



CITY OF COEUR D'ALENE

HUMAN RESOURCES

City Hall, 710 E. Mullan Avenue
Coeur d'Alene, Idaho 83816-3964

EXAM ANNOUNCEMENT FOR ENTRY LEVEL POLICE OFFICER, POST CERTIFIABLE POLICE OFFICER, OR LATERAL POLICE OFFICER

Applications Accepted on a Continuous Basis
Apply by February 26, 2010 for the March 30—April 2, 2010

WAGES/BENEFITS: Current entry level starting wage is \$20.36 p/hr. Lateral applicants starting wage is \$21.38 p/hr. 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. Available benefits include family health, dental, life and disability insurance. Membership in the Public Employees' Retirement System of Idaho and Social Security is required.

REQUIREMENTS:

Age: Must be at least 21 by the date of the written examination.

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 and 1-2 years experience as a law enforcement officer preferred.

Physical/Medical: Weight must be proportionate to height. Successful applicants must pass the [P.O.S.T. Physical Agility](#) test, a thorough medical examination, polygraph and a psychological evaluation prior to appointment.

Background: A thorough background investigation will be conducted on successful applicants identified for possible appointment.

Drug Testing: A successful completion of drug testing is a condition of employment.

Lateral Applicants: All of the above entry-level requirements apply. Lateral applicants also must have successfully completed a P.O.S.T. certified basic police academy and satisfactorily completed a probationary period with a current or prior law enforcement agency and have at least one (1) year continuous experience as a full-time police officer after the completion of a Field Training Program. A photocopy of your P.O.S.T. certificate must be attached to your application at the time of submission.

POST Certifiable Applicants: All of the above entry-level requirements apply. 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. 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.

APPLICATION: A "City of Coeur d'Alene Police Officer Employment Application", which includes a Supplemental Questionnaire, and \$10 application fee (check or money order if mailed), must be completed and returned to Human Resources, 710 E. Mullan Avenue, Coeur d'Alene, ID 83814. Resumes and training certifications **will not** be accepted and incomplete applications will eliminate the applicant from participating in the testing process.

EXAM: A three part exam consisting of a written exam, physical agility, and oral interviews will be administered. The written exam is waived for lateral and POST certifiable applicants but the physical agility and oral interview is required.

Written Exam: Tuesday a.m. All entry level applicants must be available. Only applicants who are identified as a lateral or POST certifiable applicant by letter via mail, will be waived from the written exam.

Physical Agility: Tuesday p.m. The physical agility will follow the written exam, all applicants must be available.

Oral Interview: Wednesday—Friday. All qualifying applicants must be available to complete the testing process.

Further detailed exam instructions and locations will be mailed to each qualifying applicant the week after applications are due for the testing process. 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 completed job application.

THE CITY OF COEUR D'ALENE IS AN EQUAL OPPORTUNITY EMPLOYER. APPLICATIONS ARE INVITED FROM ALL QUALIFIED APPLICANTS REGARDLESS OF RACE, SEX, AGE, NATIONAL ORIGIN, RELIGION, VETERAN'S STATUS, OR DISABILITY.

CITY OF COEUR D'ALENE

Human Resources Department

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

Please Submit the Following:

- Application: Completed and Signed
- Application Fee: \$10.00
- Laterals Only—Copy of POST Certification
- POST Certifiable Only—Copy of Graduation Certificate

Date Received: _____

POLICE OFFICER EMPLOYMENT APPLICATION

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.**

POSITION APPLYING FOR: _____

NAME (LAST) _____ (FIRST) _____ (MI) _____

HOME ADDRESS: _____

HOME TELEPHONE: _____ OTHER TELEPHONES: _____

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
_____	_____	_____
_____	_____	_____
_____	_____	_____

LICENSES AND CERTIFICATES (Include Driver's License)

DESCRIPTION	ISSUED BY	EXPIRATION DATE
_____	_____	_____
_____	_____	_____

ACADEMY INFORMATION (Laterals or POST Certifiable Only)

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 : ____/____/____

CITIZENSHIP (Country)

(Federal law requires anyone employed by the City to present proof of identity and proof of authorization to work in the United States. Most employees use a Social Security card and Driver's license or INS Employment Authorization.)

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

If YES, provide dates of employment: _____

ARE YOU RELATED TO ANY 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 DURING THE LAST SEVEN YEARS? _____ 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: _____

EMPLOYMENT RECORD: Begin with current/most recent employment.

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

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

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

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

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 .

LIST JOB POSITION YOU APPLIED FOR: _____

I learned about this job opening through (check appropriate boxes):

- City Employee
 Friend/Relative
 City Employment Announcement
 City Hall Walk-In
 City of Coeur d'Alene Website: www.cdaid.org
 Other Website (please specify) _____
 An Organization or Group (please specify) _____
 Newspaper Advertisement (please circle): Coeur d'Alene Press Spokesman Review
 Other Newspaper (specify name of newspaper): _____
 Other Advertisement (specify publication): _____
 Unsolicited mailing
 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 without regard to race, color, national origin, sex, age, marital status, veteran status, or the presence of any sensory, mental or physical disability. To help us comply with government record keeping, reporting, and other legal requirements, please complete the affirmative action data below. **PROVIDING THIS INFORMATION IS VOLUNTARY AND WILL BE KEPT IN A CONFIDENTIAL FILE SEPARATE FROM THE APPLICATION FORM.**

ETHNIC CATEGORY (Choose only one):

- WHITE (not of Hispanic origin)
 AFRICAN-AMERICAN (not of Hispanic origin)
 HISPANIC
 ASIAN OR PACIFIC ISLANDER
 NATIVE AMERICAN OR ALASKAN NATIVE

SEX: Male Female

AGE: Are you 40 years of age or older? Yes No

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

DISABILITY: Are you disabled? Yes No If yes, please explain: _____

CITY OF COEUR D'ALENE
POLICE OFFICER RECRUITMENT SUPPLEMENTAL QUESTIONNAIRE

Applicant: _____

Date: _____

To qualify as an **Entry Level Police Officer Applicant** for the City of Coeur d'Alene Police Department and/or the Peace Officer Standards & Training (POST) Academy, the following minimum requirements must be met:

MINIMUM REQUIREMENTS:

1. Shall be a citizen of the United States;
2. Must be at least 21 years of age by the date of the written exam;
3. Must possess a High School diploma or G.E.D. certificate;
4. Must possess a valid driver's license;
5. Must be able to meet the physical fitness and medical, vision and hearing requirements for a law enforcement officer in the State of Idaho as prescribed by the Idaho Peace Officer Standards & Training Council; and
6. Must be of good moral character and pass an extensive background investigation, which will include a review of your criminal and traffic history, your financial affairs, work history, education, and personal history to include but not be limited to contacts with friends, neighbors, relatives, employers, co-workers and associates. Applicants who successfully progress through the application and testing process will also be required to pass a Polygraph Exam, Psychological Evaluation, Medical Exam and Drug Testing prior to being appointed to a Police Officer position.

To qualify as a **Lateral Police Officer Applicant** for the City of Coeur d'Alene Police Department and/or the Peace Officer Standards & Training (POST) Academy, the following minimum requirements must be met:

1. Must meet all of the above minimum requirements as an Entry Level Police Officer Applicant; **and**
2. Must hold a current certification as a peace officer (A copy of the certification must be attached to the application); **and**
3. Must have satisfactorily completed a probationary period with a current/prior law enforcement agency; **and**
4. Must have satisfactorily completed at least one (1) continuous year of service assigned to a Patrol Division or other similar Field duties after the completion of a Field Training Program; **or** other related assignments reviewed and accepted by the Police Chief;
5. Any lateral applicant who has been out of full-time law enforcement status for longer than five (5) years must attend the Idaho POST Basic Patrol Academy to be recertified, unless the Idaho POST Council waives this requirement based off of clear and convincing evidence that during a substantial part of their time out of full-time law enforcement, the applicant was engaged in an occupation requiring law enforcement training, skill and experience.

To qualify as a **POST Certifiable Police Officer Applicant** for the City of Coeur d'Alene Police Department, the following minimum requirements must be met:

1. Must meet all of the above minimum requirements as an Entry Level Police Officer Applicant; **and**
2. Must have successfully completed a POST certified Basic Academy or a POST certified Vocational Program within 12 months preceding the application submission date. (Copies of certificate of graduation and/or completion must be attached to application. Copies of transcripts may also be required at a later time to verify certification requirements.)
 - Due to Coeur d'Alene Police Department requirements and Idaho POST rules, each individual application will be pre-screened to determine if the applicant meets all requirements in order to test as a POST certifiable applicant.
 - Applicants not meeting the requirements will be required to test as an Entry Level applicant.

Please answer the following questions based on the criteria used to determine acceptance into the POST Academy. This supplement must be completed and returned with a completed City of Coeur d'Alene Police Officer application. This supplement identifies minimum requirements for the position to aid in the screening of applications.

1. Do you have at least two (2) years of responsible work experience following high school graduation (or when you would have graduated)?

No _____ Yes _____

This requirement can be complied with by two (2) years of any combination of military service, gainful employment or education.

2. Do you have convictions or withheld judgments for any felony criminal offense?

No _____ Yes _____

(If Yes, explain) _____

3. Do you have convictions or withheld judgments for any misdemeanor sex crimes, misdemeanor crimes of deceit or misdemeanor drug offenses within the last five (5) years preceding this application?

No _____ Yes _____

(If Yes, explain) _____

4. Do you have convictions or withheld judgments for misdemeanor DUI during the three (3) years immediately preceding this application?

No _____ Yes _____

(If Yes, explain) _____

5. Do you have convictions or withheld judgments for any other misdemeanor crime during the three (3) years immediately preceding this application?

No _____ Yes _____

(If Yes, explain) _____

6. Do you have convictions or withheld judgments of any misdemeanor crime of domestic violence, stalking, violation of a civil protection order, violation of a no contact order or child abuse?

No _____ Yes _____

(If Yes, explain) _____

7. Have you had a driver's license suspension for a DUI conviction, refusal of a chemical test or for having habitual misdemeanor or infraction traffic violations during the three (3) years immediately preceding this application?

No _____ Yes _____

(If Yes, explain) _____

Continued →

8. Are you able to legally possess a firearm?

No _____

Yes _____

If No, explain) _____

9. Do you have a "Dismissal", "Bad Conduct Discharge", "Dishonorable Discharge" or "Other than Honorable" discharge from any Military service?

No _____

Yes _____

(If Yes, explain) _____

The administrative discharges of "General Under Honorable Conditions", "General" or "Uncharacterized" may be grounds for rejection for certification by Idaho POST.

Thank you for your time and interest with the City of Coeur d'Alene Police department.

NOTE: This form along with the all other required application material must be returned to the City of Coeur d'Alene Human Resources Department:

City of Coeur d'Alene
Human Resources Department
710 E Mullan Avenue ♦ Coeur d'Alene, ID 83814