

# LATERAL CORRECTIONS OFFICER APPLICATION

## 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 25WPM
- Lateral Corrections Officer application Waiver
- Job Description
- Requirements for Position
- City of Fife Civil Service Supplemental Questionnaire
- City of Fife Drug use Standards
- Lateral Correction Officer - Supplemental Questionnaire
  1. Personal History
  2. Corrections Education
  3. Areas of Correction Work
  4. Work Activities
- Lateral Corrections Officer – Writing Exercise
- Fair Credit Reporting Act
- Equal Employment Opportunity



**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.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

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

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

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.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

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

## 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  
CIVIL SERVICE COMMISSION  
LATERAL CORRECTIONS OFFICER  
(EXPERIENCED)**

**SALARY: \$4,220.42 – \$5203.08 mo. + benefits DOQ**

We are pleased you are interested in the position of Lateral Corrections Officer with the City of Fife Police Department. We are establishing a certified eligibility register. A typing certificate from a career employment agency must be attached with a minimum typing speed of 25 wpm. Only City of Fife Civil Service applications will be accepted for consideration.

The application acceptance will be, screened and in position to be processed. The applicant will receive, by mail, the dates and times of their appointment for the Oral Board to complete the testing process. At the completion of the process, an eligibility register will be established.

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.

As examination sessions are successfully completed, all applicants will be placed on an eligibility register in rank of test score order. The register will be eligible for one year from the date of Certification by the Civil Service Commission.

In order to be placed on an eligibility register, applicants must successfully complete, written essay examinations and Oral Board interviews.

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. 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 three shifts (day, swing and graveyard) that will rotate every three months. This schedule provides for shift overlap and training day overlap.

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 a Corrections 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.

*Stefanie McCauley*  
Fife Civil Service Commission  
5411 23<sup>rd</sup> St. E.  
Fife, WA 98424  
253-922-2489 X 8615

# CITY OF FIFE

## CORRECTIONS 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:**

This position is responsible for prisoner processing and detention. Work involves performing a variety of duties related to the effective operation of the city jail. Primary responsibility is for processing prisoners into jail, ensuring their safekeeping while in jail, and processing out of jail. Work requires a considerable amount contact with prisoners who may use abusive language or become violent; with citizens in explaining provisions of ordinances. Error in work can result in being assaulted by prisoners, prisoners escaping or prisoners not being given medications on time. Work is performed in the jail or outdoors in a variety of weather conditions and requires the occasional safe operation of a van or automobile.

### **SUPERVISION:**

The Corrections Officer reports directly to a Sergeant. After an initial training period, employee performs duties without direct supervision except for unusual or difficult problems occasionally encountered when assistance or advice may be required. When working in jail, employees may be responsible for assigning duties to jail trustees

### **ESSENTIAL FUNCTIONS:**

1. Receives prisoners from arresting officers and books prisoners into the jail facility taking pictures and completing and maintaining a variety of records.
2. Searches prisoners, inventories and secures prisoner's property.
3. Applies physical force required if necessary to restrain an intoxicated, rowdy, or abusive prisoner.
4. Directs the activities of trustees or personally prepares and serves meals to prisoners, cleans jail areas and other related duties; issues jail clothing, bedding and personal items to prisoners.
5. Escorts visitors and prisoners to and from court hearings, ensure that jail standards are being enforced.
6. Coordinates medical services for prisoners,
7. Explains provisions or ordinances to citizens and attempts to obtain compliance.
8. Works rotating shifts including nights, weekends and holidays.
9. Performs related duties as required

### **PHYSICAL REQUIREMENTS:**

This position requires the physical strength to exert force and/or occasionally lift or carry objects weighing up to 70 pounds; the ability to perform tactical self-defense in the event of an escape attempt by a prisoner; the ability to restrain a prisoner; the endurance to frequently move about from location to location on foot; and the ability to see and hear constantly. Frequently required to remain seated or standing for extended periods; frequently reaches and uses hands, arms and/or feet and legs, including carrying, pushing, pulling, handling and grasping; repetitive hand motion associated with computer data entry; and periodically required to kneel, crouch, bend, stoop or crawl.

**QUALIFICATIONS:**

Lateral hires must have a minimum of Two (2) years of full – time Corrections experience in a City, County, State, or Federal Police agency with a break in service no greater than twelve (12) months and / or currently employed. Ability to communicate effectively, both orally and in writing Ability to learn and enforce jail standards and department regulations concerning the operation of the City's jail. Safely operate a City vehicle in a variety of weather conditions. Safely restrain and transport prisoners without personal injury. Remember details and accurately maintain a variety of records. Ability to complete mandatory job-related training requirements. Establish and maintain positive, effective working relationships with supervisor, coworkers, trustees, police personnel and the public. Deal with the public in a pleasant and courteous manner. Demonstrate physical strength and agility necessary to perform the essential functions. Ability to maintain composure and self-control under adverse conditions. Ability to use common sense and be flexible in all matters.

**EXPERIENCE AND EDUCATION:**

Must have a valid Washington State driver's license and a Food Handler's Permit (health card) at time of appointment. Must have successfully completed the Washington State Corrections Officers Academy.

Must be 21 years of age or over, a High School graduate or possess GED, and a Citizen of the United States.

In accordance with WAC 296-24,296-62, and 296-155, the training needs for this classification include the following: first aid, protective equipment, fire suppression, hazard communication, and blood borne pathogens.

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

## **CITY OF FIFE**

### **REQUIREMENTS FOR POSITION OF LATERAL ENTRY CORRECTIONS OFFICER**

The following information includes the listed requirements for each application for the position of Lateral Corrections Officer for the City of Fife Police Department.

#### **QUALIFICATIONS:**

Candidates for the position of experienced Corrections Officer must:

1. Minimum age 21 years.
2. Citizen of the United States with a valid Washington State Drivers License and a Food Handler's Permit (health card) at the time of appointment and excellent driving record.
3. Have a minimum of two (2) years of full time corrections experience in a City, County State, or Federal Corrections agency within the State of Washington with a break in service no greater than 24 months.
4. Be a High School graduate or equivalent.
5. Be a graduate of the Washington State Corrections Officers Academy.
6. Must have a good moral character and successfully pass a polygraph test, psychological exam, medical examination, and a financial review.
7. Must be without pending or prior convictions of domestic violence, felony convictions, and no disqualifying misdemeanor convictions.
8. All eligible applicants will be fingerprinted prior to appointment for a thorough background investigation.
9. A period of 12 months probation is required before the Officer is classed as a permanent employee.

#### **ABILITY TO:**

1. Learn pertinent state and local laws and departmental procedures and policies.
2. Think and act quickly and appropriately in normal and emergency situations.
3. Maintain cooperative working relationships with coworkers, other employees and law enforcement personnel.
4. Deal with the public in a tactful, pleasant and courteous manner. Maintain a professional demeanor at all times.
5. Follow oral and written instructions.
6. Communicate effectively both orally and in writing in a professional and respectful manner.
7. Demonstrate physical strength and agility necessary to perform the essential job functions.

#### **DESIRABLE QUALIFICATIONS**

8. Ability to speak and understand foreign languages

**CIVIL SERVICE REQUIREMENTS:**

All applicants are required to successfully pass the Civil Service examinations as follows:

- 9. Lateral Corrections Officer Application Waiver
- 10. Typing test 25WPM Pass/Fail
- 11. Physical Agility test Pass/ Fail
- 12. Supplemental Questionnaire on Essay Questions. Passing score 70%
- 13. Oral Board combined with Written Essay. Passing Score 70%.

The CITY of FIFE is committed to a policy of Equal Opportunity Employment regardless of race, religion, color, national origin, age, sex, physical disability or veteran.

Please initial as having read and understand requirements \_\_\_\_\_ Date \_\_\_\_\_

Return with application packet.

**CITY OF FIFE  
LATERAL CORRECTIONS  
OFFICER APPLICATION WAIVER**

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

CURRENT EMPLOYER: \_\_\_\_\_  
Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

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

City, State, & Zip \_\_\_\_\_

I am making application to become a City of Fife Corrections Officer. I am/am not currently employed in a full time law enforcement 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 14 paid holidays per year (104 hours).
- MEDICAL/DENTAL:** A medical and dental plan which includes vision, orthodontia, 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 thirty (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. 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 & 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 for Non-Commissioned.

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, 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.

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Signature

Date

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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

Date

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Witness

Date

**LATERAL CORRECTIONS 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 corrections experience in a city, county state, or federal corrections agency, with a break in service of no greater than 12 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 \_\_\_\_\_

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

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Are you a graduate of the Washington State Corrections Officers Academy? Yes \_\_\_\_\_ No \_\_\_\_\_.

If yes, please list name of academy and dates of attendance.

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## II CORRECTIONS EDUCATION

Please describe courses taken relating to corrections work, including Washington State Correction Officer Academy (only list classes that are forty hours or longer in length) 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: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

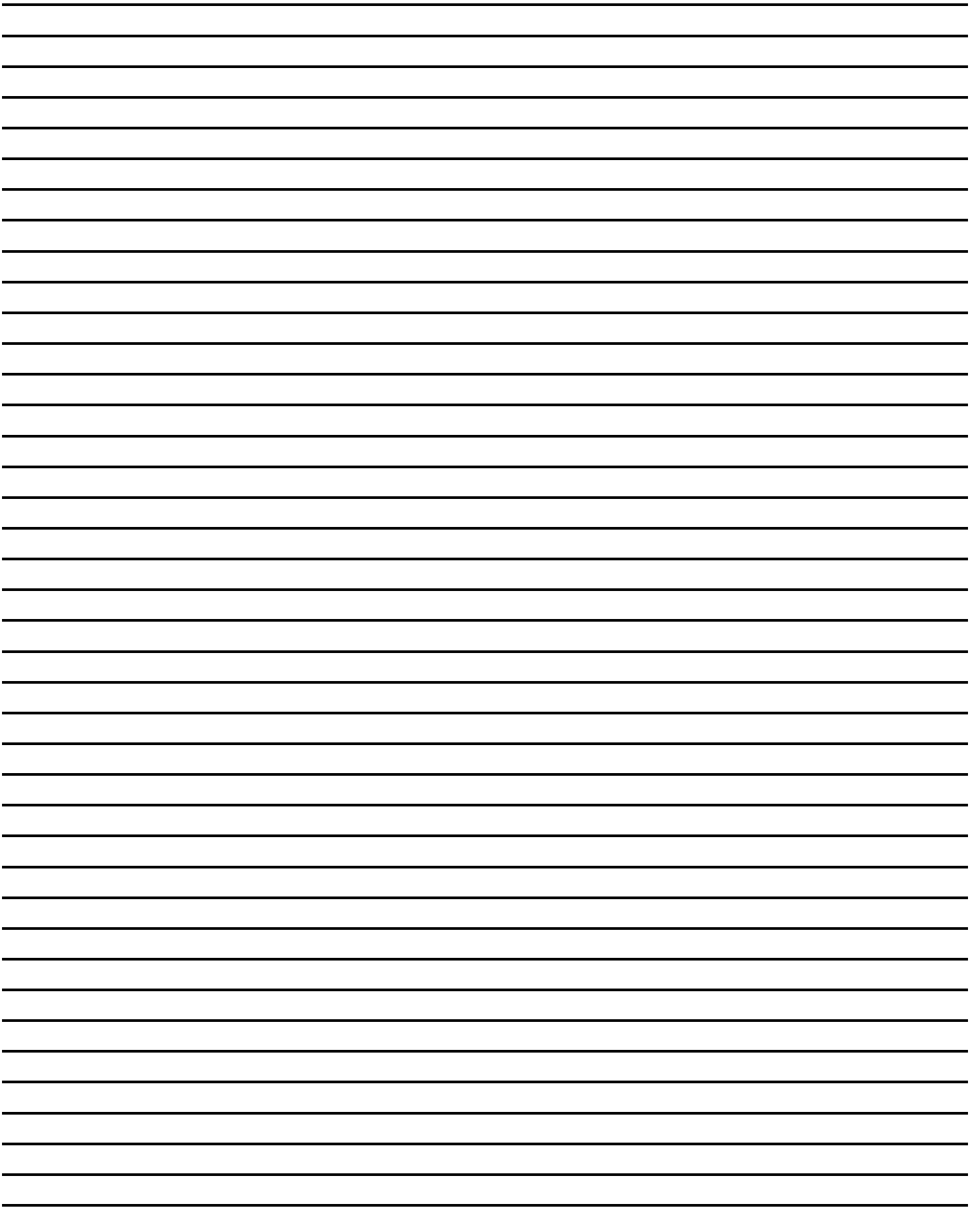
2. CourseTitle: \_\_\_\_\_  
School: \_\_\_\_\_  
Address: \_\_\_\_\_  
Dates & Length of Course: Dates: \_\_\_\_\_ Hours \_\_\_\_\_  
Topic(s) Covered: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_







**CITY OF FIFE POLICE DEPARTMENT**

**LATERAL CORRECTIONS OFFICER  
(Experienced)**

**WRITING EXERCISE**

**Print Name:** \_\_\_\_\_

Please answer the following questions in your own words, and without outside assistance. You may provide your answers on an appropriately referenced additional document. Complete the questions in either printed **Blue ink** or you may utilize a typewriter or computer provided you have properly certified the document by your signature.

Limit your answers to no more than two pages, double-spaced per question with no smaller than a font of 12.

1. Please read the education and experience requirements for this position and relate how you meet these requirements.
2. In addition to your basic training and abilities, what special training, expertise, or unique skills would you bring to the City of Fife Corrections Department (include copies of training certificates or educational transcripts as appropriate).
3. Please describe your computer experience.
4. It seems that it is Human Nature to resist change, even when change might significantly improve an agency's operations. Describe how you deal with change, and how you would go about assisting in the implementation of change. What if you disagreed with the change?
5. Please describe any conflict resolution and/or interpersonal skills training you have received.

"I certify and declare that the answers to the questions, either on this or additional pages, are my own and that I alone completed the answers"

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

**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.**