



## **Accepting Applications for Lateral & POST Certifiable Police Officer Applicants Examination Process: TBD**

**Wages/Benefits:** POST certifiable only applicants starting wage is \$22.93 hourly. Lateral applicants will receive an entry hourly wage of \$24.08—\$27.87, based on approved Lateral Program that is dependent on previous sworn experience and agency size. Patrol Division personnel work 10 hour and 40 minute shifts in a 28 day work cycle, during which officers work five days and have four days off. Officers have five days off every third rotation. An excellent benefit package is available and membership in the Public Employee Retirement System of Idaho (PERSI) and Social Security is required.

### **Requirements:**

- **Age:** Must be at least 21 by the date of the written exam.
- **Vision:** Corrected: 20/20; Strong Eye Corrected: 20/20; Weak Eye Corrected: 20/60.
- **Education/Experience:** High School diploma or G.E.D. Required. Two year college degree preferred.
- **Physical/Medical:** Weight must be proportionate to height. Successful applicants must pass the P.O.S.T. physical agility test, P.O.S.T. medical/vision/hearing examination, drug test, polygraph and a psychological evaluation prior to appointment.
- **Background:** A thorough background investigation will be conducted on successful applicants identified for possible appointment.
- **Lateral Applicants:** Must have successfully completed a P.O.S.T. certified basic academy and are experienced police officers who have worked for other municipal, county, or state agencies completing a probationary period and having a minimum of twenty-four (24) months in either a patrol or investigative capacity. Corrections, reserve officer, security officer, and federal officer experience do not fulfill our requirement for certified police experience needed as a lateral applicant. If you are currently a police officer but do not meet the experience requirements of a Lateral Police Officer, you may qualify to apply as a Post Certifiable applicant. A photocopy of your P.O.S.T. certificate must be attached to your application at the time of submission.
- **POST Certifiable Applicants:** Must have successfully completed a P.O.S.T. certified Basic Police Academy or a POST certified Vocational Program within 12 months preceding the application submission date and/or be a current police officer that does not yet meet the minimum qualifications of a Lateral Police Officer. A photocopy of your certificate of graduation must be attached to your application at the time of submission.

**Payback Agreement:** If an employee voluntarily leaves the City of Coeur d'Alene Police Department prior to successfully completing two and a half years of employment after the date of hire, employee will reimburse city an amount equivalent to the costs of all testing, background checks and training of employee.

**Examination Process:** Interview dates and times TBD.

### **How to Apply:**

- Complete a City of Coeur d'Alene Police Officer Employment Application, includes Automatic Disqualifiers Form; and
- Include a \$20 application fee (checks made payable to City of Coeur d'Alene);
- Complete and return application to Human Resources, 710 E. Mullan Avenue, Coeur d'Alene, ID 83814.

**Training certifications will not** be accepted with your application and incomplete applications will eliminate the applicant from participating in the testing process.

Applicants will be contacted with further details once an interview date has been scheduled. If you would like to request a reasonable accommodation for the recruitment process due to a disability, please provide a written request and submit with completed job application.

**City of Coeur d'Alene**  
**Human Resources Department**

710 E. Mullan Avenue  
Coeur d'Alene, ID 83814  
(208) 769-2205

Date Received: \_\_\_\_\_

**Please Submit the Following (Office Use Only):**

- Application: Completed and Signed
- Application Fee: \$20.00 (Payable to City of Coeur d'Alene)
- Lateral Applicants Only: Copy of POST Certification
- Post Certifiable Applicants Only: Copy of Graduation Certification

Thank you for applying for employment with the City of Coeur d'Alene. Please answer all questions to the best of your ability. Exclude all information indicative of race, color, creed, sex, marital status, national origin, sensory, mental or physical disability (unless based upon a bona fide occupational qualification). **At this time, do not include resumes or certifications; however, please complete ALL portions of this application form to be considered.**

**Police Officer Employment Application**

NAME (Last): \_\_\_\_\_ (First): \_\_\_\_\_ (MI): \_\_\_\_\_

ADDRESS: \_\_\_\_\_

EMAIL ADDRESS (print clearly, this is how we will notify you of the testing details): \_\_\_\_\_

PREFERRED PHONE #: \_\_\_\_\_ ALTERNATE PHONE # (If Applicable): \_\_\_\_\_

**Education and Training**

HIGH SCHOOL GRADUATE OR G.E.D. CERTIFICATE? \_\_\_\_\_ Yes \_\_\_\_\_ No

If NO, circle the highest grade completed: 1 2 3 4 5 6 7 8 9 10 11 12

COLLEGES, VOCATIONAL/TECHNICAL SCHOOLS	CREDITS	CERTIFICATE OR DEGREE
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**LICENSES AND CERTIFICATES (Include Driver's License)**

DESCRIPTION	ISSUED BY	EXPIRATION DATE
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\_\_\_\_\_

**ACADEMY INFORMATION (provide if applicable)**

State the name, location, and phone number of the police academy from which you graduated and what organization runs the academy: \_\_\_\_\_

State the dates of your formal academy training (beginning and ending dates): \_\_\_\_\_

State the number of hours of academy classes your academy training provided: \_\_\_\_\_

**General Information**

SOCIAL SECURITY NO. : \_\_\_\_\_ BIRTHDATE : \_\_\_\_/\_\_\_\_/\_\_\_\_

ARE YOU NOW OR HAVE YOU BEEN EMPLOYED BY THE CITY OF COEUR D'ALENE? \_\_\_\_\_ Yes \_\_\_\_\_ No

If YES, provide dates of employment: \_\_\_\_\_

**NOTE: If you are related to a Mayor/Council Member within the second degree, you are not eligible for employment.**

ARE YOU RELATED TO A CURRENT MAYOR/COUNCIL MEMBER OR ANY OTHER PERSON CURRENTLY EMPLOYED BY THE CITY OF COEUR D'ALENE? \_\_\_\_\_ Yes \_\_\_\_\_ No If YES, indicate name and relationship of relative: \_\_\_\_\_

CONVICTION: HAVE YOU BEEN CONVICTED OF A FELONY OR SERVED TIME IN PRISON? \_\_\_\_\_ Yes \_\_\_\_\_ No

(Conviction is not an automatic bar to employment. Each case is considered separately.)

IF YES, PROVIDE INFORMATION REGARDING DATE, CHARGE, PLACE, AND ACTION TAKEN.

\_\_\_\_\_

U.S. MILITARY SERVICE: BRANCH: \_\_\_\_\_ DATES OF SERVICE: FROM: \_\_\_\_\_ TO: \_\_\_\_\_

ARE YOU ELIGIBLE FOR VETERAN'S PREFERENCE? \_\_\_\_\_ Yes \_\_\_\_\_ No

If YES, complete the Veteran's Preference Form found via website, [www.cdavid.org](http://www.cdavid.org) or available in Human Resources and attach to application along with your DD-214 Member-4 form.

**Employment Record:** Begin with current/most recent employment. Complete all sections.

From: \_\_\_/\_\_\_/\_\_\_ Title: \_\_\_\_\_ Employer: \_\_\_\_\_  
Duties: \_\_\_\_\_ Address: \_\_\_\_\_  
To: \_\_\_/\_\_\_/\_\_\_ \_\_\_\_\_  
Supervisor's Name/Title: \_\_\_\_\_  
Salary: \_\_\_\_\_ per \_\_\_\_\_ Telephone: \_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_  
Hours per Week: \_\_\_\_\_ May we contact this employer? \_\_\_\_\_  
# of employees supervised: \_\_\_\_\_

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From: \_\_\_/\_\_\_/\_\_\_ Title: \_\_\_\_\_ Employer: \_\_\_\_\_  
Duties: \_\_\_\_\_ Address: \_\_\_\_\_  
To: \_\_\_/\_\_\_/\_\_\_ \_\_\_\_\_  
Supervisor's Name/Title: \_\_\_\_\_  
Salary: \_\_\_\_\_ per \_\_\_\_\_ Telephone: \_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_  
Hours per Week: \_\_\_\_\_ May we contact this employer? \_\_\_\_\_  
# of employees supervised: \_\_\_\_\_

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From: \_\_\_/\_\_\_/\_\_\_ Title: \_\_\_\_\_ Employer: \_\_\_\_\_  
Duties: \_\_\_\_\_ Address: \_\_\_\_\_  
To: \_\_\_/\_\_\_/\_\_\_ \_\_\_\_\_  
Supervisor's Name/Title: \_\_\_\_\_  
Salary: \_\_\_\_\_ per \_\_\_\_\_ Telephone: \_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_  
Hours per Week: \_\_\_\_\_ May we contact this employer? \_\_\_\_\_  
# of employees supervised: \_\_\_\_\_

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From: \_\_\_/\_\_\_/\_\_\_ Title: \_\_\_\_\_ Employer: \_\_\_\_\_  
Duties: \_\_\_\_\_ Address: \_\_\_\_\_  
To: \_\_\_/\_\_\_/\_\_\_ \_\_\_\_\_  
Supervisor's Name/Title: \_\_\_\_\_  
Salary: \_\_\_\_\_ per \_\_\_\_\_ Telephone: \_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_  
Hours per Week: \_\_\_\_\_ May we contact this employer? \_\_\_\_\_  
# of employees supervised: \_\_\_\_\_

**Attach additional sheets if needed for additional qualifying employment.**

*I hereby certify that all information on this application is true and understand that erroneous information on this application may result in the removal of my name from consideration for employment or may result in termination of any employment. I understand that this information may be subject to verification.*

**Signature of Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*If you would like to request a reasonable accommodation for the Police Officer testing process due to a disability, please provide a written request and submit with application .*



## **Automatic Disqualifiers**

**Not all Disqualifiers are Disclosed**

1. Does not have at least two (2) years of responsible work experience following high school graduation (*or when you would have graduated*). This requirement can be complied with by having two (2) years of any combination of military service, gainful employment or education.
2. Not legally able to possess a firearm.
3. Not a United States Citizen.
4. Driving privileges expired, invalid, suspended, revoked or unlicensed.
5. Knowingly under investigation for, or criminally charged with, any misdemeanor or felony crime which has yet to be adjudicated through a Court of law.
6. Having five (5) or more moving traffic violations within three (3) years prior to the scheduled Coeur d'Alene Police testing dates you are considering applying for.
7. Use or possession of marijuana, cannabis, hashish, hash oil, and THC in both synthetic and natural forms within three (3) years prior to the scheduled Coeur d'Alene Police testing dates you are considering applying for.
8. Use of marijuana, cannabis, hashish, hash oil, and THC in both synthetic and natural forms on a regular or confirmed basis within five (5) year prior to the scheduled Coeur d'Alene Police testing dates you are considering applying for.
9. Any illegal use or possession of any Schedule 1 through Schedule VI controlled substance, as defined in Sections 37-2705 through 37-2713A, Idaho code, excluding marijuana, within five (5) years prior to the scheduled Coeur d'Alene Police testing dates you are considering applying for. This includes, but not limited to, illegal substances such as methamphetamine, heroin, cocaine, opiates, morphine, PCP, or amphetamines.
10. Any illegal use of any prescription drug or a legally obtainable controlled substance within three (3) years prior to the scheduled Coeur d'Alene Police testing dates you are considering applying for.
11. Any misdemeanor conviction (*includes a withheld judgment, suspended or deferred sentence or charge reduced or expunged*) of a sex crime or crime of deceit within five (5) years prior to the scheduled Coeur d'Alene Police testing dates you are considering applying for.
12. A misdemeanor conviction (*includes a withheld judgment, suspended or deferred sentence or charge reduced or expunged*) of one or more DUI offenses within two (2) years prior to the scheduled Coeur d'Alene Police testing dates you are considering applying for.

## **Automatic Disqualifiers Continued**

Not all Disqualifiers Listed are Disclosed

13. A misdemeanor conviction (*includes a withheld judgment, suspended or deferred sentence or charge reduced or expunged*) of two or more DUI offenses within five (5) years prior to the scheduled Coeur d'Alene Police testing dates you are considering applying for.
14. Any felony conviction (*includes a withheld judgment, suspended or deferred sentence or charge reduced or expunged*), unless the conviction occurred before the applicant was 18 years old AND ten or more years prior to the scheduled Coeur d'Alene Police testing dates you are considering applying for.
15. Any "Dismissal", "Bad Conduct Charge", "Dishonorable Discharge" or any administrative discharge other than honorable from the Military.

**Position applying for:** \_\_\_\_\_

**Date applying:** \_\_\_\_\_

**How did you hear about this position?** (check appropriate boxes):

City of Coeur d'Alene Website: [www.cdavid.org](http://www.cdavid.org)

City Employee

City Employment Announcement

City Hall Walk-In

Website Advertisement (please specify) \_\_\_\_\_

An Organization or Group (please specify) \_\_\_\_\_

Newspaper Advertisement : \_\_\_\_\_

Other means (specify): \_\_\_\_\_

### Affirmative Action Data

It is the policy of the City of Coeur d'Alene to provide equal opportunity in all terms, conditions, and privileges of employment for all qualified job applicants and employees. To help us comply with government record keeping, reporting, and other legal requirements, please complete the affirmative action data below. Providing the information is voluntary. This form will be detached from your job application and kept separate and confidential.

**Sex:**            Female                            Male

**Ethnic Categories:**

White

Black or African American

Hispanic

American Indian and Alaska Native

Asian

Native Hawaiian and Other Pacific Islander

Two or More Races

**Veteran:**        Are you a veteran of the U.S. military service?        Yes        No

**Disability Status:**                    Disabled                    Non-Disabled