Civil Service Secretary
P.O. Box 248
Palouse Wa. 99161
Office Phone 509-878-1811  Fax 509-878-1320

POSITION: Police Officer—Lateral Entry

SALARY: $53,000 to $59,000 yearly including O.T. and On Call pay.

Minimum Qualifications:
Twelve months of full-time, paid service as a general authority law enforcement officer as defined in the RCW in a civilian governmental jurisdiction prior to application.

The applicant must not have any period of separation from law enforcement as defined in the RCW that exceeds three (3) years prior to appointment at the city of Palouse. (2) years for out of state. Applicant must have successfully completed the Washington State Basic Law Enforcement Academy or be a graduate of a municipal or regional Basic Law Enforcement Training Academy or equivalent, as accepted by the Washington State Criminal Justice Training Commission. Graduates from accepted out-of-state academies will be required to successfully complete the Washington State Basic Academy Equivalency Test within one year after employment with the Department.

Lateral Entry Process:
Interested applicants should contact the Palouse Police Department Civil Service Secretary for confirmation of minimum qualifications and to request a lateral entry application/packet. After receipt of the lateral packet applicants shall complete and return the packet to the City of Palouse Civil Service Clerk all forms, waivers and any other requested documents to the Palouse Police Department Civil Service Secretary. Qualifying applicants will be called in for an oral board interview at the Palouse Police Department, upon completion of the oral board interview; the applicant’s scores will be combined and finalized. That score will determine the placement of the applicant on the Civil Service Commission Eligibility List. The Chief Examiner will certify to the Police Chief the top three names from the lateral eligibility list for hiring consideration.
FAQ for laterals

Q: As a Lateral Officer do I have to complete the Washington State Police Academy?
A: Out-of-State Lateral Officers must complete an Equivalency Academy within one year. Out-of-State Lateral Officers who have had a two year or longer break in service do not qualify as Lateral Candidates and must attend the Basic Law Enforcement Academy. Lateral Officers from within the State of Washington who have had a three year or longer break in service will have to attend the Equivalency Academy. For more information about the Washington State Criminal Justice Training Commission, visit www.cjtc.state.wa.us.

Q: What is this new Peace Officer Certification that is required in Washington State?
A: The primary purpose of peace officer certification is to ensure that law enforcement agencies do not hire or retain officers who: (A) have been discharged by a law enforcement employer for serious misconduct (B) have convictions for certain criminal offenses; or (C) have otherwise proved themselves to be unsuitable to be peace officers. Be sure to read about the new law governing Peace Officer Certification in Washington.

Q: As a Lateral Officer, do I have to go through a Field Training Program?
A: Yes. All of our officers go through the Field Training Program.

Q: How long is the Field Training program?
A: The Field Training Program is dependent on the applicant. Generally training can be completed in about two weeks. Ongoing FTO training will be ongoing the first 3 months.

Q: If I am progressing quickly due to my experience, can I be released early from the Field Training Program?
A: Lateral Officers can be released early from the Field Training Program, but must complete a minimum of 2 weeks. Early release from the program is based upon many factors including FTO recommendations and approval by the Chief.

Q: What is the biggest challenge facing Lateral Entry Officers?
A: For Out-of-State Officers, the biggest challenge is learning the new laws, geography and departmental procedures. For WA State officers, it is just the new geography and procedures.

As a qualified Lateral Applicant, we would expect only that you bring with you an open mind and positive attitude. We welcome the experience and expertise that you will bring.
Instructions: Fill out the application completely—including, special skills, and breaks in employment. A resume DOES NOT replace the requirement to complete the “work performed section.” Applications are considered for open (vacant) positions only and are not maintained for future positions; therefore a separate application is required for each position. Applications must be received by Palouse Civil Service no later than 5:00 pm on the closing date at which time applications will be screened. Completed applications must be returned to City Hall, mailed to the address above, or faxed to: 509-878-1320

SECTION I – EMPLOYMENT

☐ Full-time, Lateral Entry Police Officer. Applications Due, Open until filled.

Earliest date you can start. ________________________________

May we inquire of your present or most recent employer?  ☐ Yes ☐ No

SECTION II – PERSONAL INFORMATION

Name _____________________________ _____________________________

First Middle Last

Complete Address _____________________________ _____________________________

Number /Street / Apt City ST ZIP

Home Phone _____________________________ Cell Phone _____________________________

Do you have a valid driver’s license (required for driving City vehicles)?  ☐ Yes ☐ No

Driver’s License Number _____________________________ State _____________

Email address _____________________________ (Remains confidential and is not shared.)

Are you legally eligible for employment in the United States?  ☐ Yes ☐ No

Have you ever been convicted of or entered a plea of guilty or no contest to any felony OR been convicted of OR entered a plea of guilty or no contest to a misdemeanor involving illegal drugs, driving under the influence of alcohol, battery, domestic battery or domestic assault? Failure to provide this information will result in not being considered.  ☐ Yes ☐ No

If yes, specific charges and year are required.

________________________________________________________

________________________________________________________

________________________________________________________

________________________________________________________

Highest Level of Education Completed ☐ GED ☐ High School ☐ Some College

☐ Associate’s Degree ☐ Bachelor’s Degree ☐ Other

Major Field of Study _____________________________

Date POST Academy was completed _____/_____/_____ State _______
SECTION III – EMPLOYMENT HISTORY

Explain any gaps in employment in excess of 4 months using the “comments” section, at the bottom of this page. List your employment history, beginning with your most recent or present position.

1. Employer________________________________Telephone ________________________
   City ___________________________ Job Title ____________________
   Supervisor __________________________ Start date ___________ End date ____________
   Monthly Salary _______________________
   Describe work and skills involved:
   ____________________________________________________________
   ____________________________________________________________
   ____________________________________________________________
   ____________________________________________________________
   Reason for leaving
   ____________________________________________________________

2. Employer ______________________________ Telephone ______________________
   City ___________________________ Job Title ____________________
   Supervisor __________________________ Start date ___________ End Date ____________
   Monthly Salary _______________________
   Describe work and skills involved
   ____________________________________________________________
   ____________________________________________________________
   ____________________________________________________________
   ____________________________________________________________
   Reason for leaving
   ____________________________________________________________

3. Employer ______________________________ Telephone ______________________
   City ___________________________ Job Title ____________________
   Supervisor __________________________ Start date ___________ End Date ____________
   Monthly Salary _______________________
   Describe work and skills involved
   ____________________________________________________________
   ____________________________________________________________
   ____________________________________________________________
   ____________________________________________________________
   Reason for leaving
   ____________________________________________________________
Additional work History may be included by attaching a separate page or resume. Letters of reference and a cover letter may be included in your application. Please do not attach transcripts, course certificates or veterans’ paperwork unless requested.
Summarize any **specific** skills, licenses, software or certifications you may have which relate to the position applied for:


Comments (include breaks in employment)


SECTION V – REFERENCES
Provide the names of three persons who can serve as a reference for you. They should be persons with whom you have worked or had a business or student/mentor relationship. **Do not list friends and family.**

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**affirmative action statement**
It is the policy of the City of Palouse to provide equal opportunity in all terms, conditions and privileges of employment for all qualified job applicants and employees without regard to race, color, national origin, gender, age, marital status, veteran status, and sexual orientation.

**ALCOHOL & SUBSTANCE ABUSE POLICY STATEMENT**
Violations of the Alcohol and Substance Abuse Policy by personnel may result in termination or other disciplinary action. **As part of the pre-employment investigation, applicants will be required to participate in a drug screening test.**

**VETERAN’S PREFERENCE**
Per State RCW and Civil service rule, the City of Palouse will afford a preference to employment of veterans. In the event of equal qualifications and experience between candidates for an available position, a veteran who qualifies will be preferred.
“I CERTIFY THAT FACTS CONTAINED IN THIS APPLICATION ARE TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE AND UNDERSTAND THAT, IF EMPLOYED, FALSIFIED STATEMENTS ON THIS APPLICATION SHALL BE GROUNDS FOR DISMISSAL. I VOLUNTARILY GIVE THE CITY OF PALOUSE THE RIGHT TO MAKE A THOROUGH INVESTIGATION OF ALL STATEMENTS CONTAINED HEREIN AND THE REFERENCES LISTED, MY PAST EMPLOYMENT AND ACTIVITIES INCLUDING BACKGROUND LOCAL AND STATE POLICE RECORD CHECKS. I AGREE TO COOPERATE IN SUCH INVESTIGATION, AND RELEASE FROM ALL LIABILITY OR RESPONSIBILITY ALL PERSONS, COMPANIES, CORPORATIONS AND LAW ENFORCEMENT AGENCIES SUPPLYING SUCH INFORMATION.”

Date: ________ Signature:___________________________________

Note to Applicant: Applications are reviewed by the hiring department following the CLOSING DATE of the position. Interviews for full-time Lateral positions are typically scheduled within 1 week of the closing date. Follow-up letters are mailed to applicants for all full-time positions.

If you meet the qualifications and have addressed the skills listed in the advertisement – you may be contacted by the department to discuss the position. Thank you for your interest in employment with the City of Palouse.