

**Thank you for your interest in applying for LATERAL POLICE OFFICER with the City of Ruston. To apply for this position please follow these instructions:**

- 1) Review the Job Description to ensure qualifications are met.
  - 2a) Go to Public Safety Testing ([www.publicsafetytesting.com](http://www.publicsafetytesting.com)) and create an account.
  - 2b) Complete their Personal History Statement IN FULL. Save it as a .pdf (you will submit with other documents below)
- **Download and complete the City of Ruston Application.**
  - **Download and complete the attached Employment Waiver (2 pages).**
  - **Download and complete the attached Lateral Police Officer Supplemental Questionnaire (1 page).**
  - **Download and complete the attached Veterans Scoring Criteria Declaration, if applicable (1 page).**
  - **Provide a picture of your current driver's license.**
  - **Provide a current resume.**
  - **Provide a copy of your current Peace Officer Certification.**
  - **Once all items are complete, scan and email to the Civil Service Secretary at: [civilservice@rustonwa.org](mailto:civilservice@rustonwa.org)**

Do not send copies of awards or additional certifications unless requested. You will receive a confirmation email when items are received.

**Applicant will be disqualified if any of the above items are missing.**

Questions may be emailed to the Civil Service Secretary at the above email.

# City of Ruston Police Department

5219 N Shirley St. Ruston, WA 98407

Business: 253-761-0272



Chief of Police  
Nestor Bautista

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## ***RELEASE OF INFORMATION AGREEMENT***

TO WHOM IT MAY CONCERN: I am an applicant for a position with the Ruston Police Department. The department needs to thoroughly investigate my employment background and personal history to evaluate my qualifications to hold the position for which I applied. It is in the public's interest that all relevant information concerning my personal and employment history to be disclosed to the above department.

I hereby authorize any representative of the Ruston Police Department, bearing this release, to obtain any information in your files pertaining to my employment records and I hereby direct you to release such information upon request of the bearer. I do hereby authorize a review of and full disclosure of all records, or any part thereof, concerning myself, by and to any duly authorized agent of the Ruston Police Department, whether said records are of public, private, or confidential nature. The intent of this authorization is to give my consent for full and complete disclosure. I reiterate and emphasize that the intent of this authorization is to provide full and free access to the background and history of my personal life, for the specific purpose of pursuing a background investigation that may provide pertinent data for the Ruston Police Department to consider in determining my suitability for employment in that department. It is my specific intent to provide access to personnel information, however personal or confidential it may appear to be.

I consent to your release of any and all public and private information that you may have concerning me, my work record, my background and reputation, my military service records, educational records, my financial status, my criminal history record, including any arrest records, any information contained in investigatory files, efficiency ratings, complaints or grievances filed by or against me, the records or recollections of attorneys at law, or other counsel, whether representing me or another person in any case, either criminal or civil, in which I presently have, or have had an interest, attendance records, polygraph examination, and internal affairs investigations and discipline, including any files which are deemed to be confidential, and/or sealed.

I hereby release you, your organization, and all others from liability or damages that may result from furnishing the information requested, including any liability or damage pursuant to any state or federal laws. I hereby release you, as the custodian of such records of your organization, including its officers, employees, or related personnel, both me, my heirs, family or associates because of compliance with this authorization and request to release information, or of the Ruston Police Department regardless of any agreement I may have made with you previously to the contrary. The law enforcement organization requesting the information pursuant of this release will discontinue any processing my application if you refuse to disclose the information requested.

For and in consideration of the Ruston Police Department's acceptance and processing of my application for employment, I agree to hold your organization, its agents and employees harmless from any and all claims and liability associated with my application for employment or in any way connected with the decision whether or not to employ me with the Ruston Police Department. I understand that should information of a serious nature surface as a result of this investigation, such information may be turned over to the proper authorities; including my current employer and/or any other state or federal law enforcement agency. I understand my rights under Title 5, United State Code, Section 552A, the Privacy Act of 1974, with regard to access and to disclosure of records, and I waive those rights with the

understanding that information furnished will be used by the Ruston Police Department in conjunction with employment procedures.

A photocopy or FAX copy of this release form will be valid as an original thereof, even though the said photocopy of FAX copy does not contain an original writing of my signature.

This waiver is valid for a period of 180 days from the date of my signature. Should there be any questions as to the validity of this release, you may contact me at the address listed on this form. I agree to pay any and all charges or fees concerning this request and can be billed for such charges at the address listed on this form.

I agree to indemnify and hold harmless the person to whom this request is presented and his agents and employees, from and against all claims, damages, losses and expenses, including reasonable attorney's fees, arising out of or by reason of complying with this request.

I understand my right to request access to any public records relating to me pursuant to Title 5 of the United States Codes, Section 552 et seq., the Privacy Act of 1974, the Freedom of Information Act, and Revised Code of Washington (RCW) 42.17 et seq., and specifically waive those rights understanding that the information furnished will be used by the City of Ruston and/or its agencies or departments in conjunction with employment procedures. **I will make no attempt** to gain access to the information provided by you to the City of Ruston and/or its agencies or departments in conjunction with this employment process and hereby expressly waive any rights I may have to request the disclosure of information provided by you to the City of Ruston and/or its agencies or departments in conjunction with employment procedures.

\_\_\_\_\_  
Applicant's Name and Date

\_\_\_\_\_  
Applicant's Signature and Date

\_\_\_\_\_  
Applicant's Address

\_\_\_\_\_  
Applicant's Phone Number

\_\_\_\_\_  
Date of Birth

\_\_\_\_\_  
Social Security Number

State of Washington)  
County of \_\_\_\_\_ )

Signed and sworn to before me on \_\_\_\_\_, 20\_\_\_\_;

(NOTARY SEAL)

\_\_\_\_\_  
Notary Signature

Residing at: \_\_\_\_\_

Expires: \_\_\_\_\_

**SKILLS INVENTORY SHEET  
LATERAL POLICE OFFICER – CITY OF RUSTON**

COMPLETE THIS FORM THOROUGHLY IN ORDER TO RECEIVE APPROPRIATE CREDIT FOR EXPERIENCE AND TRAINING

<b>Required Qualifications:</b>	
1. Are you 21 years of age or older?	
2. Are you a citizen of the United States?	
3. Do you possess a high school diploma or equivalent?	
4. Are you a graduate of an accredited State Police Academy? If yes, please list name of academy and dates of attendance  Have you had a break of service in your law enforcement career over 24 months? If yes, list dates not in active service, duration of break and reason for break of service:	
<b>Other Information:</b>	
5. Do you have law enforcement reserve experience? If yes, list agency(s) and dates?	
6. Are you currently a reserve officer?	
7. List agency(s) and dates you are serving or have served as a commissioned police officer?	
8. Do you possess a post high school degree? If so, list degree type (Masters, BA, AA, etc.), designation, institution and date received.	
9. Have you had 12 months experience in Special Divisions, such as: Detective, Narcotics, Collision Reconstruction or SWAT?	
10. List any languages you are fluent in. (Spanish, Russian, ASL, etc.)	
11. List any departmental awards or commendations you have received and the dates of you received them.	

Applicant Name: (printed) \_\_\_\_\_

Applicant Signature: \_\_\_\_\_

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

# Veterans' Scoring Criteria Status Declaration (formerly Veterans' Preference)

NAME \_\_\_\_\_ DATE \_\_\_\_\_  
(please print) Last First MI

- RCW 41.04.010 provides for a veterans' scoring criteria status (formerly called a "preference") to be added to the passing grade of certain veterans. <http://app.leg.wa.gov/rcw/default.aspx?cite=41.04.010>
- See also RCW 41.04.007 "Veteran" defined for certain purposes <http://app.leg.wa.gov/rcw/default.aspx?cite=41.04.007>

## 1. I certify that:

- ✓ I have been released from active military service or I am in receipt of separation orders; AND
  - ✓ I have discharge documentation from the United States department of defense that characterizes my service as honorable.
- YES  NO

**➡ IF YOU ANSWERED "NO" TO ABOVE, STOP HERE AND SUBMIT THIS FORM**

2. Have you been appointed to a position with a state, county or municipal government or other political subdivision of the State of Washington **after** you were eligible for veterans' points?

YES  NO If "Yes": Job Title \_\_\_\_\_  
Employer \_\_\_\_\_ Date appointed \_\_\_\_\_

**➡ IF YOU ANSWERED "YES" TO ABOVE, STOP HERE AND SUBMIT THIS FORM**

## 3. Scoring Criteria Status Claimed (check one if you are eligible):

- Ten percent to a veteran who served during a period of war or in an armed conflict as defined in RCW 41.04.005 and does not receive military retirement. The percentage shall be added to the passing mark, grade, or rating of competitive examinations until the veteran's first appointment. The percentage shall not be utilized in promotional examinations.
- Five percent to a veteran who did not serve during a period of war or in an armed conflict as defined in RCW 41.04.005 or is receiving military retirement. The percentage shall be added to the passing mark, grade, or rating of competitive examinations until the veteran's first appointment. The percentage shall not be utilized in promotional examinations.
- Five percent to a veteran who was called to active military service from employment with the state or any of its political subdivisions or municipal corporations. The percentage shall be added to promotional examinations until the first promotion only.

**I certify** that to the best of my knowledge I am entitled to the veterans' scoring criteria status as set forth in RCW 41.04.010, and that by falsely claiming veterans' scoring criteria status I will be disqualified from employment with the Ruston Police Department. I also understand that, if employed, any misrepresentation of facts regarding my receiving veterans' scoring criteria status is sufficient cause for dismissal.

**Please sign below and attach a copy of your DD Form 214 Member -4 copy, NGB form 22, or their equivalent or successor discharge paperwork, that characterizes your service as honorable.**

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_