

MAILING INSTRUCTIONS
Exceptional Entry Assessment Exam
Application

1. Return the completed assessment exam and application to the City of Prosser Civil Service Commission, in City Hall, at 601 7th Street, Prosser, WA 99350.
DO NOT RETURN IT TO THE PROSSER POLICE DEPARTMENT
2. The City of Prosser Civil Service Commission phone number is (509) 786-8215. Please leave a message if no one is available and your call will be returned.
3. You will be notified of a date for the oral board examination upon completion of the grading of the assessment exam (application).
4. Please direct any questions to the following:

Civil Service Chief Examiner: Toni Yost 509-786-8215

MINIMUM ELIGIBILITY REQUIREMENTS

1. You must have completed the testing process and been hired by another agency/department within the State of Washington or another state, from a Civil Service Commission certified eligibility list of like process.
2. You must have successfully completed your probationary period with your current or previous law enforcement employer.
3. You must have been continuously employed by your present or previous employer as a law enforcement officer for not less than 12 months in Washington State.
4. You must have graduated from the Washington State Criminal Justice Training Academy for law enforcement. If you have not, you must be able to challenge the process for an equivalency certification.



Applicant name: _____

Applicant address: _____

Email Address: _____

Applicant phone number: _____ Cell: _____

Veteran's Preference Y / N (please circle one)

**CITY OF PROSSER CIVIL SERVICE COMMISSION
EXCEPTIONAL ENTRY ASSESSMENT EXAM**

This exceptional entry assessment exam is designed to help us evaluate candidates on those factors considered most important to succeed as a Police Officer with the Prosser Police Department. Your answers will be scored according to a structured rating guide.

Please answer each question fully. Be specific and concise in your responses. **You may attach additional pages if necessary.**

NOTE: This exam **must be completed in your own hand.** Please print all responses. Do not submit a typed copy.

SECTION I. *This section must be completed for your application to be accepted for consideration.*

- 1) Why do you want to leave your present employer?

- 2) Have you had any complaints officially filed against you while performing your law enforcement?

Yes _____ No _____

If yes, please explain in detail. Include the type of complaint, reason for the complaint, date and resolution. If you have had more than one complaint filed against you, please cite each.

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SECTION I- CONTINUED

- 3) Have you ever had a disciplinary action imposed on you while performing the duties of a law enforcement officer?

Yes_____ No_____

If yes, please explain the circumstances in detail, including what disciplinary action was taken, the reason for the disciplinary action, the name and address of your employer and the date of the action. (If you have received more than one, please cite each instance. You may use a separate sheet of paper, if needed.)

- 4) Have you used any non-prescribed controlled substances?

Yes_____ No_____

If yes, when did you last use a non-prescribed controlled substance?

Date(s)_____

If yes, what type(s) of non-prescribed controlled substance(s) have you used?

- 5) Have you had any traffic tickets within the last five years?

Yes_____ No_____

If yes, please list each citation/infracton/ticket and the dates you received them.

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SECTION I-CONTINUED

6) Have you been involved in a traffic accident on or off duty, in the last five years?

Yes _____ No _____

If yes, please explain and list the date(s)

7) How much sick leave or time have you used during your most recent 24 months of employment? Please explain any extended absences.

SECTION II-LAW ENFORCEMENT EMPLOYMENT

List all the positions you have held as a full time paid law enforcement, beginning with your present or most recent job.

- a) Agency/Employer: _____
Title/Rank: _____
Number of Full-Time paid Officers: _____
Population of the Jurisdiction: _____
Agency/Employers address: _____
Dates of Employment: From: _____ To: _____
Total Number of Months Employed: _____
Hours Worked per Month: _____
Immediate Supervisor's Name: _____
Major Responsibility: _____
Reason for Leaving: _____

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SECTION II-CONTINUED

- b) Agency/Employer: _____
Title/Rank: _____
Number of Full-Time paid Officers: _____
Population of the Jurisdiction: _____
Agency/Employers address: _____
Dates of Employment: From: _____ To: _____
Total Number of Months Employed: _____
Hours Worked per Month: _____
Immediate Supervisor's Name: _____
Major Responsibility: _____
Reason for Leaving: _____

SECTION III-LAW ENFORCEMENT ASSIGNMENTS

Areas of work: Describe all duty and specialty assignments in your career: such as traffic, computer operation, criminal investigations, narcotics, court officer, community relations, FTO assignments, instructor assignments etc.

- a) Assignment: _____
Your Title/Rank: _____
Agency: _____
Length of Assignment: Years: _____ Months: _____
Duties Performed: _____

- b) Assignment: _____
Your Title/Rank: _____
Agency: _____
Length of Assignment: Years: _____ Months: _____
Duties Performed: _____

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SECTION III-CONTINUED

c) Assignment: _____
Your Title/Rank: _____
Agency: _____
Length of Assignment: Years: _____ Months: _____
Duties Performed: _____

d) Assignment: _____
Your Title/Rank: _____
Agency: _____
Length of Assignment: Years: _____ Months: _____
Duties Performed: _____

e) Assignment: _____
Your Title/Rank: _____
Agency: _____
Length of Assignment: Years: _____ Months: _____
Duties Performed: _____

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SECTION IV- LAW ENFORCEMENT TRAINING (include military training)

Law Enforcement Training: List by documented training classes that were certified or certificated by a recognized training center. Note: Course title, certificate earned, school and location, dates and number of hours-earned beginning with a basic academy. Please attach copies of certificates. Also, please request that you training commission or like agency send copies of transcripts or training records to the City of Prosser Civil Service Commission. (Please have them attach a copy of this application with the transcript.)

- a) Course Title: _____
Certificate earned: _____
Total Number of Hours: _____
School: _____
Location: _____
Dates Attended: _____

- b) Course Title: _____
Certificate earned: _____
Total Number of Hours: _____
School: _____
Location: _____
Dates Attended: _____

- c) Course Title: _____
Certificate earned: _____
Total Number of Hours: _____
School: _____
Location: _____
Dates Attended: _____

- d) Course Title: _____
Certificate earned: _____
Total Number of Hours: _____
School: _____
Location: _____
Dates Attended: _____

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SECTION IV- CONTINUED

- e) Course Title: _____
Certificate earned: _____
Total Number of Hours: _____
School: _____
Location: _____
Dates Attended: _____
- f) Course Title: _____
Certificate earned: _____
Total Number of Hours: _____
School: _____
Location: _____
Dates Attended: _____

SECTION V - FORMAL EDUCATION

Formal Education: List formal education that you have completed at the college or university level. Not course title(s), degree earned, school and location, dates attended and number of credit hours earned. Please attach a copy of your graduation diploma(s) or a copy of your official transcript. Please have your college or university send an official transcript to the Prosser Civil Service Commission.

- a) Course Title/Major: _____
Degree earned: _____
Total Number of Credit Hours Earned: _____
Institution Attended: _____
Location: _____
Dates Attended: _____

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SECTION V- CONTINUED

b) Course Title/Major: _____
Degree earned: _____
Total Number of Credit Hours Earned: _____
Institution Attended: _____
Location: _____
Dates Attended: _____

c) Course Title/Major: _____
Degree earned: _____
Total Number of Credit Hours Earned: _____
Institution Attended: _____
Location: _____
Dates Attended: _____

SECTION VI - SPECIAL CERTIFICATIONS

Special Certifications: List documented and current special certifications outside general law enforcement or formal education like pilots license, CDL, marine licenses, etc. Please attach copies of licenses or certifications.

a) Title: _____
License or Certificate: _____
Expiration date: _____

b) Title: _____
License or Certificate: _____
Expiration date: _____

c) Title: _____
License or Certificate: _____
Expiration date: _____

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EXCEPTIONAL ENTRY ASSESSMENT EXAM
SECTION VII -COMMUNICATION SKILLS/PROFESSIONAL MOTIVATIONS**

1) Why did you select a career in law enforcement? _____

2) Why do you want to be employed by the City of Prosser?

3) What is your most significant accomplishment in your career?

4) What have you done during your career to further your formal education? Please be specific.

5) What community activities are you currently involved in and how do you participate? Why?

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SECTION VII-CONTINUED

6) Describe your personal philosophy as it relates to law enforcement?

7) In your opinion, what is the single greatest problem impacting law enforcement and society today? What approaches must we take in effectively combating this problem?

8) Define “probable cause”.

9) What would you define as the most significant recent court decision to affect your job?

10) What are your short term and long-term goals in the profession?

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What was your source of information about the job opening with the Prosser Police Department?
