

LATERAL COMMUNICATION/RECORDS OFFICER APPLICATION
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### CHECK LIST

Prior to forwarding your application packet to the City of Fife Civil Service Commission, please review the Check List below and check off each item carefully. This would indicate your application packet is complete and acceptable.

- Application
- Certified Typing test results 35WPM
- Lateral Communication/Records Officer application Waiver
- Job Description
- Requirements for Position
- City of Fife Civil Service Supplemental Questionnaire
- City of Fife Drug use Standards
- Lateral Communication/Records Officer - Supplemental Questionnaire
  1. Personal History
  2. 911 Dispatch Education
  3. Areas of 911 Dispatch Work
  4. Work Activities
- Lateral Communication/Records Officer – Writing Exercise
- Fair Credit Reporting Act
- Equal Employment Opportunity

**THE CITY OF FIFE**  
**CIVIL SERVICE COMMISSION**  
**LATERAL COMMUNICATION/RECORDS OFFICER**  
**(EXPERIENCED)**

Salary \$ 3,540.33 - \$4,570.03 Per Mo. + Benefits

Dear Applicant:

We are pleased you have applied for the position of Communication/Records Officer (911 Dispatch) with the City of Fife Police Department. We will be establishing a certified eligibility register for hiring, and we request you carefully; read all the requirements prior to filing of the application and necessary documentation. A typing certificate from a career employment agency must be attached with a minimum typing speed of 35 WPM. Only City of Fife Civil Service applications will be accepted for consideration. The application must be returned to Fife City Hall, Civil Service Department, 5411 23<sup>rd</sup> Street East Fife, Washington 98424.

Only completed and fully signed application packets and supplemental questionnaires will be reviewed. All applications received will be screened for eligibility to participate in the examination process. Applications will be scored according to pre-determined rating criteria. Only those candidates receiving the highest scores on the applications will be invited to compete in the examination process. The City reserves the right to close acceptance of applications at any time.

**Lateral applicants must have a minimum of two (2) year of full time Dispatch experience in Emergency Services (Fire, Police, or Emergency Medical Dispatch) with a break in service no greater than 24 months.**

The applicant will receive, by mail, the dates and times of their appointment for the Oral Board to complete the testing process. The passing score for the Written Test and Oral Board are both 70% and applicants will be notified of their results by mail as soon as possible. In order to be placed on an eligibility register, applicants must successfully complete, written essay examinations and Oral Board interviews. At the completion of the process, an eligibility register will be established in rank of test score order. The register will be eligible for one year from the date of Certification by the Civil Service Commission.

Upon the applicant being interviewed by the Police Department there will be an extensive background investigation on each applicant considered for hiring. Including criminal, WSMV, psychological, polygraph, and physical testing, medical examination, credit report, and drug testing and screening. This may also include any history of illegal drug use.

The information contained in this packet is to reflect and describe the principal functions and qualifications for this position, the level of knowledge and skill required along with the scope of responsibility. Individuals may be required to perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods, or to balance the workload.

Once hired, this will be a regular full time position, with rotating shifts. The employee must successfully complete a 12-month probation period before being permanently employed. They must maintain a level of physical fitness necessary to perform the duties of Communication/Records Officer.

The City of Fife is a drug-free and tobacco free workplace. The City is an Equal Opportunity Employer and does not unlawfully discriminate based on race, sex, age, color, religion, national origin, marital status, disability status, or any other basis prohibited by Federal, State or Local law.

Thank you for your interest in becoming a member of the City of Fife Police Department. Questions should be addressed to:

*Stefanie McCauley*

Fife Civil Service Commission

5411 23<sup>rd</sup> St. E.

Fife, WA 98424

(253) 922-2489



**CITY OF FIFE**

**Civil Service Employment Application**  
**5411 23<sup>rd</sup> Street East, Fife WA 98424**  
**253-922-2489**

**DO NOT WRITE IN THIS SPACE**

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

Receipt No.: \_\_\_\_\_

Time/Initial: \_\_\_\_\_

Position Applied For: \_\_\_\_\_ Date: \_\_\_\_\_

***THE CITY OF FIFE IS AN EQUAL OPPORTUNITY EMPLOYER AND ENCOURAGES APPLICATIONS FROM ALL PERSONS.***

\* Please read carefully and type or print CLEARLY, in BLUE ink all information requested in the application.

\* Attach all additional requested information and any and all Supplemental Questionnaires which are included in application. This would include Resume, Veterans **DD 214**, if applicable, and requesting Veterans preference  
**Yes** \_\_\_ **No** \_\_\_. Have you ever obtained employment utilizing veterans' preference /scoring criteria?  
**Yes** \_\_\_ **No** \_\_\_.

\* Be sure to date, sign and have witnessed the application. The application must be completed fully. Incomplete and unsigned applications will not be considered, this includes witnessing of signature.

***ALL ADDRESSES MUST HAVE ZIP CODES AND PHONE NUMBERS***

Name: \_\_\_\_\_  
 (Last) (First) (Middle)

Address: \_\_\_\_\_  
 (Street) (City) (State) (Zip)

Social Security Number: \_\_\_\_\_ Phone \_\_\_\_\_

Cell \_\_\_\_\_ E-Mail \_\_\_\_\_

Are you age 21 or over? **Yes** [ ] **No** [ ]

Are you a United States citizen? **Yes** [ ] **No** [ ]  
 (This position requires applicant to be a US Citizen)

**EDUCATION AND TRAINING**

TYPE OF SCHOOL	NAME AND ADDRESS OF SCHOOL	MAJOR SUBJECT	CIRCLE YEARS OF EDUCATION/ TRAINING	GRADUATED GIVE DEGREE	LAST YEAR ATTENDED
High School			9 10 11 12 G.E.D.		
College			1 2 3 4		
College			1 2 3 4		
Graduate School			1 2 3 4		
Business, Trade, Vocational, Other					
Military Training					

## GENERAL INFORMATION

Do you have a valid Washington State driver's license? \_\_\_\_\_ Number \_\_\_\_\_

Have you ever had another states' driver's license? **Yes** [  ] **No** [  ] If yes, please list driver's license number, state, and year it was valid. \_\_\_\_\_

Have you ever been discharged or asked to resign from a position? **Yes** [  ] **No** [  ] If yes, please explain in detail.

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Have you ever been arrested by a law enforcement agency? **Yes** [  ] **No** [  ] If yes, please explain in detail.

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Do you have any firearms training? **Yes** [  ] **No** [  ] If yes, please give details. \_\_\_\_\_

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Are you now, or have you ever been, a member of any organization, association, movement, group, or combination of persons which advocates the violent overthrow of your constitutional form or government, or which has adopted a policy of advocating or approving the commission of acts of force or violence to deny other persons their rights under the Constitution of the United States by unconstitutional means? **Yes** [  ] **No** [  ] If yes, name of organization

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Summarize any skills and abilities (including those gained through hobbies and volunteer work) which you believe relate to the position for which you are applying.

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Approximate typing speed \_\_\_\_\_ wpm by **Touch** (  ) **Sight** (  ) **Both** (  )

List computer hardware and software you operate proficiently \_\_\_\_\_

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## EMPLOYMENT HISTORY

List your work record for the past ten years starting with your present or most recent job. In evaluating your qualifications, preference will be given to experience during this period. However, if you feel that your work experience beyond ten years is important, please include it. Include any periods of self-employment and U. S. Military service. If you need more room, attach an additional sheet. List each promotion separately. Describe the work you did and the number and type of employees supervised, if any.

Job Title	Employer's Name	Phone
Primary Duties	Street Address	
	City	State Zip
	From (Mo/Yr ) to (Mo/Yr)	Weekly Hours
	Name and Title of Supervisor	
Present Salary	Number of Employees Supervised by You	May We Contact Your Present Employer? Yes [ ] No [ ] Reason for Leaving or Considering Leaving
Job Title	Employer's Name	Phone
Primary Duties	Street Address	
	City	State Zip
	From (Mo/Yr ) to (Mo/Yr)	Weekly Hours
	Name and Title of Supervisor	
Present Salary	Number of Employees Supervised by You	Reason for Leaving
Job Title	Employer's Name	Phone
Primary Duties	Street Address	
	City	State Zip
	From (Mo/Yr ) to (Mo/Yr)	Weekly Hours
	Name and Title of Supervisor	
Present Salary	Number of Employees Supervised by You	Reason for Leaving
Job Title	Employer's Name	Phone
Primary Duties	Street Address	
	City	State Zip
	From (Mo/Yr ) to (Mo/Yr)	Weekly Hours
	Name and Title of Supervisor	
Present Salary	Number of Employees Supervised by You	Reason for Leaving

## PROFESSIONAL REFERENCES

List those who are familiar with your work experience	
1..Name	Phone Number
Title	Organization/Business
2.Name	Phone Number
Title	Organization/Business
3. Name	Phone Number
Title	Organization/Business

### PLEASE READ CAREFULLY BEFORE SIGNING THIS APPLICATION

I, \_\_\_\_\_, hereby authorize the City of Fife Police Department to conduct an investigation into my complete history, including my former employment together with any and all information concerning my ability, personal character, arrest record, etc.

I hereby release any law enforcement agency, company, corporation, or individual from all liability for furnishing information concerning me in response to this investigation. I hereby release all of those employers, references, academic institutions and the City of Fife from any and all liability arising from their giving or receiving information about my employment history, my academic credentials or qualifications, and my suitability for employment with the City of Fife.

In the event of my employment with the City of Fife, I will comply with all rules, regulations, and policies set forth in the City's policy manual or the communications distributed by the City of Fife. I also hereby agree to submit to a Polygraph (lie detector) and Psychological examination, if I am requested to, as part of my background investigation.

I understand that all appointments are probationary for a period of one (1) year, except Entry Level Police which is (18) months. During this time the employee must demonstrate his/her fitness for continued employment with the department. I also understand that any appointment tendered me will be contingent upon the results of complete character and fitness investigation. I am aware that willfully withholding information or making false statement on this application will be the basis for dismissal from the department.

I understand that employment may be conditioned upon passage of a medical examination and other testing. I will notify the city if I require a reasonable accommodation to complete the application/testing process. I have received a copy of the job description and can perform the essential functions of the position for which I am applying with or without reasonable accommodation.

**Signed** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Witness:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Witness:** \_\_\_\_\_ **Date:** \_\_\_\_\_

(You **MUST** have two witnesses to your signature or your application will be rejected.)

The City of Fife is committed to a policy of Equal Opportunity Employment.

**CITY OF FIFE**  
**COMMUNICATIONS / RECORDS OFFICER**

*Class specifications are only intended to represent a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

**BASIC FUNCTION:**

Under the direction of an assigned Police Sergeant, receive and answer incoming telephone emergency and non-emergency calls and dispatch appropriate response of units or apparatus; record and monitor police activity utilizing Computer Aided Dispatch (CAD).

**ESSENTIAL FUNCTIONS:**

Receive and respond to incoming emergency and non-emergency telephone calls; obtain information regarding the priority of emergency; direct calls to appropriate units; provide assistance in emergency situations by dispatching police or transferring information to fire/aid dispatch as appropriate.

Record and monitor police activity utilizing CAD; maintain radio contact with units and request additional information as required; maintain CAD listing time of call, dispatch, en-route, arrival, clear, and nature of activity; update related information.

Evaluate incoming calls from the public or agencies served; request geographical locations, officer safety information, and other pertinent information to dispatch officers.

Operate radio, telephone, computer, alarm systems, recording equipment, teletype and other communications equipment as assigned; operate building and jail control panel and intercom systems.

Answer incoming lines to the Department; provide general information or route calls to appropriate individual or department; assist citizens with questions or problems relating to law enforcement procedures and policies; take messages for officers for Court appearance dates and times.

Prepare and maintain files, records and logs related to assigned activities including case reports, citations/infractions, booking sheets, photo files and others; enter and retrieve data on appropriate law enforcement information system to assist officers in the field and other law enforcement agencies; process fingerprint cards according to established procedures.

Prepare, enter, file, locate and clear warrants for assigned agencies; confirm warrants with arresting agency and teletype warrant to the jail; maintain records of locations where subjects are booked; notify Court of arrests and send warrant to appropriate Court.

Process restraining/protection orders to be served.

Monitor prisoner searches in camera prior to entry into the building; assist with the pat down of prisoners/subjects as requested by officers.

**OTHER DUTIES:**

Monitor other agencies radio frequencies to provide assistance as necessary.

Participate in conducting 911 system checks.

Enter and remove vacation/security checks requested by citizens into records computer.

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:****KNOWLEDGE OF:**

Emergency and non-emergency units.

Policies and procedures of the Emergency Dispatch Center.

Proper operation and use of the CAD.

Basic record-keeping techniques.

Oral and written communication skills.

Telephone techniques and etiquette.

Geographical area served.

**ABILITY TO:**

Evaluate incoming emergency or non-emergency calls and take necessary action.

Prioritize emergency or non-emergency calls and dispatch to proper units accordingly.

Understand and follow oral and written directions.

Speak clearly and distinctly.

Listen to audio communications from telephone, radio and staff.

Make decisions during emergency situations.

Type or input data at an acceptable rate of speed.

Maintain routine records.

Learn, apply and explain policies, procedures, rules and regulations.

Complete work with many interruptions.

Determine appropriate action within clearly defined guidelines.

Work independently with little direction.

Operate assigned communications equipment.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school and sufficient training to demonstrate the knowledge and experience listed above.

**LICENSES AND OTHER REQUIREMENTS:**

Obtain and maintain appropriate certifications within established period of time after employment.

Successful completion of physical exam at time of hire.

Successful completion of psychological, polygraph exams.

**WORKING CONDITIONS:****ENVIRONMENT:**

Indoor environment.  
Constant interruptions.

**PHYSICAL DEMANDS:**

Hearing and speaking to exchange information in person and on the telephone.  
Dexterity of hands and fingers to operate a computer keyboard.  
Seeing to read a variety of materials.  
Sitting for extended periods of time.  
Bending at the waist, kneeling or crouching to file materials.

**HAZARDS:**

Contact with dissatisfied or abusive individuals.

## CITY OF FIFE

### REQUIREMENTS FOR POSITION OF COMMUNICATION/RECORDS OFFICER

#### QUALIFICATIONS:

Ability to act quickly and effectively in emergency situations; write and speak English clearly and type accurately; computer skills mandatory; knowledge of office procedure would be beneficial but can be learned on the job. Some Law Enforcement training or fire dispatching experience is helpful but not required.

#### DUTIES:

Transmit and receive intra-city and inter-agency radio and telephone messages, including those of emergency nature, and initiate requests for service needed. Operate a variety of radio and office machines, provide accurate and timely information upon request and prepare Law Enforcement Reports. Receive and assist the public for police and general business.

#### MINIMUM REQUIREMENTS:

1. Age 21 years
2. Citizen of United States of America and resident of the State of Washington.
3. **Lateral applicants must have a minimum of two (2) year of full time Dispatch experience in Emergency Services (Fire, Police, or Emergency Medical Dispatch) with a break in service no greater than 24 months.**
4. Medical may be required to meet and pass physical examination including vision, hearing, height, weight.
5. Education – High School diploma or G.E.D.
6. Valid Washington driver's license at time of appointment.
7. Must be able to successfully pass Civil Service Examinations which consist of:

A. Computer Skills	Typing Test Certification – Min. 35 WPM
B. Written examination	50% of the points
C. Oral Board Examination	50% of the point

Candidates who fail to obtain a passing score of 70% on either the Written or Oral portion will be disqualified. Typing Test Certificate must be from a career employment agency.

8. Personal/Criminal History: Due to the nature of this position, candidates must possess an exemplary and criminal history.
9. Causes for rejection or removal from eligibility list include arrest and conviction for any criminal charge excluding minor traffic violations; (a) drunken, and/or negligent driving; (b). loss of driver's license, etc; (c). Financial instability; (d) neglect or non-support of family; (e).or dishonest, immoral, indecent conduct or abnormal personal habits.  
**Poor personal history pertaining to employment records etc., may also be cause for rejection.**

10. May be required to submit a polygraph examination. Also, all eligible applicants will be fingerprinted prior to appointment.
11. Must be able to successfully complete ten (10) weeks on the job training.
12. MUST BE AGREEABLE TO ROTATING SHIFTS.

**VACANCIES:**

The eligibility list resulting from this examination will be used to fill such vacancies as they occur during the next year. The Fife Civil Service Commission may extend the use of the list for additional year, if the need arises.

The Salary range for Entry Level Communication/Records Officer is Class "D"

**UPON BEING HIRED YOU WILL RECEIVE THE FOLLOWING:**

- A. One year probation period.
- B. Rotating shifts.
- C. On Job training.
- D. Ninety-six (96) hours paid vacation after first year of service.
- E. Sick leave per current union contract.
- F. Fife Police Guild affiliation.
- G. Medical and Dental Benefits.
- H. Uniforms must be purchased by the employee the first year. Thereafter a Uniform allowance will be available.

**THE CITY OF FIFE IS AN EQUAL OPPORTUNITY EMPLOYER AND PARTICIPATES IN STATE AND FEDERAL PROGRAMS OF EMPLOYMENT TRAINING.**

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Signature

Date

**CITY OF FIFE  
LATERAL COMMUNICATION/RECORDS  
OFFICER APPLICATION WAIVER**

NAME: \_\_\_\_\_

CURRENT EMPLOYER: \_\_\_\_\_

Name:

Phone Number:

Address: \_\_\_\_\_  
\_\_\_\_\_

I am making application to become a City of Fife Communication/Records Officer. I am/am not currently employed in a full time 911 Dispatch position, with the agency as listed above.

I fully understand that the City of Fife will perform a complete and thorough Background Investigation to ensure that I have the necessary skills, abilities and integrity to perform as a City of Fife Corrections Officer. I recognize and understand that this Background Investigation will include, but not be limited to, my personal history, drug and alcohol use, criminal misconduct, domestic violence, or other actions or behaviors deemed to be detrimental to suitability as a Corrections Officer for the City of Fife.

I fully understand that information discovered by the City of Fife Police Department could result in my not being hired, or subsequently removed from any eligibility list.

I fully understand also that the City of Fife Police Department may release the findings and results of this comprehensive background investigation to my current employer, as listed above.

I agree to hold the City of Fife and the City of Fife Police Department, its agents, officers and representatives, harmless from any and all claims made by me as a result of this release of information.

I am signing this waiver voluntarily, and understand that I may withdraw my application for employment from consideration, by the City of Fife Police Department, at any time following the completion of this document.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness Signature

\_\_\_\_\_  
Date

## **BENEFITS**

- VACATION LEAVE:** After one year, vacation accrues at the rate of ninety six (96) hours per year, and eight (8) additional hours of vacation for every completed year of continuous service thereafter, up to a maximum of two hundred and forty (240) hours of vacation per year.
- SICK LEAVE:** Sick leave is accrued at the rate of eight (8) hours per month.
- HOLIDAYS:** City of Fife employees receive 13 paid holidays per year (104 hours).
- MEDICAL/DENTAL:** A medical and dental plan which includes vision, Orthodontics for dependent children, and prescription drug coverage is available for full time employees and their dependents.
- INSURANCE:** A \$20,000 City paid life insurance for all fulltime/full benefit employees is effective the first of the month following 30 days of continuous active employment along with a short term and a long term disability plan.
- RETIREMENT:** City of Fife employees participate in the Washington State Public Employees Retirement System (PERS). City Police Officers participate in the Law Enforcement Officer (LEOFF) Retirement System and Corrections Officers participate in the Public Safety Employees Retirement System (PSERS). Employees and City contribute jointly to the plan.
- SPECIALTY PAY:** Premium and specialty pay is available for specific skills and assignments including: SWAT, Negotiator, Meth Team, , and Canine for Police Officers and FTO, & Bilingual for specified employees.
- EDUCATION PAY:** Employees receive education pay for AA/AAS, BA, MA degrees in approved areas of study.
- VEBA:** Employees receive a city contribution into their individual VEBA medical account.
- UNIFORM ALLOWANCE:** Employees receive \$950.00 (2009 rate) for uniforms (initial uniforms are furnished) and \$850.00 for Non-Commissioned Officers.

In addition, the City of Fife offers its employee's access to a credit union, a deferred compensation program, a wellness program, on-going training programs, short term disability insurance, direct payroll deposit and U.S. savings bonds through payroll deductions. Social Security and the State Industrial Insurance Act cover employees.

The provisions of this bulletin do not constitute and expressed or implied contract. Any provisions contained herein may be modified and/or revoked without notice.

# City of Fife Civil Service Supplemental Questionnaire

This form must be completed in full and returned with your application  
Please print and circle your answers

Name: \_\_\_\_\_

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

I will cooperate in a background investigation by providing complete truthful information during the background investigation process. TRUE FALSE

I will be truthful in the polygraph examination . TRUE FALSE

I am willing to undergo an in-depth, job related evaluation by a Licensed Psychologist. TRUE FALSE

I am willing to undergo a thorough medical examination. TRUE FALSE

I will be age 21 or older by the date of the employment. TRUE FALSE

I have been removed from another police agency employment register within the past 12 months. If so, state when, where, and reason below: TRUE FALSE

I have not been convicted of a felony as an adult (18 or older). TRUE FALSE

I am willing to carry and use a firearm as necessary in the performance of my duties if required. TRUE FALSE

I can read, write, and speak the English language so as to be easily understood by others. TRUE FALSE

I have been arrested and convicted of a domestic violence crime If true, state when and where below: TRUE FALSE

I have not manufactured, bought, sold, possessed, or used any controlled substance(s) such as marihuana, cocaine, opiates, or other illegal prescription or non-prescription drugs within three (3) years of applying for this position. TRUE FALSE

I have read and understand the City of Fife Drug Use Standards TRUE FALSE

I certify that the answers listed above are true and correct.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Date

## City of Fife Drug Use Standards

It is common for candidates to have experiments with or casually used substances in their past. Any uses over the allowed standards may disqualify an applicant. All applicants will be subject to a drug screening test prior to employment.

- Recent or current illegal drug use or possession while employed in criminal justice or law enforcement capacity or manufacturing and/or cultivating illegal drugs for sale as an adult will automatically disqualify the applicant.
- Each applicant must be drug free for a minimum of three (3) years prior to this application for all categories of the controlled substances listed below.
- No possession of marijuana and/or hashish over 20 times (regardless of time frame). No possession within the last three (3) years.
- No combined usage of non-prescribed stimulant (amphetamines, methamphetamines) over three (3) times. Stimulants include Ritalin, crank, crystal, ice, ect. No possession within the last ten (10) years.
- No combined possession of manufactured hallucinogenic drugs (LSD, PCP, ect.) over 3 times. No possession within the last ten (10) years.
- No combined possession of hallucinogenic mushrooms, peyote, ect. over three (3) times. No possession within the last five (5) years.
- No possession of cocaine over three (3) times. No possession within the last ten (10) years.
- No possession of anabolic steroids or HGH within the last five (5) years.
- No possession of designer drugs (Ecstasy, Ketamine, GHB, their analogs, ect.) over three (3) times. No possession within the last five (5) years.
- No possession of any other illegal drug within the last ten (10) years.
- No possession of prescribed drugs not prescribed to the applicant after submitting an application with any law enforcement agency.
- Possession of prescription drugs not prescribed to the applicant must be disclosed and will be reviewed on a case by case basis. (Examples will be the occasional use of cough syrup or pain medication).
- No injection of amphetamines, methamphetamines, cocaine, heroin, barbiturates, valium, clandestine crank, ect. Exception will be that of steroid use, see above.
- No possession of non-prescribed heroin, morphine regardless of time frame.
- No selling, offer to sell or transport for the sale of any illegal drug/narcotics for profit.
- No drug manufacturing, regardless of time frame.

Drug use prior to fifteen (15) years of submitting the application will be reviewed on a case by case basis.

The Chief of Police has the discretion to consider mitigating factors concerning the Drug Use Policy and will make the final determination as to the applicant's suitability for the agency.

### PLEASE NOTE:

While this list is not all inclusive, use of ANY controlled substance not listed here will be considered on a case by case basis. All answers will be VERIFIED on the polygraph test.

I have read and understand the City of Fife Drug Use Standards listed above.

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Signature

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Date

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Witness

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Date

**LATERAL COMMUNICATION/RECORDS OFFICER  
(Experienced)**

**SUPPLEMENTAL QUESTIONNAIRE**

ALL QUESTIONS MUST BE ANSWERED FULLY AND TYPED OR NEATLY PRINTED, IN BLACK INK, FOR CONSIDERATION. ATTACH COMPLETED QUESTIONNAIRE TO THE COMPLETED APPLICATION. ATTACH ADDITIONAL PAGES IF NECESSARY.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

**1. PERSONAL HISTORY:**

Do you have a valid driver's license with no pending risk of loss? Yes \_\_\_\_\_ No \_\_\_\_\_

Driver's License No. \_\_\_\_\_ State \_\_\_\_\_

A minimum of 2 years full-time 911 Dispatch experience in Emergency Services, Fire, Police, or Emergency Medical Dispatch, with a break in service no greater than 24 months, is required.

Do you meet this requirement? Yes \_\_\_\_\_ No \_\_\_\_\_

United States Citizen? Yes \_\_\_\_\_ No \_\_\_\_\_ At least 21 years of age? Yes \_\_\_\_\_ No \_\_\_\_\_

Were you ever given a psychological examination for a position described on the application? Yes \_\_\_\_\_ No \_\_\_\_\_

Were you ever given a polygraph for a position described on the application? Yes \_\_\_\_\_ No \_\_\_\_\_

Are you a proficient user of Computer Aided Dispatch (CAD) Software? Yes \_\_\_\_\_ No \_\_\_\_\_.

**II DISPATCH EDUCATION**

Please describe courses taken relating to dispatch work. Attach copies of certificates or transcripts (if possible). Attach additional sheets if needed:

1. CourseTitle: \_\_\_\_\_

School: \_\_\_\_\_

Address: \_\_\_\_\_

Dates & Length of Course: Dates: \_\_\_\_\_ Hours: \_\_\_\_\_

Topic(s) Covered: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

2. CourseTitle: \_\_\_\_\_  
School: \_\_\_\_\_  
Address: \_\_\_\_\_  
Dates & Length of Course: Dates: \_\_\_\_\_ Hours: \_\_\_\_\_  
Topic(s) Covered: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. CourseTitle: \_\_\_\_\_  
School: \_\_\_\_\_  
Address: \_\_\_\_\_  
Dates & Length of Course: Dates: \_\_\_\_\_ Hours: \_\_\_\_\_  
Topic(s) Covered: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. CourseTitle: \_\_\_\_\_  
School: \_\_\_\_\_  
Address: \_\_\_\_\_  
Dates & Length of Course: Dates: \_\_\_\_\_ Hours: \_\_\_\_\_  
Topic(s) Covered: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. CourseTitle: \_\_\_\_\_  
School: \_\_\_\_\_  
Address: \_\_\_\_\_  
Dates & Length of Course: Dates: \_\_\_\_\_ Hours: \_\_\_\_\_  
Topic(s) Covered: \_\_\_\_\_  
\_\_\_\_\_





**FAIR CREDIT REPORTING ACT**  
**Applicant Disclosure and Authorization**

As part of its background investigation prior to completing its evaluation of your application for employment, the City of Fife will obtain a consumer report from a consumer-reporting agency. This information may include details regarding your credit-worthiness, credit standing, credit capacity, character, general reputation, personal characteristics, or mode of living. The City of Fife will use the report only for employment purposes. The City of Fife will give you a copy of the report and a statement of your rights under the Fair Credit Reporting Act before making any adverse employment decision based, in whole or in part, on the report. Your authorization to the City of Fife to obtain this report is a condition for further consideration of your application for employment.

I \_\_\_\_\_ (print name) have read and understand the above disclosure. I hereby authorize the City of Fife to obtain a consumer report on me for employment purposes.

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Signature

Date

## EQUAL EMPLOYMENT OPPORTUNITY

The City of Fife is an equal opportunity employer. To help us comply with government record keeping, reporting, and other legal requirements, please complete the survey section below. Providing this information is entirely voluntary. This information will be kept in a confidential file separate from the application form and will not be used in the evaluation of your application.

JOB TITLE APPLIED FOR: \_\_\_\_\_

SEX:  MALE  FEMALE

AGE 40 OR OVER  YES  NO

**RACE: (CHOOSE ONLY ONE)**

- White/Caucasian: Persons having origins; in any of the original peoples of Europe, North Africa, or the Middle East.
- Black/African American: Persons having origins in any of the Black racial groups of Africa.
- Hispanic/Latino: Persons of Mexican, Puerto Rican, Cuban, or South American, or other Spanish culture or origin unique to the Americas, regardless of race.
- Asian/Pacific Islander: Persons having origins in the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. These areas include China, Japan, Korea, the Philippine Islands and Samoa.
- American Indian/Alaska Native: Persons having origins in the original peoples of North America who maintain cultural identification through tribal affiliation or community recognition.

**Disability Status:** A person with a disability is a person who has a physical or mental impairment, or is perceived as having such impairment, as defined by the Americans with Disabilities Act. Substantially limits means you are either unable to perform or are significantly restricted in performing a major life activity, such as caring for yourself, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, or working.

Do you meet this definition?  YES  NO

Accommodation to participate in the job application and/or selection process for employment will be made upon request with reasonable notice. Please contact the Civil Service Department for further information.

How did you learn of this employment opportunity?

- News Tribune  CJTC Internet  Seattle Times
- City of Fife Internet Website  Association of Washington Cities Internet
- Other \_\_\_\_\_

**PLEASE RETURN THIS FORM COMPLETED WITH YOUR SIGNED APPLICATION.**