

	Lynnwood Police Department Policies and Procedures Manual		Section: 1000
	Title: Recruitment and Selection		
WASPC Standard(s): 10.2, 10.3, 10.4, 10.5, 10.6	Initial Issue Date: 1/1/2016	Last Updated: 06/26/2023	Total Pages: 1 of 5

1000.1 PURPOSE AND SCOPE

The employment policy of the Lynnwood Police Department shall provide equal opportunities for applicants and its employees regardless of race, sexual orientation, age, pregnancy, religion, creed, color, national origin, ancestry, physical or mental handicap, marital status, veteran status, or sex, and shall not show partiality or grant any special favors to any applicant, employee or group of employees. The rules governing employment practices for this department are maintained by the Lynnwood Administrative Division, the Human Resources Department and the Civil Service Board.

1000.2 APPLICANT QUALIFICATIONS

Candidates for job openings will be selected based on merit, ability, competence and experience.

1000.2.1 APPLICANT TESTING REQUIREMENTS

Prior to appointment, all candidates for sworn positions will, at a minimum, be screened through the following methods:

- (a) A background investigation, proof of which will subsequently be submitted to the Washington State Criminal Justice Training Commission upon hire (RCW 43.101.095(2)(a)).
- (b) A medical examination, including a drug screening, performed by a licensed physician.
- (c) A psychological fitness examination conducted by a qualified professional (e.g., a licensed psychologist or psychiatrist); the qualified professional, examination and subsequent report shall meet the standards as established in WAC 139-07-030.
- (d) A polygraph examination administered by an experienced polygraph examiner who meets the standards in WAC 139-07-040.
- (e) An oral board interview.
- (f) A written examination (entry level).
- (g) A physical ability test (entry level).
- (h) A Chief's interview.

1000.2.2 SECURITY OF APPLICANT FILES

All applicant files will be secured and available only to those who are authorized to participate in the selection process.

1000.3 STANDARDS

Employment standards shall be established for each job classification and shall include minimally, the special training, abilities, knowledge and skills required to perform the duties of the job in a satisfactory manner. The Lynnwood Administrative Services Division and the Human Resources Department maintains standards for all positions.

The dilemma facing the Department is one of developing a job-valid and non-discriminatory set of policies which will allow it to lawfully exclude persons who do not meet the Lynnwood or State of Washington hiring standards.

The following standards have been adopted for public safety applicants:

1000.3.1 OPERATION OF A MOTOR VEHICLE

- (a) The ability to possess a valid Washington driver's license.
- (b) The ability to drive safely.
- (c) The ability to control a motor vehicle at high speeds.
- (d) The ability to operate a motor vehicle in all types of weather conditions.
- (e) The following shall be criteria that may be cause for disqualification:
 - 1. Receipt of three or more moving violations (or any single violation of a potential life threatening violation, such as reckless driving, speed contest, suspect of a pursuit, etc.) within three years prior to application. Moving violations for which there is a factual finding of innocence shall not be included.
 - 2. Involvement as a driver in two or more chargeable (at fault) collisions within three years prior to date of application.
 - 3. A conviction for driving under the influence of alcohol and/or drugs within three years prior to application or any two convictions for driving under the influence of alcohol and/or drugs.

1000.3.2 INTEGRITY

- (a) Refusing to yield to the temptation of bribes, payoffs, etc.
- (b) Refusing to tolerate unethical or illegal conduct on the part of other law enforcement personnel.
- (c) Showing strong moral character and integrity in dealing with the public.
- (d) Being honest in dealing with the public.
- (e) The following shall be disqualifying:
 - 1. Any material misstatement of fact or significant admission during the application or background process shall be disqualifying, including inconsistent statements made during the initial background interview or polygraph examination or discrepancies between this background investigation and other investigations conducted by other law enforcement agencies. In addition, any disclosures revealed by active law enforcement applicants (laterals) that reveal criminal actions or potentially damaging information to their employing agency may be revealed to their current employer.
 - 2. Any forgery, alteration, or intentional omission of material facts on an official employment application document or sustained episodes of academic cheating.
 - 3. As an adult, being convicted of any crime, felony or misdemeanor, involving perjury, false statements, or a crime of moral turpitude.
 - 4. Recent or ongoing affiliation with, and/or support of, an organization or group which advocates the violent overthrow of the United States government, or whose professed goals are contrary to the interests of public safety.

1000.3.3 CREDIBILITY AS A WITNESS IN A COURT OF LAW

- (a) The ability to give testimony in a court of law without being subject to impeachment due to his/her honesty or veracity (or their opposites) or due to prior felony conviction.
- (b) The following shall be criteria that may be cause for disqualification:
 - 1. Conviction of any criminal offense classified as a misdemeanor under Washington law within three years prior to application.

2. Conviction for two or more misdemeanor offenses under Washington law within the last ten years.
3. Conviction of any offense classified as a misdemeanor under Washington law while employed as a peace officer (including military police officers).
4. Admission(s) of having committed any act amounting to a felony under Washington law, including crimes in a jurisdiction outside of Washington State that would be classified as a felony under Washington law, as an adult within five years prior to application or while employed as a peace officer (including military police officers).
5. Admission(s) of administrative conviction of any act while employed as a peace officer (including military police officers) involving lying, falsification of any official report or document, or theft.
6. Admission(s) or conviction(s) of any act of domestic violence as defined by law, committed as an adult.
7. Admission(s) of any criminal act, whether misdemeanor or felony, committed against children including but not limited to: molesting or annoying children, child abduction, child abuse, lewd and lascivious acts with a child, or indecent exposure. Acts of consensual unlawful intercourse accomplished between two minors shall not be included, unless more than four years difference in age existed at the time of the acts.
8. Any history of actions during an applicant's employment resulting in civil lawsuits against the applicant or his/her employer may be disqualifying.
9. As an adult, any admission to unlawful sexual misconduct equivalent to a felony level crime.
10. An admission to or conviction for any Class A felony regardless of when it occurred.

1000.3.4 DEPENDABILITY

- (a) Having a record of submitting reports on time and not malingering on calls, etc.
- (b) A record of being motivated to perform well.
- (c) A record of dependability and follow through on assignments.
- (d) A history of taking the extra effort required for complete accuracy in all details of work.
- (e) A willingness to work the hours needed to complete a job.
- (f) The following shall be criteria that may be cause for disqualification:
 1. Missing any scheduled appointment during the process without prior permission absent exigent circumstances.
 2. Having been disciplined by any employer (including military) as an adult for abuse of leave, gross insubordination, dereliction of duty, or persistent failure to follow established policies and regulations.
 3. Having been involuntarily dismissed (for any reason other than lay-off) from two or more employers as an adult within the last five years shall be disqualifying
 4. Having been dishonorably discharged from any branch of the military shall be disqualifying.
 5. Having held more than seven paid positions with different employers within the past four years, or more than 15 paid positions with different employers in the past ten years (excluding military). Students who attend school away from their permanent legal residence may be excused from this requirement.

6. Having undergone personal bankruptcy more than once, having current financial obligations for which legal judgments have not been satisfied, currently having wages garnished, or any other history of financial instability shall be disqualifying.
7. Resigning from any paid position without notice shall be disqualifying, except where the presence of a hostile work environment or exigent circumstances is alleged.
8. Having any outstanding warrant of arrest at time of application.

1000.3.5 LEARNING ABILITY

- (a) The ability to comprehend and retain information.
- (b) The ability to recall information pertaining to laws, statutes, codes, etc.
- (c) The ability to learn and to apply what is learned.
- (d) The ability to learn and apply the material, tactics and procedures that are required of a law enforcement officer.
- (e) The following shall be disqualifying:
 1. Being under current academic dismissal from any college or university where such dismissal is still in effect and was initiated within the past two years prior to the date of application.
 2. Having been academically dismissed from any CJTC certified basic law enforcement academy wherein no demonstrated effort has been made to improve in the deficient areas, except: subsequent successful completion of another CJTC basic law enforcement academy shall rescind this requirement.

1000.3.6 PERSONAL SENSITIVITY

- (a) The ability to resolve problems in a way that shows sensitivity for the feelings of others.
- (b) Empathy.
- (c) Discretion, not enforcing the law blindly.
- (d) Effectiveness in dealing with people without arousing antagonism.
- (e) The ability to understand the motives of people and how they will react and interact.
- (f) The following shall be criteria that may be cause for disqualification:
 1. Having been disciplined by any employer (including the military and/or any law enforcement training facility) for acts constituting racial, ethnic or sexual harassment or discrimination.
 2. Having been disciplined by any employer as an adult for fighting in the workplace.

1000.3.7 JUDGMENT UNDER PRESSURE

- (a) The ability to apply common sense during pressure situations.
- (b) The ability to make sound decisions on the spot.
- (c) The ability to use good judgment in dealing with potentially explosive situations.
- (d) The ability to make effective, logical decisions under pressure.
- (e) The following shall be disqualifying:
 1. Admission(s) of administrative conviction or criminal convictions for any act amounting to assault under color of authority or any other violation of federal or state Civil Rights laws.
 2. Any admission(s) of administrative conviction or criminal conviction for failure to properly report witnessed criminal conduct committed by another law enforcement officer.

1000.3.8 ILLEGAL USE OR POSSESSION OF DRUGS

(a) The following examples of illegal drug use or possession will be considered automatic disqualifiers for public safety applicants:

1. Any adult use or possession of a Schedule I drug within the past five years prior to application as defined within RCW 69.50.204. These include for example Heroin, Morphine, Ecstasy, LSD, Peyote, Methaqualone, and mushrooms.
2. Any adult use or possession of a Schedule II, III, IV, or V drug within the past three years prior to application as defined within RCW except that Adderall will be handled on a case-by-case basis.
3. Any intentional inhalation of an aerosol or chemical substance (paint, glue, etc.) in the past three (3) years.
4. Any illegal adult use or possession of a drug while employed in any law enforcement or military police capacity.
5. Any adult manufacture or cultivation of a drug or illegal substance.
6. Failure to divulge to the Department any information about personal illegal use or possession of drugs.
7. Any drug test of the applicant, during the course of the hiring process, where illegal drugs are detected.
8. Any injection of any non-prescribed drugs regardless of timeframe except anabolic steroids which is on a case-by-case basis.

(b) The following examples of illegal drug use or possession will be considered in relationship to the overall background of that individual and may result in disqualification:

1. Any illegal use or possession of a drug as a juvenile.
2. Any adult use or possession of marijuana within one year-prior to application for employment. Recency and frequency of use will also be evaluated.
3. Any illegal adult use or possession of a drug that does not meet the criteria of the automatic disqualifiers specified above (e.g., cocaine use longer than three years ago).
4. Any illegal or unauthorized use of prescription medications.

1000.3.9 GENERAL AUTOMATIC DISQUALIFIER

Any other factor or combination of factors which can be objectively articulated and which bear a rational relationship to the significant or substantial duties and responsibilities normally and customarily assigned to the job classification being recruited for and which limits or prohibits the applicant from functioning successfully as a member of this department, or which would make the applicant a detriment to the department if hired.