



Oak Harbor Civil Service Commission
865 SE Barrington Drive
Oak Harbor, WA 98277
www.oakharbor.org
HR@oakharbor.org

August 8, 2012

Dear Applicant,

Thank you for your interest in the City of Oak Harbor Police Department Lateral-Entry Police Officer position. To proceed with the examination process, please review the application packet, and complete and return all items requested. An application checklist is included to ensure that items are not forgotten.

Your completed application materials **must be received, in a sealed envelope, by the City of Oak Harbor, ATTN: Human Resources, 865 SE Barrington Drive, Oak Harbor, WA 98277 no later than 5:00 p.m., Wednesday, August 22, 2012.** Applications may be mailed to City Hall or hand delivered to Human Resources Department *Application Drop Box* (during business hours), located in the lower level of City Hall, 865 SE Barrington Drive, Oak Harbor, WA. Applications received via email or FAX will not be accepted. Application packets that are not completed in accordance with directions or are incomplete may not be considered. Failure to return the required documents by the deadline date and time will be reason for disqualification from further consideration.

The most eligible candidates will continue in the examination process. If you are selected, you will be contacted and your interview appointment will be scheduled. Your Civil Service number will be assigned prior to the Oral Boards and is to be used during the remainder of the examination process.

If you are hired, you will become a member of the Oak Harbor Police Association bargaining unit. Upon final offer of a position, you will be required to sign a three-year *Contract for Reimbursement of Hiring and Training Expenses*. A sample copy of the contract is attached at the end of this packet. Costs listed in the Contract are for example purposes only and may not reflect current reimbursement rates.

We appreciate your interest in working for the City of Oak Harbor.

Sincerely,

Human Resources

Enclosures



Mission Statement

The staff of the City of Oak Harbor is committed to delivering the highest possible level of service to its citizens, improving economic opportunity, quality of life and fostering community partnerships.

**JOB ANNOUNCEMENT
& APPLICATION PACKET**

**LATERAL-ENTRY (EXPERIENCED)
POLICE OFFICER**

APPLY BY 5:00 P.M., WEDNESDAY, AUGUST 22, 2012

Summary:

This is a Civil Service position involving general police activities associated with the protection of life and property by enforcement of state and municipal codes, regulations and ordinances as outlined in the job description provided in this packet. Employment in this class requires compliance with all associated fitness standards and requirements, as well as a satisfactory background check, criminal records check, financial credit check and polygraph (lie detector) exam. Offers of employment are contingent upon successful completion of a psychological evaluation, medical evaluation and medical history review that may include back x-rays, and the pre-employment drug screening. Appointees will be required to successfully complete a 320-hour Field Training Program and a probationary period.

Salary and Benefits: \$4816 - \$6020/month (placement dependent on experience) + benefits. Plus education incentive pay (after probation) and 100% Medical/ Dental/Vision benefits. Paid Sick leave (8 hours per month) and paid Vacation leave (12 days per year with longevity increases) are earned. Eleven Holidays per year.

Minimum Qualifications:

- Must be a U.S. citizen and have the ability to read, write and speak the English language.
- Must be at least 21 years of age at time of application.
- Must possess a high school diploma or GED equivalent.
- Must have or obtain a Washington State Driver's License at time of appointment.
- Must pass background investigation, which includes screening of criminal history, sexual offenses, recent drug use, and driving record.
- Must pass polygraph examination for law enforcement personnel.
- Conditional employment offer will include medical exam with drug screen, and psychological evaluation for aptitude to work in law enforcement.
- Must be able to meet response time per the Labor Contract.
- At the time of application, candidates must have been continuously employed for a minimum of twenty-four (24) months of the last thirty-six (36) months as a full-time, paid, civilian, general authority police officer or deputy sheriff, with a general authority law enforcement agency within the fifty (50) United States, performing general authority enforcement of the criminal and traffic laws of that state, in either a patrol or investigative capacity.
- Must have been hired in the previous jurisdiction from a Civil Service Commission certified eligibility list or other like process.
- Must have successfully completed a probationary period with the current or previous employer, and demonstrated satisfactory law enforcement experience; and must be willing to sign a waiver allowing review of personnel files of previous law enforcement employers.
- Must have successfully completed the Washington State Criminal Justice Training Commission Basic Law Enforcement Academy OR an academy that meets the criteria of the Washington State Criminal Justice Training Commission. Candidates completing out-of state certification must successfully challenge the Washington State Academy through the Basic Equivalency Program within the first twelve (12) months of employment.

Examination and Hiring Process

When a vacancy occurs

- If there are five or less qualified and approved applicants, the process will proceed directly to Department interviews with the Chief of Police or his designee.
- If there are six or more qualified and approved applicants, candidate interviews and/or review of the Written Examination submissions will be conducted by an independent rating Panel of law enforcement and community professionals. The candidates will be ranked based on the results of these oral boards and/or review of Written Examination submissions. Candidates will be advised of their ranking. The top five candidates on the list will then proceed to the Department interviews with the Chief of Police or his designee.

A conditional offer of probationary employment will be made to the most qualified candidate passing the above processes. Additional screening of the finalist, prior to appointment, include an employment, and general and criminal background investigation, financial/credit check, as well as medical, drug testing, psychological and polygraph examinations.

If you are hired, you will become a member of the Oak Harbor Police Association bargaining unit. Upon final offer of a position, you will be required to sign a three-year *Contract for Reimbursement of Hiring and Training Expenses*. A sample copy of the contract is attached at the end of this packet. Costs listed in the Contract are for example purposes only and may not reflect current reimbursement rates.

Application Procedures and Deadline

Your completed application materials **must be received, in a sealed envelope, by the City of Oak Harbor, ATTN: Human Resources, 865 SE Barrington Drive, Oak Harbor, WA 98277 no later than 5:00 p.m., Wednesday, August 22, 2012.** Applications may be mailed to City Hall or hand delivered to Human Resources Department *Application Drop Box* (during business hours), located in the lower level of City Hall, 865 SE Barrington Drive, Oak Harbor, WA. Applications received via email or FAX will not be accepted. Application packets that are not completed in accordance with directions or are incomplete may not be considered. Failure to return the required documents by the deadline date and time will be reason for disqualification from further consideration.

Recognizing that the review and selection of applicants based on the information provided on the application form is a judgmental process; we encourage all applicants to improve our ability to judge by providing complete information. Such information would include such things as: résumés of experience, letters of recommendation, examples of work history related to the position for which the applicant is applying, specific education and/or training that is related to the position for which the applicant is applying, and other **job-related** data that might enhance the applicant's chances for selection.

EQUAL OPPORTUNITY EMPLOYER

The City of Oak Harbor encourages applications from all qualified persons regardless of age, sex, marital status, sexual orientation, race, creed, color, national origin, honorably discharged veteran or military status, or the presence of any sensory, mental, or physical disability or the use of a trained dog guide or service animal by a person with a disability or any other status protected by law.

CITY OF OAK HARBOR

JOB DESCRIPTION

Job Title: *Police Officer – Entry Level & Lateral Entry*
Department: *Police*
Reports to: *Police Sergeant*
Status: *Non-exempt / Union (Police Association Commissioned)*

Job Summary:

Under general supervision, Police Officers perform police services in accordance with the mission, goals, and objectives of the Oak Harbor Police Department, and in compliance with governing federal, state, and local laws. It is the responsibility of police officers to safeguard the public peace, protect life and property, prevent crime, enforce the law, protect the rights of all persons and generally uphold the community-articulated standards.

Essential Job Functions:

1. Respond to calls for service involving both criminal activity and community caretaking activities. Interview persons with complaints and make proper disposition or direct them to the proper authorities/community resources.
2. Conduct preliminary and follow-up investigations, process crime scenes using all available techniques, gather evidence, obtain witness/victim/ suspect statements, apprehend suspects, make arrests and transport offenders.
3. Give advice and general information to inquiries from the public.
4. Practice efficient case management including the initial documentation of appropriate information, timely follow-up and case documentation, appropriate interaction with victims, cooperation with other agencies and departments and testifying as a witness in court in connection with arrests and investigations.
5. Use available time to patrol the City by radio equipped car, bicycle or on foot to prevent, discover and deter the commission of crime, to enforce criminal law, to direct traffic and to enforce motor vehicle operation.
6. Take proper safety precautions, which include the appropriate application of force, proper officer safety tactical movement and positioning and de-escalation and crisis management skills.
7. Establish and maintain effective and cooperative relations with City officials, department heads, supervisors, other departments, co-workers, representatives of business and community as well as the general public. Respond to inquiries using good judgment, tact and courtesy, sometimes in stressful situations.
8. Interact and communicate effectively with other social, governmental and private agencies on civil and criminal matters, sometimes in emergency situations.
9. Present a professional demeanor with the general public.
10. Operate safely police vehicles in normal and emergency circumstances in all weather. Properly maintain and use other department equipment.
11. Read and apply department policies, rules, regulations, instructions, laws, ordinances and general literature pertaining to policing.
12. Enter or retrieve computer data.

Associated Job Functions:

1. Advise supervisor, orally and/or in writing, of activities, investigations and arrests.
2. Assist the jailers in maintaining safe and secure operations of the Oak Harbor City Jail.
3. As needed, may be re-assigned to other divisions or duties (detectives, training, K-9, community services, etc.).

Performance Requirements (Knowledge, Skills and Abilities):

- Knowledge of laws, RCW, City Code, and Department Manual of Standards.
- Knowledge of City Rules & Regulations.
- Ability to drive vehicles and operate all related job equipment.
- Ability to interact well with citizens.
- Be flexible and adaptable in decision-making.
- Skills in computer and word processing software operation.
- Problem-solving and conflict resolution skills.
- Good interpersonal sensitivity to people.
- Excellent oral communication skills and ability to communicate clearly, concisely and effectively and to maintain confidentiality as appropriate.
- Excellent written skills and ability to compose complex correspondence and reports as well as ability to research, organize and compile data into meaningful reports.
- Knowledge of English, spelling, grammar, vocabulary, punctuation and mathematics.

Working Environment and Physical Demands:

Work is primarily performed out-of-doors in all types of weather. Potential for damage to health, life and property. Required to work varying shifts and holidays. Work requires a normal range of hearing and visual acuity, eye/hand coordination and manual dexterity. Move in excess of 60 pounds. Operate motor vehicles and equipment. Use handgun to protect lives. Communicate with radio equipment.

Experience and Training Requirements:

- Must be at least 21 years of age at time of application.
- Must be a United States citizen and have the ability to read, write and speak the English language.
- Must have a high school diploma or GED equivalent.
- Must be able to work within the Use of Force continuum.
- Must meet LEOFF Retirement system minimum medical and health standards.
- Must be able to successfully complete all required training.
- Must be willing and able to perform shift work, with occasional evening or weekend work.
- Must have completed one year of college coursework by time of appointment, equivalent to 45 quarter credits/30 semester credits of which 5 quarter credits/3 semester credits must be in English or Humanities designated courses. **OR**
- A minimum of two years of demonstrated career experience in the following or closely related areas *may be substituted* for the educational requirement: all branches of military service, other City, State or Federal law enforcement agencies or related professions in forensics, investigations or criminal justice. (Related experience will be evaluated at the time of application.).
- Must have or obtain a Washington State Driver's License at time of appointment.
- Must pass background investigation, including screening of criminal history, sexual offenses, recent drug use and driving record.
- Must pass polygraph examination for law enforcement personnel.
- Conditional employment offer will include medical exam with drug screen, and psychological evaluation for aptitude to work in law enforcement.
- Must be able to meet response time per the Labor Contract.

Lateral-Entry Requirements:

In addition to the entry level requirements, lateral entry applicants must meet the following requirements:

- At the time of application, candidates must have been continuously employed for a minimum of twenty-four (24) months of the last thirty-six (36) months as a full-time, paid, civilian, general authority police officer or deputy sheriff, with a general authority law enforcement agency within the fifty (50) United States, performing general authority enforcement of the criminal and traffic laws of that state, in either a patrol or investigative capacity.
- Must have been hired in the previous jurisdiction from a Civil Service Commission certified eligibility list, or other like process.
- Must have successfully completed a probationary period with the current or previous employer, and demonstrated satisfactory law enforcement experience and must be willing to sign a waiver allowing review of personnel files of previous law enforcement employers.
- Must have successfully completed the Washington State Criminal Justice Training Commission Basic Law Enforcement Academy OR an academy that meets the criteria of the Washington State Criminal Justice Training Commission. Candidates completing out-of state certification must successfully challenge the Washington State Academy through the Basic Equivalency Program within the first twelve (12) months of employment.

Established:
Revised: 1/97, 11/02, 1/03, 01/07, 4/08, HR 7/11

FLSA: Non-Exempt
Salary Range: Union

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise to balance the workload.

APPLICATION FOR EMPLOYMENT

Position Applied For: Lateral-Entry Police Officer Date of Application:

INSTRUCTIONS - Please read instructions fully before completing application. Failure to follow instructions may result in rejection of application: Please print or type all information. This application must be filled out accurately and completely. Do not mark "See Résumé" or "See Attached" in any section. If an item does not apply, please write N/A (not applicable). Incomplete applications will be reason for disqualification from further consideration. If you need additional space to answer a question or for employment history, you may continue your response on additional sheets of paper. On each additional page, be sure to include your name, date and the position title. A separate application must be completed for each position for which you apply.

The City of Oak Harbor encourages applications from all qualified persons regardless of age, sex, marital status, sexual orientation, race, creed, color, national origin, honorably discharged veteran or military status, or the presence of any sensory, mental, or physical disability or the use of a trained dog guide or service animal by a person with a disability or any other status protected by law.

Name Last First Middle

Address Number Street Apt. # City State Zip

Home Phone Business Phone Cell Phone

Email Address @

Have you applied here before? () Yes () No If yes, give date:
Have you been employed here before? () Yes () No If yes, give date:

List any relatives or members of your household who are employed by the City of Oak Harbor:

Name: Job Title: Department:

Name: Job Title: Department:

Assignment and Hours of Work:

Would you accept a temporary assignment? () Yes () No
Are you available to work overtime when necessary? () Yes () No
Are you employed now? () Yes () No

What date are you available to start work? Wage expected?

EDUCATION

Circle grade of high school/pre-college schooling completed: 1 2 3 4 5 6 7 8 9 10 11 12

High School Diploma: () Yes () No OR Equivalency - GED: () Yes () No

Name & Location of College, University or Technical School attended:

Major/Minor Field of Study & Degree Obtained:

EMPLOYMENT RECORD - PLEASE LIST CURRENT AND FORMER EMPLOYERS BEGINNING WITH THE MOST RECENT. You may use additional paper to continue your response. Include your name, date, and position title you are applying for on each additional page.

COMPANY NAME _____ PHONE () _____

ADDRESS _____

JOB TITLE _____ IMMEDIATE SUPERVISOR & TITLE _____

DATES EMPLOYED: From _____ To _____

SALARY: Starting _____ Final _____

Summary of Duties _____

Reason for Leaving _____

May we contact for a reference? () Yes () No () At Later Date If no, why not? _____

COMPANY NAME _____ PHONE () _____

ADDRESS _____

JOB TITLE _____ IMMEDIATE SUPERVISOR & TITLE _____

DATES EMPLOYED: From _____ To _____

SALARY: Starting _____ Final _____

Summary of Duties _____

Reason for Leaving _____

May we contact for a reference? () Yes () No () At Later Date If no, why not? _____

COMPANY NAME _____ PHONE () _____

ADDRESS _____

JOB TITLE _____ IMMEDIATE SUPERVISOR & TITLE _____

DATES EMPLOYED: From _____ To _____

SALARY: Starting _____ Final _____

Summary of Duties _____

Reason for Leaving _____

May we contact for a reference? () Yes () No () At Later Date If no, why not? _____

Have you worked under a different name for any of these employers? () Yes () No State the name: _____

If yes, identify the employer(s): _____

WORK-RELATED REFERENCES

NOTE: Do not list friends or relatives.

Clients, teachers, professors and instructors may be included.

Three required, list at least one of your previous supervisors.

1. Name: _____ Company/Job Title: _____

Phone: _____ Email: _____

2. Name: _____ Company/Job Title: _____

Phone: _____ Email: _____

3. Name: _____ Company/Job Title: _____

Phone: _____ Email: _____

Are you willing to have your present and past employers contacted in reference to your qualifications? () Yes () No

Have you ever been convicted of any crime other than minor traffic violations, or have you served time in a correctional institution?
A "yes" reply does not automatically disqualify you. () Yes () No

If yes, please explain:

Please read the following statement and sign below:

I certify that all information contained in this application is true and complete to the best of my knowledge and that any false or incomplete information may disqualify me from the position and may result in termination if discovered after hiring. I authorize the investigation and verification of any and all statements contained in this application. I also authorize any person, education institution, current or past employers or other organizations, whether listed or not, to provide relevant information and opinions that may be useful in making a hiring decision. Furthermore, I understand that filling out this application packet or being interviewed for a position does not guarantee employment with the City of Oak Harbor. Should I be employed by the City of Oak Harbor, I understand that unless my employment is governed by a specific written contract of employment, Municipal Code or union contract, my employment will be considered "at will." "At will" employees may be terminated at any time, with or without cause and with or without notice. No one (other than City Administrator or Mayor) has the authority to make any verbal or written statements or representations which are inconsistent with the City's policies, nor can any other employee, including interviewers and supervisors, make representations regarding the duration of my employment.

Further, I understand that at the time of hire, I will be required to provide documentation showing authorization to work in the United States.

Applicant Signature

Date

CITY OF OAK HARBOR
865 SE Barrington Drive
Oak Harbor, Washington 98277
www.oakharbor.org

THE CITY OF OAK HARBOR IS AN EQUAL OPPORTUNITY EMPLOYER.
PLEASE CONTACT THE HUMAN RESOURCE DEPARTMENT FOR REASONABLE ACCOMMODATION.

CITY OF OAK HARBOR
Lateral-Entry Police Officer
WRITTEN EXAMINATION QUESTIONS

(Answer on separate sheet/s, and return with application)
Include your name and the date on each page.

1. Please describe specifically in what way your employment, education and other experiences have provided you with the knowledge and skills needed to perform the duties of Police Officer for the City of Oak Harbor. Include specific examples.
2. Please describe specifically your ability to create and maintain a team approach to policing. This includes teamwork with team members, department divisions, other law enforcement professionals, and with community resources. Include specific examples.
3. It is important for us to have employees who are able to get along with others. Employees should be cooperative, respectful, considerate and tactful in dealing with supervisors, coworkers and citizens. Describe specifically how you work with others.
4. Please explain your philosophy of law enforcement. Include what you feel the relationship between the police and the community should be based on. Also include where you feel discretion should be exercised.
5. Explain your strengths and weaknesses in relation to your ability to function as a police officer.
6. Why do you feel that good communication skills are important in police work? Include in your answer how you have demonstrated good communication skills.
7. What are your long-term goals in the field of Law Enforcement?
8. Why do you want to be a Police Officer for the City of Oak Harbor? What do you have to offer our Department?



WAIVER AND AUTHORIZATION TO RELEASE INFORMATION

This document affects your legal rights. Read carefully before signing.

To Whom It May Concern:

I, the undersigned, authorize you to furnish the OAK HARBOR POLICE DEPARTMENT or its agencies any and all information that you have concerning me, including without limitation my work records, my reputation, my medical records, my psychological testing and analysis plus recommendation, my military service records, my educational background and records, my financial status, and such other information and records as you may have in your possession relating to me. Information of a confidential or privileged nature may be included in the materials you provide to the OAK HARBOR POLICE DEPARTMENT or its agencies. Your reply will be used to assist the OAK HARBOR POLICE DEPARTMENT or its agencies in determining my qualifications and fitness for a position I am seeking with the OAK HARBOR POLICE DEPARTMENT and/or one of its departments or agencies.

I understand my right to request access to any records relating to me pursuant to 4 U.S. Code 522 et seq., the Privacy Act of 1974, the Freedom of Information Act, and RCW 42.17 et seq., and specifically WAIVE those rights, understanding that the information furnished will be used by the OAK HARBOR POLICE DEPARTMENT and/or its agencies or departments in conjunction with employment procedures. I further acknowledge that I have at all times had the right to seek assistance of counsel regarding my making this free and knowing waiver of my rights. I will make NO ATTEMPT to gain access to the information provided by you to the OAK HARBOR POLICE DEPARTMENT and/or one of its departments or agencies in conjunction with this employment process.

Further, I DO HEREBY RELEASE YOU, your organization, your agents, and others from any liability or damage which may result from furnishing information to the OAK HARBOR POLICE DEPARTMENT pursuant to this waiver and authorization to release information.

Applicant's Signature

Date

Print Applicant's Name

SUBSCRIBED AND SWORN to me before this _____ day _____, _____

Print: _____

NOTARY PUBLIC in and for the State of _____

residing at: _____

Commission expires: _____

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

YOU MUST RETURN THIS NOTARIZED FORM WITH YOUR APPLICATION



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C O N F I D E N T I A L

AUTHORIZATION FOR RELEASE OF PRIOR EMPLOYMENT INFORMATION

I, _____, am interested in obtaining a position with the City of Oak Harbor. As a part of the application and screening process, I understand the City of Oak Harbor needs to obtain information relating to my prior employment to assist in the selection and screening of applicants. In consideration for the employer's willingness to consider my candidacy for this position, I hereby authorize the City of Oak Harbor to request all pertinent information, either in writing or orally, regarding my prior employment. I have included on my application form all of my prior employers and warrant this is an accurate and complete list. I have also included the names of my supervisors and either an address or phone number where that individual can be reached.

I also authorize my prior employers to supply the City of Oak Harbor with accurate factual information about my prior employment, and hereby release that employer from any form of liability for the information provided, including the opinions of the employer about my performance, work habits, attendance, performance reviews and eligibility for re-hire. I also release my prior employers from any form of liability for opinions stated regarding my performance, unless my prior employer makes knowingly false statements of fact in the exchange of information and I am harmed by such disclosures.

1. I recognize this information is essential to obtaining a position with the City of Oak Harbor, and therefore request that any policies put in place to "protect me" from disclosure of adverse information be waived by this release form.
2. I also release my prior employer from any claims regarding my right to privacy regarding the information requested in connection with my application with the City of Oak Harbor.

I hereby release the City of Oak Harbor, its officers, directors, employees, insurers and agents, in their individual and representative capacity, from any and all liability for damages which may result from the exchange of information indicated above. I also acknowledge I am signing this agreement as my free and voluntary act.

Applicant Signature

Print Full Name

Date

CITY OF OAK HARBOR POLICE OFFICER - LATERAL ENTRY

ADDITIONAL PERSONAL INFORMATION

THIS SHEET MUST BE COMPLETED IN ITS ENTIRETY FOR YOUR APPLICATION TO BE CONSIDERED. THE ADDITIONAL INFORMATION WILL BE USED TO CONDUCT CRIMINAL HISTORY / BACKGROUND RECORDS CHECKS.

PLEASE PRINT IN INK OR TYPE INFORMATION.

Legal Name: _____
Last First Middle

Other Names/Aliases Used: _____

Social Security Number: _____ / _____ / _____ Date of Birth: _____ / _____ / _____

Home Address: _____
Street City State Zip Code

Home Telephone: _____ Work Telephone: _____

Cell Phone: _____ Email Address: _____

Are you a US Citizen? () YES () NO

States You Have Resided in Since Age 18: _____

Driver's License # _____ State: _____

Applicant Signature _____ Date _____

**** ATTACH COPY OF CURRENT DRIVER'S LICENSE WITH THIS APPLICATION PACKET ****

U. S. MILITARY SERVICE

Have you or your spouse served in the U.S. Armed Forces? () You () Spouse () No (if no, skip this page)

Dates of Service: From _____ To _____ Branch: _____

Date of separation from the United States active military service _____

Position Title/Rank, type of training or experience _____

Veterans' Preference / Scoring Criteria Status

(Included only when scored testing is utilized.)

Have you used Veterans' Preference in obtaining a previous position? () Yes () No

RCW 41.04.010 provides for a veterans' preference to be added to the passing grade of certain veterans. If you believe that you are eligible to be considered for such preference you should complete the following questionnaire, by checking statements that apply to you.

Veterans shall be granted Scoring Criteria Status as provided by RCW 41.01.010. To be eligible, you must be a Veteran as defined in RCW 41.04.005, 41.04.007, or 73.16.010. Pursuant to RCW 73.16.010, you may be entitled to a hiring preference if you are (1) honorably discharged veteran of any war or any military campaign of the United States, for which a campaign ribbon shall have been awarded (2) the widow or widower of such veteran, or (3) the spouse of an honorably discharged veteran with a service connected permanent and total disability.

The Scoring Criteria Status available to a Veteran can only be used "Until the Veterans First Appointment", once the appointment is made, the credit is no longer available.

Scoring Criteria Status Claimed for Competitive Examinations: (please check one)

_____ Ten percent (10%) to a veteran who served during a period of war or in an armed conflict as defined in RCW 41.04.005 and does not receive military retirement. Entrance exam only. The percentage shall not be utilized in promotional examinations;

_____ Five percent (5%) to a veteran who did not serve during a period of war or in an armed conflict as defined in RCW 41.04.005 or is receiving military retirement. Entrance exam only. The percentage shall not be utilized in promotional examinations;

_____ Five percent (5%) to a veteran who was called to active military service from employment with the state or any of its political subdivisions or municipal corporations. Available for first promotional exam only. (Eff. 7/26/09)

_____ The widow or widower of an honorably discharged veteran of any war or any military campaign of the United States, for which a campaign ribbon shall have been awarded,
OR the spouse of an honorably discharged veteran with a service connected permanent and total disability. (RCW 73.16.010 *Preference in Public Employment*)

I hereby certify that, to the best of my knowledge, I am entitled to veterans' preference and that by falsely claiming veterans' preference, I will be disqualified from employment with the City of Oak Harbor. I certify that I have not received a previous employment appointment with the use of veterans' preference. I also understand that if employed, any misrepresentation of facts regarding my receiving veterans' preference is sufficient cause for dismissal.

A copy of my or my spouse's DD-214 accompanies this form.

If applicable, verification that my spouse is deceased or my spouse's V.A. disability letter and claim number.

Applicant Signature: _____ Application Date: _____

Print Full Name: _____

COPY OF YOUR FORM DD-214 MUST ACCOMPANY THIS FORM AT TIME OF APPLICATION

**RCW 41.04.005
VETERAN DEFINED FOR CERTAIN
PURPOSES**

As used in RCW 41.04.005, 41.16.220, 41.20.050, 41.40.170, and *28B.15.380 "veteran" includes every person, who at the time he or she seeks the benefits of RCW 41.04.005, 41.16.220, 41.20.050, 41.40.170, or *28B.15.380 has received an honorable discharge, is actively serving honorably, or received a discharge for physical reasons with an honorable record and who meets at least one of the following criteria:

- 1) The person has served between World War I and World War II or during any period of war, as defined in subsection (2) of this section, as either:
 - a. A member in any branch of the armed forces of the United States;
 - i.) A member of the Women's Air Forces Service Pilots;
 - ii.) A U.S. documented Merchant Mariner with service aboard an oceangoing vessel operated by the war shipping administration the office of defense transportation, or their agents, from December 7, 1941, through December 31, 1946; or
 - iii.) A civil service crewmember with service aboard a U.S. army transport service or U.S. naval transportation service vessel in oceangoing service from December 7, 1941, through December 31, 1946; or
 - b. The person has received the Armed Forces Expeditionary Medal, or Marine Corps and Navy Expeditionary Medal, for opposed action on foreign soil, for service:
 - i.) In any branch of the armed forces of the United States; or
 - ii.) As a member of the Women's Air Forces Service Pilots.
- 2) A "period of war" includes:
 - a. World War I
 - b. World War II.
 - c. The Korean conflict.
 - d. The Vietnam era, which means:
 - i.) The period beginning on February 28, 1961, and ending on May 7, 1975, in the case of a veteran who served in the Republic of Vietnam during that period;
 - ii.) The period beginning August 5, 1964, and ending on May 7, 1975;
 - e. The Persian Gulf War, which was the period beginning August 2, 1990, and ending on the date prescribed by presidential proclamation or law.

- f. The period beginning on the date of any future declaration of war by the congress and ending on the date prescribed by presidential proclamation or concurrent resolution of the congress.
- g. The following armed conflicts, if the participant was awarded the respective campaign badge or medal: The crisis in Lebanon; the invasion of Grenada; Panama, Operation Just Cause; Somalia, Operation Restore Hope; Haiti, Operation Uphold Democracy; Bosnia, Operation Joint Endeavor; Operation Noble Eagle; southern or central Asia, Operation Enduring Freedom; and Persian Gulf, Operation Iraqi Freedom.

**RCW 41.04.007
VETERAN DEFINED FOR CERTAIN PURPOSES**

"Veteran" includes every person, who at the time he or she seeks the benefits of RCW 46.16.30920, 72.36.030, 41.04.010, 73.04.090, 73.04.110, 73.08.010, 73.08.060, 73.08.070, 73.08.080, or 43.180.250 has received an honorable discharge or received a discharge for medical reasons with an honorable record, where applicable, and who has served in at least one of the following capacities:

- 1) As a member in any branch of the armed forces of the United States, including the National Guard and Armed Forces Reserves, and has fulfilled his or her initial military service obligation;
- 2) As a member of the Women's Air Forces Service Pilots;
- 3) As a member of the Armed Forces Reserves, National Guard, or Coast Guard, and has been called into federal service by a presidential select reserve call up for at least one hundred eighty cumulative days;
- 4) As a civil service crewmember with service aboard a U.S. army transport service or U.S. naval transportation service vessel in oceangoing service from December 7, 1941, through December 31, 1946;
- 5) As a member of the Philippine Armed Forces/Scouts during the period of armed conflict from December 7, 1941, through August 15, 1945; or
- 6) A United States documented Merchant Mariner with service aboard an oceangoing vessel operated by the department of defense, or its agents, from both June 25, 1950, through July 27, 1953, in Korean territorial waters and from August 5, 1964, through May 7, 1975, in Vietnam territorial waters, and who received a military commendation.

CITY OF OAK HARBOR
 POLICE OFFICER – LATERAL ENTRY
 QUALIFICATIONS CHECKLIST

Name: _____

THIS SHEET MUST BE COMPLETED IN ITS ENTIRETY (including circling ‘Yes’ or ‘No’ for each question) IN ORDER FOR YOUR APPLICATION TO BE CONSIDERED.

1.	Are you at least 21 years of age?	Yes	No
2.	Are you a citizen of the United States of America?	Yes	No
3.	Do you have the ability to read, write and speak the English language?	Yes	No
4.	Do you have a High School diploma or GED equivalent?	Yes	No
5.	Are you a graduate of the Washington State Criminal Justice Training Commission Basic Law Enforcement Academy? If yes, what month/year? _____ Session # _____ (Attach PROOF of Graduation/Completion) If no: Are you a graduate of a similar Basic Law Enforcement Academy from another State? If yes, what State Academy? _____ Month/Year Graduated _____ Session # _____ (Attach PROOF of Graduation/Completion. Said academy must meet the criteria of the WSCJTC.)	Yes	No
6.	Candidates completing out of state certification must successfully challenge the Washington State Academy through the Basic Equivalency Program within the first twelve (12) months of employment with the Oak Harbor Police Department. Are you able to do this with or without reasonable accommodation?	Yes	No
7.	Do you have a minimum of twenty-four (24) continuous months full-time job experience in the last thirty-six (36) months, as a full-time, paid, civilian, general authority police officer or deputy sheriff with a general authority law enforcement agency within the fifty (50) United States, performing general authority enforcement of the criminal and traffic laws of that state, in either a patrol or investigative capacity? Where? _____ Dates of Service: _____ Position: _____	Yes	No
8.	Were you hired in a previous jurisdiction from a Civil Service Commission certified eligibility list or other like process?	Yes	No
9.	Did you successfully complete a probationary period with the current or previous employer, demonstrating satisfactory law enforcement experience?	Yes	No
10.	Will you sign a waiver allowing review of your personnel records/ files of previous employers?	Yes	No
11.	Do you have a valid driver’s license? State: _____ If no: are you able to obtain a valid Washington State Driver’s License by time of appointment?	Yes	No
12.	If a finalist for the position, are you willing to submit to a thorough background investigation, to include screening of criminal history, fingerprints, sexual offenses, recent drug use, and driving record, as well as credit/ financial check, polygraph exam, psychological exam, personal and employment reference checks, and medical examination with drug screen?	Yes	No
13.	Are you claiming Veteran’s Preference in this examination? If yes, have you completed the Veteran’s Preference/Scoring Criteria Status Sheet, AND have you attached a copy of your DD-214 with this application packet?	Yes	No

If further explanation is furnished in reference to answers above, please attach as a separate sheet and include your name on each page.

Applicant Signature _____

Date _____



CITY OF OAK HARBOR LATERAL-ENTRY POLICE OFFICER



APPLICANT'S MAILING CHECKLIST

Your completed application packet must include the following items. Please use this checklist prior to mailing your packet to ensure you have not forgotten to include something.

You will not be contacted regarding missing pieces of the application packet and your application packet will not be considered further.

- Introduction & Job Description – Read. *DO NOT RETURN. Retain for future reference.*
- Application – *completed and signed*
- Written Examination Questions – *completed on separate sheet/s.*
- Waiver and Authorization to Release Information – *completed, signed and Notarized.*
- Authorization for Release of Prior Employment Information – *completed and signed.*
- Additional Personal Information - *completed and signed.*
- Veteran's Preference/Scoring Criteria Status – *completed and signed, (if claiming VETERAN'S PREFERENCE).*
- Qualifications Checklist – *completed and signed.*

- COPIES OF:**
- Form DD-214(if claiming VETERANS' PREFERENCE)
 - Certificate from law enforcement academy
 - Current driver's license
 - Copy of 5-year driving record obtained from the Department of Licensing

Your completed application packet **must be received, in a sealed envelope, by the City of Oak Harbor, ATTN: Human Resources, 865 SE Barrington Drive, Oak Harbor, WA 98277 no later than 5:00 p.m., Wednesday, August 22, 2012.** Failure to return the required documents by the deadline date and time will be reason for disqualification from further consideration.

**City of Oak Harbor, City Hall – (lower level)
ATTN: Human Resources
865 SE Barrington Drive
Oak Harbor, WA 98277**

