

Spokane Police Department

Training Academy Employee Selection and Hiring Standards Professional Staff (Records, Dispatch, TARU Property & Evidence, Clerks (Non-Commissioned) and Volunteers)

The following are job dimensions and standards that will be assessed for eligibility as a Spokane Police Department employee/volunteer:

OPERATION OF A MOTOR VEHICLE:

1. The applicant must possess the following:
 - a. A valid driver's license (if the position requires a valid driver's license).
 - b. The ability to drive safely in all conditions, if applicable.
2. The following may be disqualifying:
 - a. A conviction for driving under the influence of alcohol and/or drugs within five years prior to application or any two convictions for driving under the influence of alcohol and/or drugs within the past 10 years.
 - b. Diversion or other similar action shall be the same as a conviction.
 - c. If applicable, 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 one year prior to application.

INTEGRITY

The applicant must:

1. Not yield to the temptation of bribes, gratuities, payoffs, etc.
2. Not tolerate unethical or illegal conduct on the part of co-workers or other law enforcement personnel.
3. Not divulge confidential information.
4. Show strong moral character and integrity in dealing with the public.
5. Be honest in dealing with the public and fellow employees.
6. The following shall be disqualifying:
 - a. Any material misstatement of fact or significant admission 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 other law enforcement agencies.
 - b. Any forgery, alteration, or intentional omission of material facts on an official employment application document or any sustained episodes of academic cheating or personal dishonesty.
 - c. Dishonorable Discharge or Bad Conduct Discharge from any branch of the US Armed Forces, except for reasons of sexual orientation.
7. The following may be disqualifying:

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- a. Financial affairs or personal life indicating a history of poor judgment.

CREDIBILITY AS A WITNESS IN A COURT OF LAW

The applicant shall have the ability to give testimony in a court of law without being subject to impeachment due to his/her previously documented compromises in official proceedings (dishonesty), honesty or due to a prior felony conviction.

1. The following shall be disqualifying:
 - a. Conviction as an adult of any felony as classified under Washington state law.
 - b. Conviction of any crime under a domestic violence statute as an adult.
 - c. Conviction for two or more misdemeanor offenses classified as a misdemeanor under Washington law as an adult within five years of application.
 - d. Admission of having committed any act which constitutes a felony crime (may include some misdemeanor offenses) under Washington state law, as an adult, within five years prior to application or while employed as a peace officer (including Military Police Officers).
 - e. Admission of administrative conviction of any act while employed as a peace officer (including Military Police Officers) involving lying, falsification of any official report or document, or theft.
 - f. Admission of any criminal act, whether misdemeanor or felony, committed against a child.
2. The following may be disqualifying:
 - a. Admission of any act of domestic violence as defined by law, committed as an adult.
 - b. Conviction as a juvenile of any felony as classified under Washington state law.
 - c. Conviction of any criminal offense classified as a misdemeanor under Washington state law within three years prior to application.
 - d. Conviction of any offense classified as a misdemeanor under Washington state law while employed as a peace officer (including Military Police Officers).

DEPENDABILITY

The applicant shall have a documented history of:

1. Being motivated to perform well.
2. Dependability and follow-through on assignments.
3. Taking the effort required for complete accuracy in all details of work.
4. Willingness to work what is needed to complete a job.

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5. The following **may** be disqualifying:
 - a. Missing any scheduled appointment during the hiring process without prior permission or justifiable reason.
 - b. 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.
 - c. Involuntarily dismissed by an employer as an adult (18 years of age) for any reason other than layoff.
 - d. A pattern of multiple positions with different employers over a limited period of time.
 - e. Resignation from any paid position without notice.

LEARNING ABILITY

1. The applicant shall have:
 - a. The ability to comprehend and retain information.
 - b. The ability to learn and apply the material, tactics and procedures that are required.
2. Current academic dismissal from any college or university where such dismissal was initiated within the past two years prior to the date of application, and is still in effect may be disqualifying.

PERSONAL SENSITIVITY

1. The applicant shall have:
 - a. The ability to resolve problems in ways that show respect for others.
 - b. Empathy.
 - c. Fairness in dealing with fellow employees and citizens from varied racial, ethnic and economic backgrounds both individually and in groups.
 - d. Effectiveness in dealing with people without arousing antagonism.
2. The following shall be disqualifying:
 - a. Discipline by any employer (including the military and/or any law enforcement training staff) for acts constituting racial, ethnic or sexual harassment or discrimination.
 - b. A pattern of uttering epithets derogatory of another person's race, religion, gender, national origin or sexual orientation.
 - c. Discipline by any employer as an adult for violence in the workplace.

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JUDGMENT UNDER PRESSURE

1. The applicant shall have the ability to:
 - a. Apply common sense during pressure situations.
 - b. Make sound decisions.
 - c. Use good judgment in dealing with adversity.
 - d. Make effective, logical decisions under pressure.
2. The following shall be disqualifying:
 - a. Administrative or criminal convictions for any assault under color of authority or any other violation of federal or state Civil Rights laws.
 - b. Administrative or criminal conviction for failure to properly report witnessed criminal conduct committed by another law enforcement officer.

DRUG USAGE: In order to maintain high standards in the City of Spokane law enforcement community, the Spokane Police Department has established illegal drug use guidelines to evaluate an applicant's suitability for employment.

1. The following examples of illegal drug use or possession will be considered automatic disqualifiers for public safety applicants:
 - a. Any illegal use, distribution, or possession of any controlled substance, as an adult, within 5 years prior to application.
 - b. Any drug test of the applicant, during the course of the hiring process, where illegal drugs are detected.
 - c. Use or possession of cannabis as an adult, within one year prior to application for employment. (**Property & Evidence Techs Only** – does not apply to other professional staff/non-commissioned positions)
 - d. Conviction or admission of the illegal use of any controlled substance while employed in a criminal justice capacity.
 - e. Manufacture or cultivation of a drug or illegal substance, as an adult.
2. An applicant may also be disqualified for the illegal use/misuse of legally prescribed drugs or medications. An applicant may also be disqualified if the applicant's alcoholic beverage consumption, cannabis consumption, or consumption of legally prescribed drugs or medication is shown to impair his/her ability to perform in a satisfactory manner.