



**THE CASTLE ROCK CIVIL SERVICE
COMMISSION IS CURRENTLY ACCEPTING
APPLICATIONS FOR:**



LATERAL AND ADVANCED ENTRY POLICE OFFICER

\$5000 SIGNING BONUS (Lateral)
(**\$2500 ON START DATE AND \$2500 AFTER 90 DAYS**)
\$2500 SIGNING BONUS (Advanced Entry Level)
(**\$1250 ON START DATE AND \$1250 AFTER 90 DAYS**)

**THIS APPLICATION PROCESS IS BEING USED TO ESTABLISH AN ELIGIBILITY LIST FOR AN
EXPECTED POSITION TO BE HIRED WITHIN 6 MONTHS.**

APPLICATION PERIOD CLOSES MARCH 15, 2024 AT 1600HRS.

The Agency: The Castle Rock Police Department consists of 5 commissioned officers, 8 reserve officers, and one support staff. Castle Rock is a vibrant community of over 2,400 people located on the Interstate 5 corridor, approximately 30 miles north of Vancouver WA, the Gateway to Mt. St. Helens. The Police Department enjoys strong community support. The department was awarded the Exemplary Collaboration Award from the Washington State Department of Social & Health Services. Patrol officers work a 4/5-5/4 work schedule, 10-hour shifts. Shift assignments generally rotate every 6 weeks day shift and night shift. Additional opportunities within the department for positions on the regional SWAT team, regional Major Crimes Team, Federal Task Force positions, and other specialties (instructor, FTO, Drone Operator, etc)

Benefits: Salary - \$5098-\$ 5972 per month (2024 Rate). Officers reach the top step of the pay scale at the start of the 4th year. There is a premium for longevity as well as an education incentive. Officers are assigned individual, take-home cars and receive an annual uniform allowance. Officers receive 12 paid holidays and 2 floating holidays per year.

Time Off: Ten hours of sick leave accrued each month. Vacation is accrued based on longevity starting at 40 hours per year, maxing at 200 hours per year, with the ability to bank up to 280 hours.

Medical/Dental/Vision: The City of Castle Rock provides medical, dental and vision coverage for the employee, spouse and legal dependent.

Retirement: Commissioned Officers for the Castle Rock Police Department work under the LEOFF 2 Retirement System. Supplemental retirement is also offered through the Teamsters Pension Fund.

Qualifications: An applicant must be a Citizen of the United States, have the ability to read and write the English language, be at least 21 years of age at the time of application, possess a high school diploma or GED. Potential applicants must meet the criteria listed in the Civil Service qualifications listed on the department website at www.crpolice.org . Out of state applicants are encouraged to apply and verify that they qualify for the Washington BLEA equivalency program.

To Apply: Contact Civil Service Secretary Justin Stennick at jstennick@crpolice.org or at (360) 274-4711 to request information. Applications may be obtained at the Castle Rock Police Department 141 A St. SW, Castle Rock WA. 98611 or on the Castle Rock Police Department website at www.crpolice.org . Completed applications must be received at the Castle Rock Finance Department (same address above) no later than 4 PM on March 15, 2024. Successful applicants will be invited to the civil service examination.

**CITY OF CASTLE ROCK CIVIL SERVICE COMMISSION
EMPLOYMENT APPLICATION - LATERAL POLICE OFFICER**

INCLUDED IN THE APPLICATION ARE COPIES OF THE FOLLOWING:

- Civil Service Classifications
- Recruitment Announcement
- Job Description
- Standard Application for Employment
- Personal Data Summary
- Three Separate Release Forms

THE FOLLOWING MUST BE NOTARIZED:

- City of Castle Rock Civil Service Commission Release of Liability
- City of Castle Rock Authorization to Release Medical Information
- City of Castle Rock Authorization to Release Information

YOUR RETURNED APPLICATION MUST INCLUDE THE FOLLOWING COMPLETED DOCUMENTS:

- Resume
- Cover Letter
- Standard Application for Employment
- Personal Data Summary
- City of Castle Rock Civil Service Commission Release of Liability
- City of Castle Rock Authorization to Release Medical Information
- City of Castle Rock Authorization to Release Information
- Documentation verifying eligibility based on minimum job requirements (copy of driver's license, birth certificate, social security card, diplomas, college transcripts, certificates, etc.)
- Copy of current peace officer certification. (Must include documentation to verify that minimum qualifications for Lateral Officer classification is met.)

MAIL YOUR APPLICATION AND SUPPLEMENTAL ITEMS TO:

**City of Castle Rock Civil Service Commission
ATTN: Justin Stennick, Secretary / Examiner
PO Box 475, 141 A St SW, Castle Rock, WA 98611**



CASTLE ROCK CIVIL SERVICE COMMISSION

Jordan Spencer-Chairperson

Jon Davidson-Commissioner

Lana Heinz- Commissioner

Justin Stennick-Secretary/Examiner

CIVIL SERVICE CLASSIFICATIONS

Lateral Candidate:

Candidates applying for lateral police officer positions must meet the following criteria:

1. Possess a valid Washington Drivers License or obtain on within two weeks of appointment.
2. Must have obtained a peace officers certification from Washington CJTC or qualify for equivalency. (Equivalency qualification to be verified by the Castle Rock Police Department and Civil Service Commission.)
3. Applicant must have been employed as a full time peace officer for a minimum of 2 years.
4. Applicant must have successfully passed a FTO program.
5. Applicant must have successfully completed a minimum of 1 year probationary period.
6. Must have graduated from an accredited high school or possess a certificate of equivalency and shall: obtain within three (3) years effective the date of employment forty-five (45) college credits from an accredited college or its equivalent. An officer with at least 4 years of on the job experience may petition the Civil Service board to waive the college requirement. After employment, the officer will be required to show written proof on a quarterly basis showing proof they are attempting to obtain the required college credit.

Advanced Entry Level Candidate:

Candidates applying for advanced entry level police officer must meet the following criteria:

1. Possess a valid Washington Drivers License or obtain on within two weeks of appointment.
2. Must have obtained a peace officers certification from Washington CJTC or qualify for equivalency. (Equivalency qualification to be determined by the Castle Rock Police Department and Civil Service Commission.) *Applicants that DO NOT QUALIFY for equivalency will be considered ENTRY LEVEL.*
3. Must have graduated from an accredited high school or possess a certificate of equivalency and shall: obtain within three (3) years effective the date of employment forty-five (45) college credits from an accredited college or its equivalent. An officer with at least 4 years of on the job experience may petition the Civil Service board to waive the college requirement. After employment, the officer will be required to show written proof on a quarterly basis showing proof they are attempting to obtain the required college credit.

ADVANCED ENTRY LEVEL CANDIDATES ARE CONSIDERED CERTIFIED PEACE OFFICERS AND POSSESS A CJTC CERTIFICATION, BUT HAVE NOT MET THE QUALIFICATIONS OF THE LATERAL CANDIDATE. IF THESE MINIMUM QUALIFICATIONS ARE NOT SATISFIED THEN CANDIDATES ARE TO BE CONSIDERED ENTRY LEVEL.

Entry Level Candidate:

Candidates applying for entry level police officer must meet the following criteria:

1. Posses a valid Washington Drivers License or obtain on within two weeks of appointment.
2. Must have graduated from an accredited high school or possess a certificate of equivalency and shall: obtain within three (3) years effective the date of employment forty-five (45) college credits from an accredited college or its equivalent. An officer with at least 4 years of on the job experience may petition the Civil Service board to waive the college requirement. After employment, the officer will be required to show written proof on a quarterly basis showing proof they are attempting to obtain the required college credit.

POLICE OFFICER

NATURE OF WORK

The first line duty of the protection of life and property, the enforcement of laws and ordinances, the preservation of the peace, apprehension of criminals, control of non-criminal conduct and the application of services to the community. A police officer for the City of Castle Rock is on duty 24 hours per day. Work is performed in either plain clothes or uniform as assigned by the Chief of Police and involves the constant element of personal danger. Work is supervised by a superior officer through assignment of duties, personal inspections and review of daily reports. All assignments involve responsibility for recognizing the social importance of police function for tactful and courtesy treatment of the public and the conscientious and efficient performance of duties without immediate supervision. In addition to the regular duties of the police department, officers assume responsibilities and authority for other city departments in emergencies until they can be contacted and take charge of the specific problems of their department.

EXAMPLES OF PRINCIPLE DUTIES

During the initial period of employment, attends a specialized training academy of 720 hours, conducted by the Washington State Criminal Justice Training Commission. Departmental training is on a continued basis and each officer attends in-service college-level programs in addition to their regular work assignments.

Assumes responsibility for areas within the city and patrols these areas in a mobile unit.

Maintains a constant observation of business buildings, residences, industrial area and all properties in the city; works traffic on a selective basis and is available and responsible for answering all calls of any nature during assigned duty hours, i.e. domestic, emergency, accident, etc.

Investigates crime and complaints against person such as murder, assault, manslaughter, robbery, rape, various sex crimes and other reported crimes requiring a complete investigation; visits the crime scene, interrogates victims, suspects and witnesses; seeks evidence and identification; takes photographs of evidence, lifts fingerprints, footprints and other valuable evidence, arrests suspects, prepares a detailed report and appears in court as required.

Does public relations work in public safety, law enforcement and crime prevention.

Renders assistance and information to the public, as well as emergency first aid or lifesaving methods to accident victims or persons unable to help themselves.

Makes routine checks of taverns within the city, public dances, all public gatherings and sporting events or special events.



CITY OF CASTLE ROCK

Employment Application

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone: _____ Email: _____

Date Available: _____ Social Security No.: _____ Desired Salary: \$ _____

Position Applied for: _____

Are you a citizen of the United States? YES NO If no, are you authorized to work in the U.S.? YES NO

Have you ever worked for this agency? YES NO If yes, when? _____

Have you ever been convicted of a felony? YES NO

If yes, explain: _____

Education

High School: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Diploma: _____

College: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

Other: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

References

Please list three professional references.

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Previous Employment

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary:\$ _____ Ending Salary:\$ _____

Responsibilities
: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary:\$ _____ Ending Salary:\$ _____

Responsibilities
: _____

From: _____ To: _____ Reason for Leaving: _____

YES NO

May we contact your previous supervisor for a reference?

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary:\$ _____ Ending Salary:\$ _____

Responsibilities

: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference?

YES

NO

Military Service

Branch: _____ From: _____ To: _____

Rank at Discharge: _____ Type of Discharge: _____

If other than honorable,
explain:

Disclaimer and Signature

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature: _____ Date: _____

**Personal Data Sheet
Civil Service Commission Supplemental Form
Police Officer**

Please read the following questions thoroughly and answer them carefully:

	Yes	No
1. Are you a high school graduate, or do you have a GED Certification (of equivalent)?		
2. Do you have at least 45 college credits form an accredited college?		
-If not, will you obtain the credits within 3 years from the date of employment?		
3. Do you possess a valid Washington State driver license?		
-If not, could you obtain a valid WA State driver license, within 2 weeks of hire?		
4. Are you a United State Citizen as required by RCW 41.14		
5. Are you a minimum of 21 years of age?		
6. Do you have the ability to read/write/speak the English Language?		
7. Is your criminal history record clear of felony convictions?		
8. Have you ever taken any hallucinogenic drugs such as LSD, or nonprescription opiate drugs (such as heroin), at any time?		
9. Do you have a history of regular drug and/or alcohol usage within the past twelve months, or history of drug use which could be considered regular of beyond occasional experimentation?		
10. Have you received a copy of the job description and minimum physical fitness testing standard?		
- If yes; based on your review of the job description, minimum requirements and the physical fitness standards, do you feel you are able to perform each of the essential job functions listed?		
11. Do you consider yourself to be in ordinary good health? (RCW 41.14)		
12. Do you need a waiver of the \$25 testing fee due to financial hardship based on the established federal poverty standards? (proof of eligibility required)		

I hereby certify that the information supplied by me on this supplemental Personal Data Sheet is true and that I meet the minimum qualifications as provided to me on the job description.

Applicant's Signature

Print Name

Date

Release of Liability

I, _____ am applying for employment with the City of Castle Rock Police Department. I understand that in order for my application to be considered, I must participate in a series of pre-employment examinations. The Police Officer position requires work in all police functions and therefore will include testing for physical strength, endurance and physical ability. In exchange for the processing of my application, I hereby release the City of Castle Rock Civil Service Commission, the City of Castle Rock and/or any of their officials, employees or agents, from any and all liability, injuries, claims or demands of whatsoever sort of nature, including negligence, which may arise or occur directly or indirectly for my participation in such tests.

Note: A photocopy reproduction of this document shall be for all intents and purposes as valid as the original.

Applicants Signature

Date

State of Washington

County of _____

On this _____ day of _____ 2014, _____ personally appeared before me, whose identity I provided on the basis of _____ to be the signer of the above instrument, and he/she acknowledged that he/she signed it.

Notary Public

Date Commission Expires

Place of residence

AUTHORIZATION TO RELEASE INFORMATION

TO: _____

I authorize you to furnish the City of Castle Rock with any and all information that you have concerning me. This authorization is specifically intended to include any and all information of a confidential or privileged nature as well as photocopies of such documentation, if requested. The information will be used for the purpose of determining my eligibility for employment with the **City of Castle Rock**.

I hereby release you, your organization and others from any liability or damage which may or could result from furnishing the information requested.

This form or a copy may be retained in your files and a photocopy reproduction shall be, for all intents and purposes, as valid as the original.

APPLICANT'S SIGNATURE

DATE

APPLICANT'S DATE OF BIRTH
(REQUESTED FOR IDENTIFICATION PURPOSES ONLY)

State of Washington

County of _____

Subscribed and sworn to before me on this _____ day of _____, 20__.

NOTARY PUBLIC

COMMISSION EXP. DATE

RESIDENCE

CITY OF CASTLE ROCK
AUTHORIZATION TO RELEASE MEDICAL INFORMATION

TO: Any Doctor, Psychologist, Psychiatrist, Dentist, Hospital, Nursing Home, Chiropractor or Medical Association.

I, _____, identified by date of birth _____, authorize you to furnish the City of Castle Rock, Washington and/or the Castle Rock Civil Service Commission any and all medical information you have concerning me. Information of a confidential or privileged nature may be included. Your reply will be used to assist the City of Castle Rock, Washington and/or the Castle Rock Civil Service Commission in determining my qualifications and fitness for the position of **POLICE OFFICER**, that I am seeking with the City of Castle Rock, Washington Police Department.

I hereby release you, your organization and others from any liability or damage which may result from furnishing the information requested

NOTE: A PHOTOCOPY REPRODUCTION OF THIS DOCUMENT SHALL BE FOR ALL INTENTS AND PURPOSES AS VALID AS THE ORIGINAL.

APPLICANT'S SIGNATURE

DATE

State of Washington
County of _____

On this ____ day of _____, 20____, _____ personally appeared before me, whose identity I proved on the basis of _____ to be the signer of the above instrument, and he/she acknowledged that he/she signed it.

NOTARY PUBLIC

COMMISSION EXP. DATE

RESIDENCE