

Reserve Police Officer

The Position

Reserve officers are volunteers who assist regular police officers in their duties and provide supplemental police protection of life and property, prevention and investigation of crimes, apprehension of criminals, and the enforcement of laws and ordinances. Reserve officers are required to contribute a minimum of sixteen hours of service per month and required to complete a state-mandated academy before assignment to regular reserve duties. This is an UNPAID position, but it will give you the experience necessary to transition to Probationary Officer in the future. Ninety percent of Selah's current full-time officers, including the 3 Sergeants, started in the Reserves.

Knowledge, Abilities, and Skills

This position requires some knowledge of police practices, methods and familiarity with the geography of the City of Selah. Further required qualities include the ability to cope with situations firmly, courteously, tactfully, and with respect for the rights of citizens; establish and maintain effective working relationships with other employees and the general public; and the physical strength and agility and emotional stability sufficient to meet police duty requirements.

Qualifications

Candidates must possess the following minimum qualifications:

- US Citizenship
- High school diploma, GED, or equivalent
- WA State driver's license
- Minimum age of 21

Applications

To be considered for this volunteer position, applications can be picked up at the Selah Police Department, 617 S 1st St. Selah, WA 98942. Applications need to be completed and turned in by October 26th, 2012.



Selah Police Department

617 South 1st Street • Selah, Washington 98942
Emergency (509) 698-7346 • Business (509) 698-7347 • Fax (509) 698-7362

Police Applicants

Position Applied For: _____ Date: _____

1. PERSONAL DATA

Name, First _____ Middle: _____ Last: _____

Other Names (including maiden & nicknames): _____

Address: _____

Phone numbers: _____

Home: _____ Work: _____ Cell: _____

Birth date: _____ Place of Birth: _____

Social Security Number: _____

(In accordance with the Federal Privacy Act of 1974, disclosure is voluntary. The SSN and place of birth will be used for identification purposes to ensure that proper records are obtained.)

City of Selah Civil Service Rules requires some employees to be US Citizens. Can you provide such documentation?

Yes No

Height _____ Weight _____ Hair Color _____ Eye Color _____

Scars, Tattoos, or other distinguishing marks: _____

2. RELATIVES

Spouse / Name: _____ Home #: _____ Work #: _____

Significant Other Address: _____ City: _____ State: _____ Zip: _____

Former Spouse Name: _____ Home #: _____ Work #: _____

Address: _____ City: _____ State: _____ Zip: _____

Former Spouse Name: _____ Home #: _____ Work #: _____

Address: _____ City: _____ State: _____ Zip: _____

2. RELATIVES – Continued

Former Spouse Name: _____ Home #: _____ Work #: _____
Address: _____ City: _____ State: _____ Zip: _____

Father: Name: _____ Home #: _____ Work #: _____
Address: _____ City: _____ State: _____ Zip: _____

Mother: Name: _____ Home #: _____ Work #: _____
Address: _____ City: _____ State: _____ Zip: _____

Father-in-law: Name: _____ Home #: _____ Work #: _____
Address: _____ City: _____ State: _____ Zip: _____

Mother-in-law: Name: _____ Home #: _____ Work #: _____
Address: _____ City: _____ State: _____ Zip: _____

Brother / Sister: Name: _____ Home #: _____ Work #: _____
Address: _____ City: _____ State: _____ Zip: _____

Brother / Sister: Name: _____ Home #: _____ Work #: _____
Address: _____ City: _____ State: _____ Zip: _____

Children: Name: _____ Home #: _____ Work #: _____
Address: _____ City: _____ State: _____ Zip: _____

Children: Name: _____ Home #: _____ Work #: _____
Address: _____ City: _____ State: _____ Zip: _____

Children: Name: _____ Home #: _____ Work #: _____
Address: _____ City: _____ State: _____ Zip: _____

Children: Name: _____ Home #: _____ Work #: _____
Address: _____ City: _____ State: _____ Zip: _____

Children: Name: _____ Home #: _____ Work #: _____
Address: _____ City: _____ State: _____ Zip: _____

Children: Name: _____ Home #: _____ Work #: _____
Address: _____ City: _____ State: _____ Zip: _____

2. RELATIVES – Continued

Other: Name: _____ Home #: _____ Work #: _____
Address: _____ City: _____ State: _____ Zip: _____

Other: Name: _____ Home #: _____ Work #: _____
Address: _____ City: _____ State: _____ Zip: _____

Other: Name: _____ Home #: _____ Work #: _____
Address: _____ City: _____ State: _____ Zip: _____

3. REFERENCES

List 3 to 5 professional contacts / associates who know about you and your qualifications.

Name: _____ Home: _____ Work: _____
Address: _____ City: _____ State: _____ Zip: _____
Occupation: _____ Length of Relationship: _____

Name: _____ Home: _____ Work: _____
Address: _____ City: _____ State: _____ Zip: _____
Occupation: _____ Length of Relationship: _____

Name: _____ Home: _____ Work: _____
Address: _____ City: _____ State: _____ Zip: _____
Occupation: _____ Length of Relationship: _____

Name: _____ Home: _____ Work: _____
Address: _____ City: _____ State: _____ Zip: _____
Occupation: _____ Length of Relationship: _____

Name: _____ Home: _____ Work: _____
Address: _____ City: _____ State: _____ Zip: _____
Occupation: _____ Length of Relationship: _____

3. REFERENCES – Continued

List 3 to 5 friends / acquaintances who know you socially.

Name: _____ Home: _____ Work: _____

Address: _____ City: _____ State: _____ Zip: _____

Occupation: _____ Length of Relationship: _____

Name: _____ Home: _____ Work: _____

Address: _____ City: _____ State: _____ Zip: _____

Occupation: _____ Length of Relationship: _____

Name: _____ Home: _____ Work: _____

Address: _____ City: _____ State: _____ Zip: _____

Occupation: _____ Length of Relationship: _____

Name: _____ Home: _____ Work: _____

Address: _____ City: _____ State: _____ Zip: _____

Occupation: _____ Length of Relationship: _____

Name: _____ Home: _____ Work: _____

Address: _____ City: _____ State: _____ Zip: _____

Occupation: _____ Length of Relationship: _____

4. RESIDENCE

Begin with your most current residence. List all locations where you have lived during the last 10 years. If applicable, provide name and phone of the person / agency for collection of rent.

Address: _____ City: _____ State: _____ Zip: _____

County: _____ Dates Resided: _____ Landlord / Mgr. _____ Phone: _____

Address: _____ City: _____ State: _____ Zip: _____

County: _____ Dates Resided: _____ Landlord / Mgr. _____ Phone: _____

Address: _____ City: _____ State: _____ Zip: _____

County: _____ Dates Resided: _____ Landlord / Mgr. _____ Phone: _____

4. RESIDENCE – Continued

Address: _____ City: _____ State: _____ Zip: _____

County: _____ Dates Resided: _____ Landlord / Mgr. _____ Phone: _____

Address: _____ City: _____ State: _____ Zip: _____

County: _____ Dates Resided: _____ Landlord / Mgr. _____ Phone: _____

List those individuals you have lived with during the past 10 years (excluding children):

Name: _____ Home: _____ Work: _____

Address: _____ City: _____ State: _____ Zip: _____

Name: _____ Home: _____ Work: _____

Address: _____ City: _____ State: _____ Zip: _____

5. EDUCATION

Most positions within the Department require a High School Diploma or its equivalent. Circle the appropriate level below:

I possess a: High School Diploma GED Certificate

1. List all schools attended, beginning with High School. If no degree / certificate earned, list credit hours.

Name of School: _____ Location: _____ Dates: _____

Degree / Hours: _____

Name of School: _____ Location: _____ Dates: _____

Degree / Hours: _____

Name of School: _____ Location: _____ Dates: _____

Degree / Hours: _____

2. Have you ever been suspended or expelled from any school? Yes / No

If yes, please explain: _____

6. EXPERIENCE AND EMPLOYMENT

1. May your current employer be contacted during the course of this background investigation?
Yes / No

If no, please explain: _____

2. List all jobs held in the last 10 years including part time, full time, temporary, voluntary, and individual military assignments. Begin with your current job.

Date: From: ____/____/____ Employer: _____ Supervisor: _____

To: ____/____/____ Address: _____ Co-Worker: _____

Salary: _____ City: _____ St: _____ Zip: _____ Co-Worker: _____

Full time Telephone: _____ Co-Worker: _____

Part time Job Title: _____ Co-Worker: _____

Other Reason for leaving: _____

Date: From: ____/____/____ Employer: _____ Supervisor: _____

To: ____/____/____ Address: _____ Co-Worker: _____

Salary: _____ City: _____ St: _____ Zip: _____ Co-Worker: _____

Full time Telephone: _____ Co-Worker: _____

Part time Job Title: _____ Co-Worker: _____

Other Reason for leaving: _____

Date: From: ____/____/____ Employer: _____ Supervisor: _____

To: ____/____/____ Address: _____ Co-Worker: _____

Salary: _____ City: _____ St: _____ Zip: _____ Co-Worker: _____

Full time Telephone: _____ Co-Worker: _____

Part time Job Title: _____ Co-Worker: _____

Other Reason for leaving: _____

6. EXPERIENCE AND EMPLOYMENT – Continued

Date: From: ____/____/____ Employer: _____ Supervisor: _____
To: ____/____/____ Address: _____ Co-Worker: _____
Salary: _____ City: _____ St: _____ Zip: _____ Co-Worker: _____
Full time Telephone: _____ Co-Worker: _____
Part time Job Title: _____ Co-Worker: _____
Other Reason for leaving: _____

Date: From: ____/____/____ Employer: _____ Supervisor: _____
To: ____/____/____ Address: _____ Co-Worker: _____
Salary: _____ City: _____ St: _____ Zip: _____ Co-Worker: _____
Full time Telephone: _____ Co-Worker: _____
Part time Job Title: _____ Co-Worker: _____
Other Reason for leaving: _____

Date: From: ____/____/____ Employer: _____ Supervisor: _____
To: ____/____/____ Address: _____ Co-Worker: _____
Salary: _____ City: _____ St: _____ Zip: _____ Co-Worker: _____
Full time Telephone: _____ Co-Worker: _____
Part time Job Title: _____ Co-Worker: _____
Other Reason for leaving: _____

Date: From: ____/____/____ Employer: _____ Supervisor: _____
To: ____/____/____ Address: _____ Co-Worker: _____
Salary: _____ City: _____ St: _____ Zip: _____ Co-Worker: _____
Full time Telephone: _____ Co-Worker: _____
Part time Job Title: _____ Co-Worker: _____
Other Reason for leaving: _____

6. EXPERIENCE AND EMPLOYMENT – Continued

Date: From: ____/____/____ Employer: _____ Supervisor: _____
To: ____/____/____ Address: _____ Co-Worker: _____
Salary: _____ City: _____ St: _____ Zip: _____ Co-Worker: _____
Full time Telephone: _____ Co-Worker: _____
Part time Job Title: _____ Co-Worker: _____
Other Reason for leaving: _____

Date: From: ____/____/____ Employer: _____ Supervisor: _____
To: ____/____/____ Address: _____ Co-Worker: _____
Salary: _____ City: _____ St: _____ Zip: _____ Co-Worker: _____
Full time Telephone: _____ Co-Worker: _____
Part time Job Title: _____ Co-Worker: _____
Other Reason for leaving: _____

3. Have you ever had any extended work absences for any reasons other than earned vacation?
Yes / No

If yes, please explain: (Include dates, name of employer and the reason) _____

4. How many Mondays and Fridays were you absent last year, excluding annual leaves and scheduled Holidays?

5. Have you ever been fired or asked to resign from any place of employment? Yes / No

If yes, please explain: (Include dates, name of employer and the reason) _____

6. EXPERIENCE AND EMPLOYMENT – Continued

6. Have you ever made an application with this agency or any other law enforcement, corrections, or Governmental agency? Yes / No

If yes, please give details (Include dates, name of agency, circumstances) _____

7. MILITARY SERVICE

1. Have you ever served in the armed forces, National Guard or military Reserves? Yes / No
If yes, please supply the following information:

Branch of Service: _____
Dates of Service (from-to): _____
Type of Discharge: _____

2. If you are a male born after 1/1/60, you are required to register with selective service.
Are you registered? Yes / No
If yes, what is your registration number? _____
Classification? _____

3. Are you currently participating in any military Reserve or National Guard program?
Yes / No

4. Have you ever been the subject of any judicial or non-judicial disciplinary action with the military?
Yes / No

If yes, please give details (Including branch of service, dates, where, circumstances): _____

5. Past commanding officer or military acquaintances are potential sources of relevant information pertaining to your background. Please list those individuals who know you well enough to provide accurate information about you.

8. FINANCIAL

The management of personal finances is relevant to an individual's qualifications for the position. Therefore, please fill in the financial statement below. Be accurate and complete. The amount of indebtedness, in itself, will not be used in evaluating your qualifications, but rather the behavior exhibited in meeting your financial obligations.

CURRENT MONTHLY INCOME

Monthly salary: _____

Spouse's salary: _____

Other Monthly income – Describe: _____

Total Monthly income: _____

CURRENT MONTHLY EXPENDITURES

Real Estate (Mortgage) Payments: _____

Rent: _____

Other Monthly Payments – Describe: _____

Total Monthly Expenditures: _____

CURRENT ASSETS

Savings: _____

Checking: _____

Autos: _____

Personal Property etc.: _____

Total Assets: _____

CURRENT LIABILITIES

Real estate indebtedness: _____

Long term loans: _____

Other liabilities – describe: _____

Total Liabilities: _____

1. Have you ever been delinquent on any installment loans? (Mortgage, car loan, credit cards, etc.)
Yes / No

If yes, please explain: _____

2. Have you ever filed for a declared bankruptcy or filed from the Wage Earner's Plan? Yes / No

If yes, please explain: _____

8. FINANCIAL – Continued

3. Have any of your bills been turned over to a collection agency? Yes / No
If yes, please explain: _____

4. Have you ever had purchased goods repossessed? Yes / No
If yes please explain: _____

5. Have your wages ever been garnished? Yes / No
If yes please explain: _____

6. Have you ever been delinquent on income or other tax payments? Yes / No
If yes please explain: _____

9. LEGAL

1. Have you ever been arrested, cited or convicted of a crime? (To include felonies, misdemeanors, or Criminal traffic offenses such as: Driving while intoxicated, no valid operator's license, driving with license suspended, reckless driving, negligent driving, or hit and run) Yes / No

Date: _____ Police Agency: _____

Circumstances: _____

Date: _____ Police Agency: _____

Circumstances: _____

Date: _____ Police Agency: _____

Circumstances: _____

9. LEGAL – Continued

2. Have you ever been placed on a diversion, court probation or deferred prosecution? Yes / No

If yes, please explain: _____

3. Were you ever required to appear before a juvenile court for any reason? Yes / No

If yes, please explain: _____

4. Aside from an marriage dissolution are you now or have you ever been involved as a plaintiff or defendant in any civil action? Yes / No

If yes, please explain: _____

10. MOTOR VEHICLE OPERATION

Operation of motor vehicle may be an integral part of the position. An investigation of your driving history will be made through a records check. To expedite this procedure, please supply the following:

Washington State Driver's License Number: _____ Exp. Date: _____

Name under which the license was granted: _____

Please list other states you have been licensed to operate a motor vehicle and list license number(s):

State: _____ License Number: _____

Name under which license was granted: _____

State: _____ License Number: _____

Name under which license was granted: _____

10. MOTOR VEHICLE OPERATION – Continued

1. Have you ever been refused a driver's license by any state? Yes / No

If yes, please give details. _____

2. Automobile insurance

Company: _____ Policy #: _____ Date expires: _____

3. Please list all traffic tickets (excluding parking) you have received within the last 7 years. List the amount over speed limit for all speeding tickets.

Date: _____ Type: _____ Location: _____

Disposition: _____

Date: _____ Type: _____ Location: _____

Disposition: _____

Date: _____ Type: _____ Location: _____

Disposition: _____

4. Have you been involved as a driver in a motor vehicle accident within the last 7 years?

Yes / No If yes please give details for each accident:

Date: _____ Location: _____ injury / non injury

Police investigation? Yes / No Police Agency: _____ at fault / not at fault

Date: _____ Location: _____ injury / non injury

Police investigation? Yes / No Police Agency: _____ at fault / not at fault

Date: _____ Location: _____ injury / non injury

Police investigation? Yes / No Police Agency: _____ at fault / not at fault

10. MOTOR VEHICLE OPERATION – Continued

5. Do you have any restrictions placed on your current driver's license? Yes / No

If yes, please give details: _____

6. Has your license ever been suspended or revoked for any reason? Yes / No

If yes, please give details: _____

11. SPECIAL QUALIFICATIONS & SKILLS

1. Do you have any special skills or qualifications which may useful in this position?

Yes / No

List them: _____

2. Can you speak any foreign language (s)? (Indicate degree of fluency, ie, excellent, good, poor)

Yes / No

Language: _____

Reading: _____ Speaking: _____ Understanding: _____

Language: _____

Reading: _____ Speaking: _____ Understanding: _____

3. What do you like to do in your spare time? (Interests, hobbies, sports, activities, or special interest groups or organizations with which you are involved.)

12. PERSONAL HABITS

1. Have you ever used possessed, or experimented with: (Be specific with number or times)

Yes / No	Number of times	Last time used Month / Year
Marijuana	_____	_____
Hashish	_____	_____
Amphetamines (uppers)	_____	_____
Speed	_____	_____
Methamphetamines (crank)	_____	_____
Barbiturates	_____	_____
Valium (other than prescribed)	_____	_____
Pain killers (other than prescribed)	_____	_____
Cocaine	_____	_____
Crack	_____	_____
Heroin	_____	_____
LSD (acid)	_____	_____
PCP (angel dust)	_____	_____
Hallucinogenic mushrooms	_____	_____
“Designer” type drugs (STP, ICE)	_____	_____
Steroids	_____	_____

List and describe any other drugs: _____

2. Have you ever been involved in the sale or trafficking of any illegal drug(s)? Yes / No

Give Details: _____

IMPORTANT: Describe each specific incident of your drug usage. Include the nature of the incidents, i.e. party, social event, private usages etc.; the extent of your usage, i.e., one puff, one joint, number of pills, etc.; the approximate dates, i.e., month and year; and how the substance was obtained. Continue on additional paper if necessary.

12. PERSONAL HABITS – Continued

For Police Officer or Police Staff Support Officer Applicants

3. In accordance with the duties of a Police Officer or a Police Support Officer, do you have any beliefs which would preclude you from using physical force to the extent of causing bodily harm or death if the circumstances so dictated? Yes / No

If yes, please explain: _____

4. Regarding the job description for the position for which you have applied, do you have any beliefs which would prevent you from fully performing the duties assigned you, which including working weekends, evenings or night shifts? Yes / No

If yes, please explain: _____

5. Are there any incidents in your life or details not mentioned herein which may influence our evaluation of your suitability to be employed by the Selah Police Department? Yes / No

If yes, please explain: _____

13. GENERAL

1. PERSONAL STATEMENT: In the space below, state your reasons for applying for this position.

2. Do you have any further information or comments about your background or suitability for employment with the Selah Police Department?

13. GENERAL – Continued

3. Have you ever applied from a permit to carry a concealed weapon? Yes / No

Permit granted: Yes / No Date: _____

Name of enforcement agency? _____

Purpose: _____

4. Have you ever been given a pre-employment polygraph examination? Yes / No

If yes, list agency: _____

“I certify or declare under penalty of perjury, that the forgoing facts and information contained hereon are true to the best of my knowledge. I understand that any falsification, misrepresentation omission, as well as any misleading statements or omissions, will be cause for denial of employment or immediate termination, regardless of when or how discovered.”

Signature: _____ Date: _____



Selah Police Department

617 South 1st Street • Selah, Washington 98942
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CONSENT TO RELEASE INFORMATION / RELEASE FROM LIABILITY

TO WHOM IT MAY CONCERN:

I am applying for a position with the Selah Police Department. The Department needs to thoroughly investigate my employment background and personal history to evaluate my qualifications to hold the position for which I applied. I have authorized the Department to gather all available information regarding my employment background and personal history and any information that may be of a confidential or privileged nature.

I, the undersigned, authorize you to furnish the Selah Police Department any and all information that you have concerning me, including without limitation, my work record, my background and reputation, my criminal history, including any arrest records, my psychological testing and analysis plus recommendations, my military service records, my education background and records, my financial status, and other such information records as you may have relating to me. Information of a confidential or privileged nature may be included in the materials you provide to the Selah Police Department. I further specifically consent to the Washington Department of Revenue's release of (1) any tax returns, as defined by RCW, filed by, on behalf of, or with respect to me, and (2) any tax information, as defined by RCW, that pertains to me. I request your cooperation in supplying the information to the Selah Police Department in response to a request from that Department.

I hereby agree to release you and those who supplied you with the above information, your company and organization, and the City of Selah, its employees and the Selah Police Department from any liability for damages resulting from furnishing the requested information.

I understand my rights under Title 5, United States Code, section 552a, the Privacy Act of 1974, with regard to disclosure of records, and I waive those rights with the understanding that information furnished will be used by the Selah Police Department in conjunction with employment procedures. I will make no attempt to gain access to the information provided by you to the Selah Police Department.

Applicant's Signature

Applicant's Printed Name & Date

Subscribed and sworn before me on the _____ day of _____, 20_____.

Notary Public in and for the State of Washington,
Residing in: _____

My commission expires: _____

Note: A photocopy reproduction of this shall be for all intents and purposes as valid and the original. You may retain this form for your files.