

POLICE OFFICER APPLICANT:

Thank you for your interest in becoming a Spokane Police Officer! The law enforcement profession is a rewarding yet demanding career choice.

Please read the following information and thoughtfully consider its contents. The process for eventual hire as a Spokane police officer is involved and thorough. The first step in the process is the completion of Civil Service testing. Based on the numeric results of that test, your name will be placed on a list from which the Spokane Police Department selects applicants for further processing.

The steps in the process for possible hire are listed below in order.

- 1. Civil Service testing**
- 2. Physical agility assessment**
- 3. Completion of Personal History Form, which includes credit history, criminal and traffic record checks, employment verification, and past-employer reference forms**
- 4. Polygraph**
- 5. Oral Board interview panel**
- 6. Background Investigation**
- 7. Psychological testing**
- 8. Review by Chief of Police**
- 9. Medical screening**

The law enforcement profession is like none other in our society. Because of this, higher standards of behavior are required of potential police officers. The Spokane community has the right to expect nothing less. The Spokane Police Department actively seeks candidates with these standards. To this end, there are requirements and standards considered by the Department to assist us in identifying high-caliber candidates.

Attached to this letter are two addenda. One addresses Spokane Police Department drug policy. It contains information on disqualifying factors relating to use of illicit or other drugs or narcotics. The second is a screening form to eliminate candidates who are, or have been involved in activities detrimental to the candidate, or those, which could prove detrimental or embarrassing to the Department. Please read, consider, and evaluate these screening items and how they may specifically apply to you.

Although there are few “perfect” candidates, we seek persons from all segments of our society who have shown a high degree of honesty, integrity, and desire to work hard in attaining their potential.

Again, thank you for your interest and good luck in your endeavors to become a Spokane Police Officer.

Sincerely,

**ANNE E. KIRKPATRICK
Chief of Police**

AEK:

POLICE OFFICER APPLICANTS

YOU CANNOT BE A SPOKANE POLICE OFFICER IF:

1. You do not possess or cannot obtain a valid driver's license.
2. You will not be 21 years old at the time of hire.
3. You are not a U.S. citizen.
4. You have been convicted of D.U.I. within the past five years or have two or more D.U.I. convictions. A diversion or similar action (First Degree Negligent Driving) is the same as a conviction.
5. You have been convicted of any felony charges – traffic or criminal.
6. You have used or possessed any illegal drug in the past year.
7. You have ever manufactured, sold, offered to sell, distributed, or transported for sale any illegal drugs/ narcotics.
8. You have been convicted of any crime involving false swearing.
9. You have been dishonorably discharged from the armed services.
10. You cannot prove college education requirements at the time of the physical assessment.
11. You do not successfully pass a Department polygraph or you cannot be medically certified by Department physicians.
12. You have been convicted of a domestic violence related crime, which precludes you from possessing a firearm.

YOU ARE NOT LIKELY TO BE HIRED AS A SPOKANE POLICE OFFICER IF:

1. Your traffic history shows a continuing and/or recent pattern of poor decision making.
2. Your financial affairs or personal life shows a history of poor judgment and refusal to confront problems (Example: Nonpayment of child support, ignoring overdue bills, etc.)
3. You have recently or are currently misrepresenting yourself or ignoring any laws. (Example: Not paying taxes, using a false address for school tuition purposes, etc.)
4. You have a pattern of involvement with illegal drugs.
5. Your work history shows a pattern of unexcused absences, discipline, or discharge.
6. People who know you have doubts about your honesty, integrity or character.
7. You have been involved in significant and / or recent misdemeanor activity

Applicants are also cautioned that government clearances or success in other police agency selection processes are not guarantee of success in our process. This list is not all-inclusive and is intended only as a general guideline.

DRUG USAGE STANDARDS

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. Failure to divulge to this department any information about personal illegal use or possession of drugs or level of alcohol consumption. Inconsistent information will be viewed as deception.
 - 2. Any drug test of the applicant, during the course of the hiring process, where illegal drugs are detected.
 - 3. 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 The 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 seven years prior to application for employment. Lifetime usage cannot exceed three times.
 - 2. No adult use or possession of marijuana within one year prior to application for employment. An adult (over 21) lifetime marijuana usage cannot exceed twenty-five (25) times.
 - 3. No other illegal use or possession of a drug not mentioned above (including cocaine) within three years prior to applicant for employment. Lifetime usage cannot exceed three times.
 - 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:
 - 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 (e.g., marijuana use longer than one year ago or cocaine use longer than three years ago).
 - 3. Any illegal or unauthorized use of prescription medications.

 - (d) An applicant may also be rejected for the illegal use/misuse of legally prescribed drugs or medications. An applicant may also be rejected if the applicant's alcoholic beverage consumption is shown to impair his/her ability to perform in a satisfactory manner.
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