to control a motor vehicle at high speeds.

(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 three years prior to application or two convictions for driving under the influence of alcohol and/ or drugs within 10 years of application.

2. Diversion, sentence reduction, plea 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 INTEGRITY

(a) Refusing to yield to the temptation of bribes, gratuities, payoffs, etc.

(b) Refusing to tolerate unethical or illegal conduct on the part of other law enforcement personnel.

(c) Not divulging confidential information.

(d) Showing strong moral character and integrity in dealing with the public.

(e) Being honest in dealing with the public and fellow employees.

(f) The following shall be disqualifying:

1. Any material misstatement of fact or significant omission 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 this agency, or other law enforcement agencies.

2. Any forgery, alteration, or intentional omission of material facts on an official employment application document or sustained episodes of academic cheating or personal dishonesty.

3. Having been dishonorably discharged from the armed services.

(g) The following may be disqualifying:

1. Financial affairs or personal life shows a history of poor judgment and refusal to confront problems.

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1000.3.3 CREDIBILITY AS A WITNESS IN A COURT OF LAW

(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 of any crime of Moral Turpitude as an adult. Crimes of Moral Turpitude typically include, but are not limited to : Fraud, Theft, or crimes against persons or things.
2. Admission(s) of administrative conviction or any act while employed as a peace officer (including military police officers) involving lying, falsification of any official report or document, or theft.
3. Been convicted of a domestic violence related crime which precludes them from possessing a firearm.
4. Admission(s) of any criminal act, whether misdemeanor or felony, committed against children including but not limited to: molesting or annoying children, 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.
5. Conviction of any felony as classified under Washington state law.
6. Conviction of any crime involving false swearing.

(c) The following may be disqualifying:

1. Conviction of any criminal offense classified as a misdemeanor under Washington law within three years prior to application.
2. Conviction of any offense classified as a misdemeanor under Washington 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.
4. Admission of any act of domestic violence as defined by law.
5. Admission of a chargeable felony offense within the last two years.
6. Stolen any merchandise or money larger than small change within the last 5 years, excluding when under the age of 18.

1000.3.4 DEPENDABILITY

(a) A record of submitting reports on time and not malingering on calls, etc.

(b) A record of being motivated to perform well.

(c) A record of dependability and follow through on assignments.

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(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 or established deadlineduring the process without prior permission.
2. Submission of an incomplete Personal History Statement (PHS) that lacks essential personal background data.
3. Documented 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 within the past 5 years.
4. Having any outstanding warrant of arrest at time of application.
5. Been fired, or resigned in lieu of termination, from two or more jobs in the last five years.
6. Missed more than two days of work due to drinking in the last three years.
7. Drank alcoholic beverages on the job without authorization in the last three years.

(g) The following may be disqualifying:

1. Having been involuntarily dismissed (for any reason other than lay-off) by an employer as an adult (18 years of age).
2. Having displayed a pattern of multiple positions with different employers over a limited period of time.
3. Resigning from any paid position without notice.
4. Having undergone personal bankruptcy more than once, having current financial obligations for which legal judgments have not been satisfied, currently having wages garnished, or any other history of financial instability.

1000.3.5 LEARNING ABILITY

(a) The ability to comprehend and retain information.

(b) The ability to recall information pertaining to laws, statutes, codes, etc.

(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 of a law enforcement officer.

(e) The following shall be disqualifying:

1. Having been dismissed for academic or disciplinary reasons from any CJTC certified basic law enforcement academy wherein no demonstrated effort has been made to improve in the deficient areas, except: subsequent successful completion of another CJTC basic law enforcement academy shall rescind this requirement.

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(f) The following may be disqualifying:

1. Being under current academic dismissal from any college or university where such dismissal is still in effect and was initiated within the past two years prior to the date of application.

1000.3.6 PERSONAL SENSITIVITY

(a) The ability to resolve problems in a way that shows respect for others.

(b) Empathy.

(c) Discretion, not enforcing the law blindly.

(d) Fairness in dealing with fellow employees and citizens from varied racial, ethnic, sexual orientation and economic backgrounds both individually and in groups.

(e) Effectiveness in dealing with people without arousing antagonism.

(f) The following shall be disqualifying:

1. Having been disciplined by any employer (including the military and/or any law enforcement training facility) for acts constituting racial, ethnic or sexual harassment or discrimination.

2. Having a pattern of uttering any epithet derogatory of another person's race, religion, gender, national origin or sexual orientation.

(g) The following may be disqualifying:

1. Having been disciplined by any employer as an adult for fighting in the workplace.

2. Any disciplinary action (Military or Law Enforcement) for excessive use of force.

1000.3.7 JUDGMENT UNDER PRESSURE

(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 act amounting to assault under color of authority or any other violation of federal or state Civil Rights laws.

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2. Any admission(s) of administrative conviction or criminal conviction for failure to properly report witnessed criminal conduct committed by another law enforcement officer.

1000.3.8 ILLEGAL USE OR POSSESSION OF DRUGS

(a) The following examples of drug use or possession shall disqualify public safety applicants with no exceptions:

1. Any illegal adult use or possession of a drug (excluding marijuana) within seven (7) years prior to application for employment.
2. Prescription drugs: Having displayed a pattern of illegal use or misuse of prescription medication with the three (3) years prior to appointment.
3. Any illegal adult use or possession of a non-prescription drug while employed in any law enforcement capacity or military police..
4. Any adult manufacture, sales, cultivation or transportation of illegal drugs or illegal prescription medications.
5. Failure to divulge any information about personal illegal use or possession of drugs.
6. Any drug test of the applicant, during the course of the hiring process, where illegal drugs are detected.

(b) 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:

1. Any use of marijuana within one year prior to application for employment.
2. Any illegal use or possession of a drug as a juvenile.
3. Any illegal adult use or possession of a drug that does not meet the criteria of the automatic disqualifies specified above.
4. Any illegal or unauthorized use of prescription medications.

1000.3.9 ADDITIONAL DISQUALIFIERS

(a) Applicant may be considered unacceptable if the applicant is unable to demonstrate high standards in the following bona fide occupational requirements:

1. Judgment
2. Verbal and written communication skills
3. Tact
4. Understanding
5. Sensitivity
6. Honesty

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7. Integrity
8. Impartiality
9. Confidence
10. Emotional stability

(b) The applicant shall be disqualified if three (3) or more, not automatically disqualifying, policy violations (listed above), are identified.

1000.3.10 VETERAN PREFERENCE
The Office will provide veteran preference percentages as required (RCW 41.04.010).

1000.4 PROBATIONARY PERIODS

The Administration Division Commander should coordinate with the Spokane County Civil Service to identify positions subject to probationary periods and procedures for:

(a) Appraising performance during probation.

(b) Assessing the level of performance required to complete probation.

(c) Extending probation.

(d) Documenting successful or unsuccessful completion of probation.

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