

# **CITY OF FERNDALE**

## **POLICE DEPARTMENT**

2220 Main Street Ferndale, WA 98248  
PH 360-384-3390 FAX 360-384-3345

### **POLICE OFFICER APPLICATION PACKAGE**

Thank you for your interest in working for the City of Ferndale Police Department

*This application package includes (8 pages):*

- This Cover Page (1)
- Employment Application (2)
- Police Officer Job Description (2)
- A copy of the minimum standards for this position (1)
- Veteran's Scoring Criteria Declaration (1)
- Preference Points Request (1)

*A completed application will include the following:*

- A completed and signed application form
- A current cover letter and resume

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**Email completed application packets to:      [contact@ferndalepd.org](mailto:contact@ferndalepd.org)**

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### POLICE OFFICER EMPLOYMENT APPLICATION

*An incomplete application may delay action or disqualify you. Please type or use ballpoint pen in completing this application.*

Name		
Last	First	Middle
Mailing Address		
City	State	ZIP
Street address if different from mailing		
Primary Phone	Secondary Phone	Email
Have you ever applied for employment with the City of Ferndale? Yes No		
If Yes: Month and Year:		Department:
Are you aware this position requires full-time employment? <input type="checkbox"/> Yes <input type="checkbox"/> No		
You may need to work overtime. Will such a requirement create a problem for you? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Are you legally eligible for employment in the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No		
If no, why?		
Do you have relatives working for the City? If yes, give name and department		
Have you ever worked for, or are you acquainted with, other City employees? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, give name(s) and department(s):		

## **DRUG POLICY**

It is the policy of this Employer to maintain a drug/alcohol free workplace. Employees who are observed in possession, using or under the influence of such substances (drugs/alcohol) will be terminated and may have criminal actions filed against them. If you are affected by or become an abuser of drugs or alcohol, you may ask for help from your supervisor.

## **EQUAL OPPORTUNITY STATEMENT**

Equal opportunity is the policy of this Employer and employment opportunities will NOT be limited because of race, color, religion, sex, sexual preference, handicap or nationality, or prior military service and will be so applied. This Employer affirmatively seeks to employ and advance applicants in protected classes. Hiring, promotions, lay-offs, discharge, rates of pay, training and other employment activities will be consistent with this Equal Opportunity Statement. The Employer abides by the principles of the Age Discrimination in Employment Act (ADEA) and does not unlawfully discriminate on the basis of age. This Employer complies with the Americans with Disabilities Act (ADA) when requested to make an accommodation. You are to report such requests to your supervisor or notify the City of any need for accommodations in the hiring process.

## **EMPLOYMENT AGREEMENT and CIVIL SERVICE RULES**

I understand that if employed, I am employed under the City of Ferndale Civil Service Rules, City of Ferndale Personnel Policies and Procedures, Ferndale Police Department Policies and Procedures, and any labor contracts that apply to this position.

## **AGREEMENT ON CONDUCT AND DISPUTES**

I agree to physical or other testing when such testing is part of a drug/alcohol testing program or reasonably necessary in determining job-related abilities or reasonable expectation of successfully performing the job to the Employer's standards. I agree to abide by Employer's rules and policies including the prohibition against any form of sexual or other harassment of another employee or citizen. I agree to participate in Employer sponsored benefit programs. My signature certifies that I have read this application in detail and am in complete agreement with the contents, including the policy statements. I authorize you to withhold amounts owed to the Employer from my pay. \_\_\_\_\_ (Initial)

Agreement to dispute resolution process and procedures of the City of Ferndale: In consideration for evaluating my application and/or providing me with employment, which I am seeking, desire to have, and is of great value to me, I agree to resolve any manner of dispute that may arise between myself and the City through the Internal Grievance Procedures of the City of Ferndale or through the established Civil Service Regulations. \_\_\_\_\_ (Initial)

## **MINIMUM SELECTION STANDARDS**

I have reviewed and meet the minimum selection standards listed for this position. \_\_\_\_\_ (Initial)

## **SIGNATURE AND ACKNOWLEDGEMENT**

I, the below-signed, make this application as an inducement to this Employer to evaluate my application and to employ me. I have read this completed application, including the Equal Opportunity Statement, and I certify that entries made by me are without omission and are a full, truthful account of my present and past activities. I authorize and give the right to this Employer to make a thorough, vigorous investigation of all entries made on this form by me and other materials I have provided. Any false or misleading statement or entry on this form and other material I have provided will result in my disqualification for employment consideration and if hired, will result in immediate termination. I agree to prompt payroll deduction of overpayments made to me or amounts owed to the City of Ferndale.

Date:

This is a legal document, read it carefully before signing:

Signature:

**City of Ferndale  
Job Description**

**Police Officer**

**REPORTS TO:**  
Patrol Sergeant

**DEPARTMENT:**  
Police

**CLASSIFICATION:**  
FLSA Non-Exempt  
Ferndale Police Guild

**JOB SUMMARY;**

The police officer is responsible for day-to-day general law enforcement services. Duties depend on the day-to-day activities for patrol, traffic, crime scene investigation, reporting and recording, field training and other functions and also serving as officer-in-charge without direct supervision for limited night and over night shifts.

**LAST REVISED:** \_\_\_\_\_

**Dept. Head Review:** \_\_\_\_\_

**Employee Review:** \_\_\_\_\_

**ESSENTIAL FUNCTIONS:**

1. Performs foot and vehicle patrols of business, residential, and industrial districts, schools, and other areas to provide security, surveillance, and assistance as required.
2. Responds to calls, conducts interviews, performs crime scene investigations and photo tasks, arrest and other such tasks as may be required.
3. Assists in day-to-day department communications, training, evidence handling, equipment services and liaison functions.
4. Directs vehicle and pedestrian movements when required and enforces traffic and parking ordinances. This includes radar enforcement, making investigations and reports on traffic incidents, issuing citations, and performing related functions.
5. Performs a variety of administrative and judicial support functions; including preparing reports, testifying in court, transporting prisoners to and from jail.
6. Carries out special duties and details as assigned; takes appropriate action on matters requiring attention and participates in departmental staff meetings, training classes, policy planning and review activities.
7. Operates patrol vehicles and other law enforcement equipment such as; firearms, less lethal munitions, stun propellants, handcuffs, flashlights, portable radios, radar units, leg restraints, typewriters, computers, latent fingerprint kits, cameras, portable breath testers and BAC verifiers.
8. Performs in a manner which supports teamwork and enhances the City / Department in the accomplishments of the stated missions and expectations.

**ADDITIONAL WORK PERFORMED:**

1. Completes continuing education related assignments, and maintains firearms qualifications and other required certifications; assists in field training of new police officers and assists other officers on projects and day-to-day activities and assignments.
2. Performs other duties and responsibilities as assigned.

**Collateral Duty Assignments:**

**Field Training Officer:** Must have (2) years experience in public safety, law enforcement activities and have completed an approved FTO instructor class and received FTO certification through the Criminal Justice Training Commission, or the ability to complete same prior to appointment.

**Defensive Tactics Instructor:** Must have (2) years experience in public safety, law enforcement activities and have completed defensive tactics instructor certification through the Criminal Justice Training Commission, or the ability to complete within twelve months of appointment.

**School Resource Officer:** Must have (2) years experience in public safety, law enforcement activities, or equivalent, with responsibilities for community service and educational requirements.

**Firearms Instructor:** Must have (2) year experience in public safety, law enforcement activities and have completed firearms instructor certification through the Criminal Justice Training Commission, or the ability to complete within six months of appointment.

**Armorer:** Must have (2) year experience in public safety, law enforcement activities and have completed firearms specific armorer certification and/or gunsmith educational programs, or the ability to complete within six months of appointment.

**Crime Prevention Officer:** Must have (2) year experience in public safety, law enforcement activities with responsibilities for community service and educational requirements.

**Canine Handler:** Must have (2) years experience in public safety, law enforcement activities and have completed all canine handler certifications and education as required, or the ability to complete within six months of appointment. This appointment is subject to call out on off-duty time for canine related incidents.

**Drug Task Force Officer:** Must have (2) years experience in public safety, law enforcement activities, or equivalent with responsibilities in investigations and related functions.

**WORK ENVIRONMENT:**

Work is performed indoors in a police department environment and outdoors on bicycle, foot, or patrol vehicles throughout the city. Duties involve performance of law enforcement with high risks and hazards such as involved in the apprehension of criminals, intervention in domestic violence cases or protection of citizen's lives and properties.

**EXPERIENCE AND TRAINING REQUIREMENTS:**

1. Completion of High School or GED
2. Ability to obtain a Washington State Peace Officer certification within six months of hire date.
3. Lateral Entry: Candidates must meet the qualifications listed in this job description, have a minimum of 12 months experience as a commissioned police officer in a public law enforcement agency, and have a background inquiry conducted.

**NECESSARY SPECIAL REQUIREMENTS:**

1. No prior disqualifying criminal history, mandatory polygraph, psychological evaluation, credit checks, position examination, oral examination and background investigation.
2. Valid Washington Driver's license and safe driving record.
3. Physical ability to perform essential functions of the job. Also must pass related physical capacities evaluation at time of hire.

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### **MINIMUM SELECTION STANDARDS**

Selection standards are applicable to all police officer and reserve officer candidates.

### **MINIMUM STANDARDS**

Qualification of applicants - Law enforcement agencies RCW 41.12.070:

An applicant for a position of any kind under civil service under the provisions of this chapter, must be a citizen of the United States of America or a lawful permanent resident who can read and write the English language.

An applicant for a position of any kind under civil service must be of an age suitable for the position applied for, in ordinary good health, of good moral character and of temperate and industrious habits; these facts to be ascertained in such manner as the commission may deem advisable.

- Applicant must be at least 21 years of age for appointment.
- Minimum education High School graduation or equivalent.
- A valid Washington State driver's license is required prior to being hired.
- **TRAFFIC RECORD:** An applicant's driving record will be thoroughly assessed and may be a factor for disqualification. Examples of infractions which may be disqualifying include, but are not limited to:
  - Hit and Run or Reckless driving;
  - Five convictions for moving violations (speeding, negligent, etc.) within a five-year period;
  - Three or more accidents within a five-year period wherein the applicant was judged at fault or charged;
  - Alcohol / Drug related driving.
- **MEDICAL:** Age and health standards listed by RCW 41.12.070 are derived from LEOFF medical standards.
- **CRIMINAL CONVICTIONS:** Felony convictions are disqualifying. Misdemeanor arrests/convictions will be reviewed on a case-by-case basis.
- **DRUG & ALCOHOL USE:** The applicant's history of drug and alcohol usage will be thoroughly investigated during the employment screening process. Evidence of excessive past or current drug/alcohol use will be grounds for disqualification. If it is deemed necessary by the Ferndale Police Department, a psychological and/or a medical evaluation may be conducted to assist the department in making a final determination. Examples of drug and alcohol use that may be grounds for disqualification include:
  - Illegal use or experimentation with controlled substances, during the five years prior to filing an application for employment.
  - Persons who have experimented with any controlled substances will be considered on a case-by-case basis.
- **BACKGROUND INVESTIGATION:** RCW 41.12.070
  - An application for a position with a law enforcement agency may be rejected if the law enforcement agency deems that it does not have the resources to conduct the background investigation required pursuant to chapter 43.101 RCW. Resources means materials, funding, and staff time. Nothing in this section impairs an applicant's rights under state antidiscrimination laws.



## CITY OF FERNDALE

2220 Main Street, Ferndale, Washington 98248.

### VETERAN'S SCORING CRITERIA DECLARATION

1. I certify that I have been released from active duty and that I received an honorable discharge, received a discharge for physical reasons with an honorable record, and been released from active military service with evidence of service other than that for which an undesirable, bad conduct or dishonorable discharge was given. ☐ Yes ☐ No

**If you answered "No" to question #1 you do not need to complete this form.**

2. I hereby claim **10%** veteran's scoring criteria because I have served during one of the following periods of war or hostile environments and **am NOT receiving military retirement** and I answered "yes" to question number 1 on this form. ☐ Yes ☐ No

**Date of Service**

- ☐ World War II \_\_\_\_\_
- ☐ Korean Conflict \_\_\_\_\_
- ☐ Vietnam Era: August 5, 1964 to May 7, 1975 \_\_\_\_\_
- ☐ Persian Gulf period of war (August 2, 1990 to the present) \_\_\_\_\_
- ☐ Hostile Environment (check one)
- |  |  |
|--|--|
| <input type="checkbox"/> The crisis in Lebanon             | <input type="checkbox"/> The invasion of Grenada                   |
| <input type="checkbox"/> Panama                            | <input type="checkbox"/> Operation Just Cause                      |
| <input type="checkbox"/> Somalia                           | <input type="checkbox"/> Operation Restore Hope                    |
| <input type="checkbox"/> Haiti, Operation Uphold Democracy | <input type="checkbox"/> Global War on Terrorism (9/11 to current) |
| <input type="checkbox"/> Bosnia, Operation Joint Endeavor  |  |

3. I hereby claim **5%** veteran's scoring criteria because I did not serve during a period of war or in a hostile environment as listed in #2 above or because I am receiving military retirement **and** I answered "yes" to question number 1 on this form. ☐ Yes ☐ No

4. Have you previously claimed veteran's preference or scoring criteria to be appointed to a position with a county or municipal government or other political subdivision of the State? ☐ Yes ☐ No

5. I realize that reserve components, Washington State Guard and National Guard service for less than six continuous months is not regarded as active duty. ☐ Yes ☐ No

6. I certify the above data to be true to the best of my knowledge and understand that by falsely claiming Veteran's Scoring Criteria I subject myself to removal from a register or dismissal from employment. ☐ Yes ☐ No

7. I acknowledge that it is my responsibility to provide an appropriate copy of form DD214 or separation orders indicating an honorable discharge with this document as proof of my claim to veteran's scoring criteria. ☐ Yes ☐ No

DATE: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

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

POSITION APPLIED FOR: \_\_\_\_\_



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### PREFERENCE POINTS REQUEST

Ferndale Civil Service Rules (6.7 – 6.9) allow preference points to be added to the final Cumulative score (written and oral interview). The reference points are not cumulative, so if You are requesting preference points; you can only select one of the following:

Veterans Preference (5 or 10% - See Veteran's Scoring Criteria Declaration)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Service as Ferndale Police Department Volunteer (5%)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Service in Law Enforcement Related Field (5%)	<input type="checkbox"/> Yes	<input type="checkbox"/> No

**If you answered "No" to all of the above, you do not need to complete this form.**  
**If you answered yes to Veterans Preference, submit the Veteran's Scoring Criteria Declaration**  
**Instead of this form**

Ferndale Police Department Volunteer: candidates who receive a passing grade and who have served satisfactorily at least 12 consecutive months as a volunteer for the Ferndale Police Department shall have five percent (5%) of their final examination grade added to their final cumulative score.

**List dates of service:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Law Enforcement Related Field:**

Candidates who receive a passing grade and are currently serving satisfactorily at least 36 consecutive months as Federal Law Enforcement Officer or are currently serving satisfactorily at least 36 consecutive months as a Corrections Officer with the state Washington shall have five percent (5%) of their final examination grade added to their final cumulative score. In order to meet this qualification as a Federal Enforcement Officer, the candidate must have also successfully passed a corrections basic training program in this state.

**List experience, including specific dates, job title, supervisor, and provide certificate of academy completion:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Preference points are subject to review. Submitting incorrect or inaccurate information or not providing requested documents are grounds for removal from the eligibility list.

DATE: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

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

POSITION APPLIED FOR: \_\_\_\_\_