



Exam Announcement for Police Officer
Apply by 5p.m. on September 14, 2018 for the September 24 - 28, 2018 Testing Process

Wages/Benefits: Current entry level starting hourly wage is \$23.39. Lateral applicants will receive an entry hourly wage of \$24.56 - \$28.43, 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: A two part exam consisting of a written exam and interview will be administered. The written exam is waived for lateral and POST certifiable applicants.

- **Written Exam:** Monday, September 24, 2018 (morning), all entry level applicants must be available. Only applicants that are identified as a Lateral or POST certifiable applicant by email will be waived from the written exam.
- **Interview:** Tuesday, September 25, 2018 - Friday, September 28, 2018, all qualifying applicants must be available to complete the examination process.

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.

Resumes and training certification will not be accepted with your application and incomplete applications will eliminate the applicant from participating in the testing process.

Further detailed exam instructions and locations will be emailed to each qualifying applicant by the application deadline date (contact HR if you haven't received exam instructions by September 18th). 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.

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
_____	_____	_____
_____	_____	_____
_____	_____	_____

LICENSES AND CERTIFICATES (Include Driver's License)

DESCRIPTION	ISSUED BY	EXPIRATION DATE
_____	_____	_____
_____	_____	_____

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 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: ____/____/____ _____

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

From: ____/____/____ Title: _____ Employer: _____
Duties: _____ Address: _____
To: ____/____/____ _____

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

From: ____/____/____ Title: _____ Employer: _____
Duties: _____ Address: _____
To: ____/____/____ _____

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

From: ____/____/____ Title: _____ Employer: _____
Duties: _____ Address: _____
To: ____/____/____ _____

Salary: _____ per _____ Supervisor's Name/Title: _____
Telephone: _____
Hours per Week: _____ Reason for Leaving: _____
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 .



Supplemental Questionnaire

1. As a **juvenile or adult**, have you ever committed any of the following? If so, when?

	Y	N	When
☐ Arson	—	—	_____
☐ Auto Theft	—	—	_____
☐ Hate Crime	—	—	_____
☐ Burglary	—	—	_____
☐ Robbery	—	—	_____
☐ Sex Crimes; sexual assault, date rape	—	—	_____
☐ Homicide	—	—	_____

2. As a **juvenile or adult**, have you tried, used, tasted, or experimented with any of the following drugs?

	Y	N	How many times?	Date Last Used:
☐ Methamphetamine	—	—	_____	_____
☐ LSD/Acid	—	—	_____	_____
☐ Psychedelic mushrooms	—	—	_____	_____
☐ PCP	—	—	_____	_____
☐ Peyote	—	—	_____	_____
☐ GHB	—	—	_____	_____
☐ Ecstasy	—	—	_____	_____
☐ Barbiturates	—	—	_____	_____
☐ Cocaine	—	—	_____	_____
☐ Heroin	—	—	_____	_____
☐ Opium	—	—	_____	_____

3. As a **juvenile or adult**, have you:

	Y	N
☐ Obtained or sold any prescription drugs illegally?	—	—
☐ Forged any prescription for drugs?	—	—



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.cdaid.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