

**CIVIL SERVICE
COMMISSIONERS:
Bob Barton, District 1
Gary Parfitt, District 2
Keith Fouts, District 3**



**CHIEF EXAMINER:
Lisa Ballou**

Lateral Deputy: Notice of Continuous Recruitment

This file contains 4 documents of interest to Lateral Deputy Sheriff applicants:

- Notice of Continuous Recruitment
- Job Description
- Application Questionnaire
- General Information Form.

The Grays Harbor County Civil Service Commission uses a process of continuous recruitment to develop a database from which a Lateral Deputy Sheriff Eligibility List may be established. To begin the process, Lateral Deputy Sheriff applicants must first complete and submit an Application Questionnaire that will be scored to determine rank. The Chief Examiner requires that an applicant score a minimum of 70% to advance toward placement on the primary database. The database, maintained by the Chief Examiner, is reset as needed to accommodate names added or dropped. At the Sheriff's request, the database will be certified as an eligibility list.

Base Salary and Benefits: The lowest base salary for Lateral Deputy Sheriff is \$4,562 per month for less than one year of qualifying experience. The highest base salary is \$5,883 per month for five years or more of qualifying experience. Pay level will vary from these base values depending on several factors, which are included in this benefits package per current contract: 13 paid holidays (104 hours per year calculated using 8-hour days), minimum 9 hours sick leave per month, vacation time beginning at 8 hours per month the first year and reaching a maximum of 18 hours per month at 15 years' service, deferred compensation match, education incentive, longevity pay, shift differential pay, uniform allowance, equipment provided, take home car for in-county residents, wellness incentive, employer paid life insurance, Teamsters' health and welfare package currently 100% employer paid for employee and family, and option of WACOPS long-term disability insurance (66% salary for life).

Minimum qualifications:

1. Must be a citizen of the United States and able to read and write the English language, as required by RCW 41.14.100.
2. Must have a high school diploma or a General Educational Development certificate.
3. Must have a valid driver's license issued within the United States at the time of appointment.
4. Must have no record of felony conviction and no record of gross misdemeanor/misdemeanor conviction for crimes involving controlled substances or physical harm.

5. Must be willing to submit to and pass a background investigation, as well as polygraph, psychological, and medical examinations.

Additional requirements:

1. Have a current Washington State Criminal Justice Training Commission Basic Law Enforcement Academy certification, or have an equivalent certification from another state-approved basic law enforcement academy.
2. Be presently, or within the previous 24-month period, employed as a full-time, paid, civilian, general authority police officer or deputy sheriff, with a general authority law enforcement agency within the 50 United States, performing general authority enforcement of the criminal and traffic laws of that state, in either patrol or investigative capacity, and have been so employed continuously for 12 months.
3. Have successfully completed a probationary period with your current or previous employer.
4. Able to obtain the Washington State Criminal Justice Training Commission's equivalency certification within the first 12 months of employment.

Application Process: To apply for placement on the Lateral Deputy Sheriff Eligibility List, you must complete and submit to the Chief Examiner the Application Questionnaire as well as the General Information Form. When this material is completed, signed, and dated, either return as an attachment via email or simply print and mail to the Chief Examiner at the Grays Harbor County Civil Service Commission. The email and postal addresses are, respectively, lballou@co.grays-harbor.wa.us; and 310 W. Spruce Avenue, Room 217, Montesano, WA 98563. Applicants who score 70% or higher will then receive the Pre-Eligibility Background Exam via email to be completed and returned by a specified date.

Scoring and Placement on the List: Those applicants earning a score of 70% or better on the Application Questionnaire and passing the background exam as qualified will be placed on the examiner's lateral database in order of questionnaire score, highest to lowest. The database will be reset as needed to account for actions taken (names added, hired, or dropped). At the Sheriff's request, the database will be certified as a Lateral Deputy Sheriff Eligibility List. It is the responsibility of those on the eligibility list to notify the Civil Service Commission of any changes in address or contact information.

Veteran's Preference Points: Veteran's preference points will be added to *passing* scores, if applicable. Veterans must have had an honorable discharge and must not yet have been employed by the state of Washington or any of its political subdivisions or municipal corporations. In other words, in the state of Washington, preference points may be used only once and only for a first appointment (RCW 41.04.010). Therefore, if a lateral applicant has already been employed as a peace officer in this state, they could not use points—they've already accepted a first appointment. If claiming veteran's preference points, please submit a copy of the DD214 discharge papers *with the Application Questionnaire*.

Screening Process: Following certification of the eligibility list to the Sheriff, candidates will begin the screening process. Failure of candidates to respond at this time will be grounds for removal from the eligibility list. During this process, candidates will be subject to a background check and will undergo physical, psychological, and polygraph examinations. Lateral deputies hired from this list will be subject to a 12-month probationary period.

Lisa Ballou, Chief Examiner, GHC Civil Service Commission
Grays Harbor County is an equal opportunity employer.

JOB DESCRIPTION: DEPUTY SHERIFF

DEFINITION: A commissioned law enforcement officer whose primary duties are to provide law enforcement services in the unincorporated portions of Grays Harbor County.

MINIMUM QUALIFICATIONS: Be a citizen of the United States. Be at least 21 years of age at date Application Questionnaire is submitted. Have no record of felony conviction, no record of gross misdemeanor or misdemeanor conviction for crimes involving controlled substances or physical harm; be free from any physical condition that might adversely affect performance of duty as a Deputy Sheriff; be free from any psychological condition that might adversely affect performance of duty as a Deputy Sheriff based on an evaluation by a clinical psychologist. Must be a high school graduate or have passed the General Educational Development Test. Must be examined by a licensed physician to verify that applicant is physically sound and free from any physical defect that might adversely affect performance as a Deputy Sheriff. In addition to the physical and psychological evaluations mentioned above, applicants will undergo a polygraph exam and be subject to an extensive background check. Must possess a valid driver's license issued within the U.S. This job is subject to a 12-month probation period.

KNOWLEDGE, SKILLS AND ABILITIES: Knowledge of federal, state and local laws. Knowledge of police related constitutional and judicial rulings. Knowledge of department mission, goals, policies and procedures. Knowledge of related criminal justice and social service systems and their function. Skill in observation and retention of details. Skill in the use of firearms. Ability to relate effectively to others in tense and/or hostile situations. Ability to perform effectively under extreme stress. Ability to communicate in a clear, accurate, comprehensive and concise manner in both verbal and written form. Maintain high standard of physical condition. Must have keyboarding skills at 20 wpm and possess the ability to perform basic computer functions to include data retrieval from state and local systems. Regular attendance of job assignment.

PROFESSIONAL ETHICS AND ATTITUDES: A Deputy Sheriff performs duties commensurate with professional ethics and attitudes demanded by the police code of ethics, departmental goals and community needs.

MENTAL DEMANDS: The Deputy Sheriff position requires a mature and stable personality and ability to work under stressful conditions. A Deputy Sheriff must be able to make decisions and take affirmative action in dangerous and unpredictable situations. A Deputy Sheriff must make decisions based on knowledge and experience rather than on emotional impact. A Deputy Sheriff must be duty responsive 24 hours a day. A Deputy Sheriff must be able to assimilate large amounts of complicated information and put this into a clear and concise written form.

WORKING CONDITIONS: Majority of working time is spent outdoors, which subjects deputies to temperature extremes.

A Deputy Sheriff is required to maintain a seasonal uniform in accordance to Department Policies and Procedures. A clothing/uniform allowance is provided by contract.

A Deputy Sheriff must occasionally engage in physical confrontations, and/or lift and carry people and objects, requiring good physical condition.

WORKING CONDITIONS (cont.):

Limited assignments may occur in Identification, Civil, Records, or other parts of the department. A Deputy Sheriff may serve civil processes and confiscate property by Court Order.

ACCOUNTABILITY: A Deputy is required to make independent decisions without supervision subject to departmental review. A Deputy's actions may be subject to community and departmental criticism. A Deputy may also be subject to department discipline and/or lawsuit.

ROUTINE PATROL: A Deputy Sheriff must have a good geographical knowledge of the county and ability to read maps; be aware of problem areas including commercial, traffic, high crime and known criminals. A Deputy Sheriff is required to be observant and have the ability to distinguish suspicious and irregular activities. A Deputy Sheriff collects information on criminal activity through shift briefings. Deputies conduct preliminary inquiry regarding possible law violations, obtaining and verifying factual information from examination of persons, vehicles and premises.

TRAFFIC ENFORCEMENT AND COLLISION INVESTIGATION: A Deputy Sheriff must have proficient knowledge of traffic laws as required to investigate traffic collisions and facilitate the flow of traffic through the issuance of traffic citations and warnings. A Deputy must observe and identify pedestrian and vehicular irregularities and give information and assistance to motorists. A Deputy must be able to use enforcement aids such as radar, breath testing, etc.

CRIMINAL INVESTIGATION: Knowledge of criminal law is necessary to determine what crimes have been committed. Investigations require that deputies preserve the crime scene, gather, collect and preserve evidence, interview witnesses and suspects, take necessary steps to locate, identify and return property taken from the rightful owner, and take into custody persons responsible for criminal activity per department policy as well as prepare the necessary reports, court appearance and testimony as required.

REPORT WRITING: Reports will be completed in accordance with department policy.

PUBLIC RELATIONS: A Deputy Sheriff must have the ability and desire to deal with and be responsive to individual needs. Deputies aid in improving police and community relations by participating in community education and one-on-one interaction with citizens.

PROFESSIONAL TRAINING: Deputies must attend, complete and pass the Washington State Basic Law Enforcement Academy as certified by the Criminal Justice Training Commission and those standards set by the Governor's Commission on training standards as per RCW 43.101.200 or be certified by the WSCJTC Equivalency Academy. Annual ongoing training requirements as per department policy.

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**CHIEF EXAMINER:
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Lateral Deputy Sheriff: Application Questionnaire

DATE:

APPLICANT NAME:

This questionnaire, once completed, will serve as the basis of your Lateral Deputy Sheriff examination score. You will be asked a number of questions regarding your work experience and past training. Please answer all the questions honestly, accurately, and to the best of your ability. The responses you provide will be scored by the Civil Service Chief Examiner. Your score will eventually determine your rank on the Lateral Deputy Sheriff Eligibility List. Since this is a continuous and open application process, your score will initially place you on a lateral database as it exists at the time of application. The database and ranking will change over time as scored applicants are added, hired, or dropped up until such time as the database is certified as the eligibility list. Names that are not hired or dropped from the eligibility list will be returned to the continuously open database for future consideration.

This form is designed to be completed electronically as a .pdf document. Upon completion, the form must be signed and dated. At that point, it may be submitted electronically via email as an attachment or simply printed and mailed through the USPS. Email and mailing addresses are in the Notice of Examination preceding this questionnaire.

WARNING:

Your answers here will be verified through the materials that you submit for reference and background checks. Willful misrepresentation here (or on any other applications to the county) will be cause for immediate disqualification from consideration for this position, or if discovered after employment is offered or accepted, for immediate termination.

INSTRUCTIONS:

For each of the 13 categories presented below, choose the box that BEST describes your experience and/or training. You may select only one box for each identified experience or training category, unless you are certified in multiple disciplines (such as listed under Defensive Tactics Instructor).

Space in the left portion of each scoring box is provided for you to clarify your response in each category. Include specifics about your training and experience, such as special training courses, law enforcement certifications, and a description of the months/years of service within said position or assignment. If you wish to add clarification, please write legibly.

LEVELS OF EXPERIENCE:

<p>LE Patrol Experience</p>	<p>Select the ONE box that most clearly identifies your experience.</p>	<p><input type="checkbox"/> A: Completed Washington State Basic Law Enforcement Academy (BLEA), no experience yet in patrol.</p> <p><input type="checkbox"/> B: Completed BLEA and currently in (or did not complete) a field training program.</p> <p><input type="checkbox"/> C: Completed BLEA and successfully completed a field training program.</p> <p><input type="checkbox"/> D: Completed BLEA, completed a field training program and assigned to patrol for 1 year of experience.</p> <p><input type="checkbox"/> E: Completed BLEA, completed a field training program and assigned to patrol for 2 or more years of experience.</p>
<p>Assignment to Schools</p>	<p>Select the ONE box that most clearly identifies your experience.</p>	<p><input type="checkbox"/> A: Completed training as a School Resource Officer, Gang Officer or DARE Officer; no experience yet at a school.</p> <p><input type="checkbox"/> B: Assigned as School Resource Officer, Gang Officer or DARE Officer for 1 school year.</p> <p><input type="checkbox"/> C: Assigned as School Resource Officer, Gang Officer or DARE Officer for 2 school years.</p> <p><input type="checkbox"/> D: Assigned as School Resource Officer, Gang Officer or DARE Officer for 3 or more school years.</p>
<p>Detective or Investigation Assignment</p>	<p>Select the ONE box that most clearly identifies your experience.</p>	<p><input type="checkbox"/> A: Assigned as full-time detective for less than 1 year.</p> <p><input type="checkbox"/> B: Assigned as full-time detective for 2 years.</p> <p><input type="checkbox"/> C: Assigned as full-time detective for 3 years.</p> <p><input type="checkbox"/> D: Assigned as full-time detective for 4 years or more.</p>

Field Training Officer	Select the ONE box that most clearly identifies your experience.	<input type="checkbox"/> A: State trained or certified as FTO, no experience in training a recruit. <input type="checkbox"/> B: State trained or certified as FTO and trained 1 recruit in full training phase. <input type="checkbox"/> C: State trained or certified as FTO and trained 2 recruits in full training phase. <input type="checkbox"/> D: State trained or certified as FTO and trained 3 or more recruits in full training phase.
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Shift Supervisor	Select the ONE box that most clearly identifies your experience.	<input type="checkbox"/> A: Supervise volunteer groups such as Crime Watch, Explorers or Reserve Officers. <input type="checkbox"/> B: Occasionally assigned as the officer-in-charge of at least 1 other patrol officer in absence of sergeant or supervisor. <input type="checkbox"/> C: Regularly assigned or designated shift officer-in-charge of at least 1 other patrol officer in lieu of sergeant or supervisor. <input type="checkbox"/> D: Held rank of a shift supervisor such as corporal, sergeant, or equivalent.
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Firearms Officer or Instructor	Select the ONE box that most clearly identifies your experience.	<input type="checkbox"/> A: State trained or certified as Firearms Officer, no experience in teaching. <input type="checkbox"/> B: State trained or certified as Firearms Officer, 1 year experience in teaching. <input type="checkbox"/> C: State trained or certified as Firearms Officer, 2 years' experience in teaching. <input type="checkbox"/> D: State trained or certified as Firearms Officer, 3 or more years' experience in teaching.
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Emergency Vehicle Operations Instructor	Select the ONE box that most clearly identifies your experience.	<input type="checkbox"/> A: State trained or certified as EVOC instructor, no experience in teaching. <input type="checkbox"/> B: State trained or certified as EVOC instructor, 1 year experience in teaching. <input type="checkbox"/> C: State trained or certified as EVOC instructor, 2 years' experience in teaching. <input type="checkbox"/> D: State trained or certified as EVOC instructor, 3 or more years' experience in teaching.
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Defensive Tactics or Defensive Weapons Instructor	Select the box or boxes that most clearly identify your experience.	Certified and/or trained by state or agency as a defensive tactics instructor: <input type="checkbox"/> Defensive Tactics Instructor -OR- <input type="checkbox"/> Defensive Tactics Master Instructor <input type="checkbox"/> TASER Instructor <input type="checkbox"/> Baton Instructor <input type="checkbox"/> OC Instructor <input type="checkbox"/> Impact Ammunition Instructor <input type="checkbox"/> Other DT Instructor (list on left)
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Collision Investigation Training	Select the ONE box that most clearly identifies your training.	<input type="checkbox"/> A: 40-hour collision investigation course. <input type="checkbox"/> B: 80-hour advanced collision investigation. <input type="checkbox"/> C: 120-hour technical collision investigation. <input type="checkbox"/> D: Certified collision reconstructionist.
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Education	Select the ONE box that most clearly identifies your training.	<input type="checkbox"/> A: Completed some college classes. <input type="checkbox"/> B: At least 90 college credits. <input type="checkbox"/> C: Obtained 2-year degree from accredited college. <input type="checkbox"/> D: Obtained 4-year degree from accredited college.
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K9 Handler	Select the ONE box that most clearly identifies your experience.	<input type="checkbox"/> A: Assigned K9 handler less than 2 years. <input type="checkbox"/> B: Assigned K9 handler for 2 to 5 years. <input type="checkbox"/> C: Assigned K9 handler for more than 5 years. <input type="checkbox"/> D: Certified K9 trainer/master handler.
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Search and Rescue	Select the ONE box that most clearly identifies your experience.	<input type="checkbox"/> A: SAR Coordinator less than 1 year. <input type="checkbox"/> B: Law Enforcement SAR training. <input type="checkbox"/> C: SAR Coordinator for more than 1 year. <input type="checkbox"/> D: Three or more SAR missions.
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Discipline NONE	Select the ONE box that most clearly identifies your experience, or circle NONE in the box to your left.	<input type="checkbox"/> A: Received formal verbal reprimand from Chief or Sheriff. <input type="checkbox"/> B: Received written reprimand from Chief or Sheriff. <input type="checkbox"/> C: Received day off without pay from Chief or Sheriff. <input type="checkbox"/> D: Received more than 1 day off without pay from Chief or Sheriff.
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ADDITIONAL INFORMATION OR CLARIFICATION: Attach separate page to this form if needed.

I hereby authorize the Grays Harbor County Sheriff's Office to conduct a background investigation into my complete history, including my former employment, together with any and all information concerning my personal ability, personal character, credit history, arrest record, traffic record, personal and professional references, and other background information.

I hereby release any law enforcement agency, company, corporation, or individual from any and all liability for furnishing any information concerning my background.

I hereby certify that there are no willful misrepresentations or falsifications of statements and answers to questions in my application or in any documents relating to my background. I am aware that should investigation disclose such misrepresentations or falsifications, my application will be immediately rejected and/or my employment immediately terminated.

SIGNATURE OF APPLICANT: _____

DATE: _____

**Grays Harbor County Civil Service Commission
Lateral Applicants: General Information Form**

FULL NAME:

U.S. Citizen: YES NO ;

Date of Birth:

Last 4 Digits of Social Security Number:

LEGAL ADDRESS:

Current Residence:

Street City State Zip

Mailing Address:

Street City State Zip

Home Phone: - - ; Cell Phone - -

Email:

EDUCATION:

High School Name/GED Agency:

Location: ;

Year Graduated/GED Received:

Post High School Education: List formal education at college/university /technical/other levels. Use additional pages if needed; also list any professional licenses and certifications (next page).

Name of School	City and State	Dates Attended	Degree or Credits and Year	Major

LANGUAGES: Are you fluent in languages other than English? Yes No . If *yes*,

Please list:

EMPLOYMENT RECORD IN CIVILIAN LAW ENFORCEMENT: Please list all such employment below. Begin with present or most recent. Attach additional employers if needed.

Present Employer:	Full time <input type="checkbox"/> Part time <input type="checkbox"/> Paid <input type="checkbox"/> Volunteer <input type="checkbox"/>
Address:	
Job Title/Rank:	Phone Number:
Date Hired:	Length of Employment:
Probation Completed? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Reason for Job Search:	
Primary Duties:	
Previous Employer:	Full time <input type="checkbox"/> Part time <input type="checkbox"/> Paid <input type="checkbox"/> Volunteer <input type="checkbox"/>
Address:	
Job Title/Rank:	Phone Number:
Date Hired:	Length of Employment:
Probation Completed? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Reason for Leaving:	
Primary Duties:	
Previous Employer:	Full time <input type="checkbox"/> Part time <input type="checkbox"/> Paid <input type="checkbox"/> Volunteer <input type="checkbox"/>
Address:	
Job Title/Rank:	Phone Number:
Date Hired:	Length of Employment:
Probation Completed? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Reason for Leaving:	
Primary Duties:	

Have you previously taken a Civil Service exam with the Grays Harbor County Civil Service Commission?
 No Yes . If *yes*, when? _____ ; For which position?

How did you learn of this position? GHC website ; GHSO ; Daily World/Vidette ; WorkSource ; JBLM ; JobNet ; WSCJTC ; personal referral _____ ; other _____

SIGNATURE OF APPLICANT:

DATE: