



**CITY OF NEWPORT, WASHINGTON**

## **INTERIM POLICE CHIEF**

**December 1, 2017 Opening**

**The City of Newport is accepting applications for an interim Police Chief. Starting salary range is \$4,832-\$6,020 monthly based on experience. At least five years experience as a sworn police officer and three years supervisory/administrative experience is preferred. Full qualifications and applications may be obtained by calling (509) 447-5611 M-F, 9 am-4 pm or at [www.Newport-Wa.org](http://www.Newport-Wa.org). Open until filled. EOE**

**CITY OF NEWPORT**  
**POLICE DEPARTMENT**  
200 S. Washington Avenue  
Newport, WA 99156  
509-447-5611 Fax: 509-550-7552

Application Form

INSTRUCTIONS: You must furnish documentation of high school diploma/equivalency and citizenship, along with any training, degrees or awards claimed on your application and DD214-Member 4 copy, if you were in the military service.

The following instructions are furnished as a guide to assist you in filling out the personal history form. These forms, which you are required to fill out, must be complete and detailed in all respects. It is the basis for your background investigation that will be conducted to determine your qualifications for the position you have applied for with the Newport Police Department.

Answer all questions completely and accurately. If they do not apply to you, indicate with N/A. Falsification or failure to include information as directed may be considered just grounds for non-acceptance, or termination if already employed. Avoid errors by reading the directions carefully before making any entries on the form. Make sure your information is correct and in proper sequence before you begin.

You are responsible for obtaining correct and complete addresses. If you are not sure of an address, check it either by personal verification or by correspondence. Your local library may have a directory service or copies of all local telephone directories.

Whenever a report of an incident is required, be sure that you give all the facts pertaining to it. Present information in such a manner that any person unfamiliar with the situation will be provided with all the details and facts in the order in which they occur, the dates or times the events took place, and the names of persons or organizations involved.

This form has been designed to encourage rather than discourage applicants for the Newport Police Department. It has been designed to allow you to present your qualifications in the most positive manner. Any information that might be detrimental can and should be explained so that the persons reviewing your application can more adequately understand your position.

Remember that every item will be checked and verified. A careful, accurate and complete personal history form will help to expedite the processing of your application.

This inquiry is not an offer of employment. All requirements for appointment include satisfactory background investigation, polygraph examination, psychological examination and a physician's examination.

If there is not sufficient space on this form for you to include all of your information, it should be placed on a signed 8 ½ x 11 white standard weight typing paper and attached in sequence.

The information you provide on these pages is to be either printed or handwritten legibly with ink by the applicant.

**PLEASE NOTE: This application MUST be completed in full detail.  
Answer all questions or N/A if not applicable. We will not accept see resume.**

**PERSONAL HISTORY FORM**

**Read Instructions Carefully:** This information must be accurately reported because it will be used as a basis for a detailed investigation of your background. Answer all questions which apply to you (if additional space is required, use supplemental sheet.) All information shall be handwritten or printed legibly by applicant.

<b>LEGAL NAME</b>			
Last	First	Middle	Date Application Filed _____
By what other names have you been known? (Maiden, Nickname, Alias) _____			
Date of Birth	Place of Birth (City, State, County)		Position: _____
If Naturalized Citizen, List City, State & Certificate No.		Date Naturalized	
Driver's License No.	State	Expiration Date	
Residence Address (Number, Street, City, Zip)		Residence Phone	Cellular Phone
Current Employer Name _____			
Employment Address (Number, Street, City, Zip)		Business phone-ext.	Work hours

**REFERENCES:** Carefully complete the following on three persons other than relatives or past employers who know you well enough to give current or past information about you.

Name	Known how long	
Address (Number, Street, City, State, Zip)	Phone Number	
Employer's Name and Address	Business Number	Work Hrs
Name	Known how long	
Address (Number, Street, City, State, Zip)	Phone Number	
Employer's Name and Address	Business Number	Work Hrs
Name	Known how long	
Address (Number, Street, City, State, Zip)	Phone Number	
Employer's Name and Address	Business Number	Work Hrs

## FINANCIAL INFORMATION

**Financial Responsibility:** List all financial obligations for which you are responsible. If you have no current debts, list paid-up accounts which may be used for credit reference. List credit cards, past and present.

TO WHOM OWED	Date incurred	Original Amount	Balance	Mo. Payment
Address (Number, Street, City, State, Zip) _____				
Purpose of Loan or Debt _____				
<hr/>				
TO WHOM OWED	Date incurred	Original Amount	Balance	Mo. Payment
Address (Number, Street, City, State, Zip) _____				
Purpose of Loan or Debt _____				
<hr/>				
TO WHOM OWED	Date incurred	Original Amount	Balance	Mo. Payment
Address (Number, Street, City, State, Zip) _____				
Purpose of Loan or Debt _____				
<hr/>				
TO WHOM OWED	Date incurred	Original Amount	Balance	Mo. Payment
Address (Number, Street, City, State, Zip) _____				
Purpose of Loan or Debt _____				

## VEHICLES AND VEHICLE INSURANCE

Year, make, body style and license number of vehicle owned and/or driven by you. _____ _____ Name of insured _____ Name & Address of Insurance Co. or Local Agency _____ _____
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**FINANCIAL HISTORY:** (When the answer to any question is "yes", explain in full detail on last page of this application.)

Yes ___	No ___	1. Have you ever had your wages attached? _____
Yes ___	No ___	2. Have you ever been a party to a small claims or other court action? _____
Yes ___	No ___	3. Do you have an immediate civil action pending against you? _____
Yes ___	No ___	4. Have you ever had a judgment or collection rendered against you? _____
Yes ___	No ___	5. Have you ever filed for bankruptcy or been declared bankrupt? _____
Yes ___	No ___	6. Have you ever been declared delinquent in child support payments ordered by the courts? _____
Yes ___	No ___	7. Have you ever been refused credit? _____
Yes ___	No ___	8. Have you ever had any property repossessed? _____
Yes ___	No ___	9. Have you ever been bonded <b>and</b> had a bond refused? _____
Yes ___	No ___	10. If employed by the Police Department, do you anticipate any income other than Police salary? _____

## RESIDENCE HISTORY

List all addresses at which you have lived for the past 10 years or since age 15. DO NOT include your present address. Account for all of the time with your most recent prior address first. If a military veteran, include the names of all bases at which you were stationed as well as any off-base residences.

	Month & Year	Address (No, Street – Specify N.S.E.W., Drive, Place) City, State, Zip	
1.	From:		
	To:		
2.	From:		
	To:		
3.	From:		
	To:		
4.	From:		
	To:		
5.	From:		
	To:		
6.	From:		
	To:		
7.	From:		
	To:		
8.	From:		
	To:		
9.	From:		
	To:		
10.	From:		
	To:		
11.	From:		
	To:		
12.	From:		
	To:		

## EMPLOYMENT HISTORY

List your complete work history in reverse order, beginning with your present status. Include all part time jobs, periods of unemployment and military service.

Do you object to our contacting your present employer prior to your being accepted?  Yes  No

Have you ever received unemployment compensation?  Yes  No

Month & Year From: _____ To: _____  Total time employed _____	Employer Name & Address (Name of company or business) _____ _____ Telephone number and supervisor: _____ Description of Duties: _____	Job Title _____ Salary: _____  Reason for leaving: _____
Month & Year From: _____ To: _____  Total time employed _____	Employer Name & Address (Name of company or business) _____ _____ Telephone number and supervisor: _____ Description of Duties: _____	Job Title _____ Salary: _____  Reason for leaving: _____
Month & Year From: _____ To: _____  Total time employed _____	Employer Name & Address (Name of company or business) _____ _____ Telephone number and supervisor: _____ Description of Duties: _____	Job Title _____ Salary: _____  Reason for leaving: _____
Month & Year From: _____ To: _____  Total time employed _____	Employer Name & Address (Name of company or business) _____ _____ Telephone number and supervisor: _____ Description of Duties: _____	Job Title _____ Salary: _____  Reason for leaving: _____
Month & Year From: _____ To: _____  Total time employed _____	Employer Name & Address (Name of company or business) _____ _____ Telephone number and supervisor: _____ Description of Duties: _____	Job Title _____ Salary: _____  Reason for leaving: _____
Month & Year From: _____ To: _____  Total time employed _____	Employer Name & Address (Name of company or business) _____ _____ Telephone number and supervisor: _____ Description of Duties: _____	Job Title _____ Salary: _____  Reason for leaving: _____
Month & Year From: _____ To: _____  Total time employed _____	Employer Name & Address (Name of company or business) _____ _____ Telephone number and supervisor: _____ Description of Duties: _____	Job Title _____ Salary: _____  Reason for leaving: _____
Month & Year From: _____ To: _____  Total time employed _____	Employer Name & Address (Name of company or business) _____ _____ Telephone number and supervisor: _____ Description of Duties: _____	Job Title _____ Salary: _____  Reason for leaving: _____



## ARREST and MILITARY DISCIPLINE RECORD

### Arrests, Traffic Citations and Accidents

1. List all arrests, traffic citations, and/or infractions			
Year	Charge or Type of Violation	Issuing Agency	Penalty or Fine

2. Have you ever been involved in a traffic accident as a driver?  Yes  No If "yes" please explain.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

3.  Yes  No Outside of your law enforcement duties, have you ever had any contact with a law enforcement agency? List all contacts, either self-initiated or initiated by the agency. Please explain. (No exceptions)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

4.  Yes  No Were you ever involved in a disciplinary action in the military service? (Article 15, office hours, captain's mast, court martial.) Please explain.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## GENERAL INFORMATION

1. If employed by the police department, will you be able to obtain a valid Washington/Idaho driver's license?  Yes  No  Already have one

2. The nature of the work in law enforcement requires assignment to various shifts or hours for extended periods of time, overtime work, and testifying in court during off-duty hours and days: It may require wearing of uniforms. It requires high standards of personal appearance. It may require training with and carrying of firearms. Do you have any personal responsibilities, reservations, or convictions, which would affect your ability to perform these duties as an employee of the Police Department?  Yes  No If "yes", describe and explain any problems you feel might exist.

\_\_\_\_\_

\_\_\_\_\_

3. Requirements for employment include taking a polygraph concerning your background, a psychology examination, and a physical examination that includes a urine drug test Are you willing to undergo these test?  Yes  No If "yes", please explain.

\_\_\_\_\_

\_\_\_\_\_

4. Is there anything a background investigation might uncover that has not been addressed that you would like to explain at this time?  Yes  No If "yes", please explain.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



**OTHER INFORMATION:** List any organizations, clubs and social groups that you feel are relevant to this position.


I understand that it is my responsibility to keep the Civil Service Commission informed of any change of address and/or telephone number, and that failure to do so may result in my name being removed from the eligibility list. I have read and understand all questions and statements contained in this application; further, I certify that all the information given in this application has been carefully completed and is correct to the best of my knowledge and belief. I consent and authorize the City of Newport and its personnel to request any information concerning my previous employment, education, military service, or other pertinent material. I hereby release all parties connected with any request of information from all claims, liabilities, and damages for whatever reason arising out of furnishing such job related information. I UNDERSTAND THAT MISREPRESENTATION OR OMISSION OF FACTS CALLED FOR HEREIN WILL BE SUFFICIENT CAUSE FOR CANCELLATION OF CONSIDERATION FOR EMPLOYMENT OR TERMINATION OF CONTINUED EMPLOYMENT WHEREVER SUCH FACTS ARE DISCOVERED.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

# Newport Police Department

## Personal Background Evaluation

This questionnaire is part of the examination process. A complete background investigation, which includes a polygraph test, will be conducted on a candidate prior to appointment. Your answers to the questions that follow will be verified by the background investigation. Falsification of information on this form will be grounds for removal from employment consideration or dismissal if hired.

**Please mark either "Yes" or "No" after each question. Answering "Yes" to any of these questions does not necessarily preclude you from further consideration. Read and sign the statement on the back page. If you have questions or need clarification on any of the following, please call the Newport Civil Service at (509) 447-5611.**

"Use" is defined as: including any intentional or unintentional trying, testing, or experimenting which includes, but is not limited to, tasting, smoking, injecting, absorbing, sniffing or inhaling.

1. Have you ever been convicted of a felony?  Yes  No
2. Have you been convicted within the past ten (10) years of a misdemeanor involving theft?  Yes  No
3. Have you ever been convicted of a misdemeanor involving sex offenses or moral turpitude?  Yes  No
4. Have you, within the past one (1) year or since applying to a law enforcement agency, knowingly used any drug(s), not prescribed for you by a physician, including, but not limited to: marijuana, hashish, speed, amphetamines, methamphetamines, cocaine, heroin, barbiturates, valium, PCP, LSD, ice, crank, crystal, morphine, etc.?  Yes  No
5. Have you used marijuana or hashish in the last three (3) years?  Yes  No
6. Have you ever injected or free-based amphetamines, methamphetamines, cocaine, heroin, barbiturates, or valium?  Yes  No
7. Have you ever used non-prescribed pharmaceutical amphetamines?  Yes  No
8. Have you ever used clandestine amphetamine or methamphetamine—crank, ice, speed, etc.  Yes  No
9. Have you used any hallucinogenic drug (mushrooms, LSD, PCP, etc.)?  Yes  No
10. Have you ever used non-prescribed opiates or narcotics—heroin, morphine, oxycontin, etc.?  Yes  No
11. Have you ever used cocaine?  Yes  No
12. Have you used crack cocaine?  Yes  No
13. Have you ever sold, offered to sell, or transported for sale any illegal drugs or narcotics?  Yes  No
14. Have you used drugs since accepting employment with a law enforcement agency?  Yes  No
15. Have you been convicted of Driving Under the Influence of alcohol or drugs, reckless driving, or hit-and-run within the last five (5) years?  Yes  No
16. Have you used anabolic steroids within the last three (3) years?  Yes  No

***PLEASE CONTINUE TO THE BACK OF THIS SHEET...***

**OTHER CRIMINAL ACTIVITY OR CONVICTIONS WILL BE CONSIDERED ON A CASE-BY CASE BASIS AND MAY BE DISQUALIFYING.**

**Sign below and attach to application. If this form is not attached to your application, your application will be rejected.**

All the information on this questionnaire is true and accurate to the best of my knowledge. I understand that information I am providing here will be verified. I understand that a deliberate misstatement will be grounds for my removal from consideration of employment, and for being removed from the job if hired. This form is the property of the Newport Civil Service.

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Signature

---

Date

---

Print or Type Name

---

SSN

**CITY OF NEWPORT**  
**WAIVER/AUTHORIZATION TO RELEASE INFORMATION**

This document affects your legal rights.  
Read carefully before signing.

To Whom It May Concern:

I the undersigned request and authorize you to furnish to the City of Newport any and all information that you have concerning me. To include, however not limited to work record, reputation, physical/mental medical records, financial/credit status, criminal/traffic violation history, educational background and records, military service records and such other information and records you may have in your possession relating to me. Information of a confidential or privileged nature may be included in the materials you provide to the City of Newport. Your reply will be used to assist the City of Newport in determining my qualifications and fitness for a position with the Newport Police Department.

I understand my right to request access to public records relating to me pursuant to Title 5 of the United States Codes, Section 522. et seq., the privacy Act of 1974, the Freedom of Information Act, and the Revised Code of Washington (RCW) 42.17 et seq., and specifically waive those rights understanding that the information furnished will be used by the Newport Police Department in conjunction with this employment procedure. I will make NO attempt to gain access to the information provided to City of Newport in conjunction with employment procedures.

I hereby do release you, your organization, your agents and others from any liability or damages which may result from furnishing information to the City of Newport pursuant to this waiver and authorization to release information. Should there be any questions as to the validity of this waiver and authorization to release information form, you may contact me as indicated below.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant's Signature

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

\_\_\_\_\_  
Applicant's Printed Full Legal Name

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

\_\_\_\_\_  
Current Address

\_\_\_\_\_  
Driver's License No.# and State of Issuance

\_\_\_\_\_  
Telephone Number

## City of Newport Job Description

**Job Title:** Interim Police Chief  
**Department:** Law Enforcement  
**Reports To:** City Administrator  
**FLSA Status:** Exempt  
**Prepared By:** City Clerk/Treasurer  
**Supervisor:** City Administrator  
**Approved:** December 4, 2017

### SUMMARY:

Under the direction of the City Administrator, the incumbent is responsible for the management and administration of all aspects of the Police Department operation. This includes overseeing investigation of major crimes and performing a variety of public relations activities with local businesses, citizens and community groups.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following and any other duties that may be assigned.

Acts as a team player with other city employees, administration, and elected officials by actively providing information necessary for the success of the individual's performance by interacting in a courteous, efficient and helpful manner. Must establish and maintain effective working relationships with co-workers and citizens contacted in the daily course of work.

Responds to public inquires in a courteous manner; provides information within the area of assignment; resolves complaints in an efficient and timely manner.

Interacts with contractors, utilities, public agencies, and city departments in response to inquiries and complaints in an area of assignment.

Works with immediate staff members to establish goals and objectives for the Police Department or for specific programs, resolves operational and administrative issues, evaluates training and equipment needs, and evaluates progress of selected investigations.

Researches and implements Police Department standard operating procedures governing police officer training and performance and department administrative practices.

Evaluates community crime patterns and develops short and long-term strategies and plans to reduce crime, including changing police patrol priorities, establishing temporary task forces, acquiring specialized equipment.

Oversees compilation of crime statistics and prepares reports summarizing crime activity, arrest and investigations for selected period.

Works in investigating major crimes, including interviewing victims, witnesses and suspects; collecting and analyzing evidence and preparing case reports.

Makes public presentations to business and community groups; meets with civic organizations regarding department activities, city crime pattern and crime prevention.

Confers with the City Attorney and City Prosecutor regarding disposition of individual cases and changes or interpretation of criminal codes.

Researches and prepares reports for the Mayor and/or City Administrator, and City Council and attends and makes presentations at City Council meetings.

Represents the city with other jurisdictions to maintain effective coordination of agency law enforcement efforts.

Adheres to city and department policies and procedures.

Performs related duties as required.

#### **SUPERVISORY RESPONSIBILITIES:**

There are currently no supervisory responsibilities.

#### **QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must have a current valid driver's license. Must be able to keep sensitive policy investigation matters confidential.

Must be a citizen of the United States of America who is proficient in understanding and communicating the English language clearly, concisely and effectively both orally and in written form.

Must project a mature demeanor and demonstrate an efficient and competent mannerism attributable to a professional Police Officer in accordance with standards set forth by State of Washington law, the appointing authority and the general public.

Have not been convicted under the laws of Washington State or any other state within the United States of any felony.

Have not been convicted of any crime of "domestic violence" as per Federal and State law.

Have not been convicted of a gross misdemeanor and/or any crime involving moral turpitude within five (5) years of the date of application.

Must meet a 30-minute response time to Newport city limits from their residence.

Prior to appointment, shall provide a sworn statement, under penalty of perjury, to the appointing authority stating that the person meets all job requirements and qualifications identified in the City of Newport, Washington Interim Chief of Police Job Description, and that

the information is true and correct to the best of his/her knowledge and that when required will furnish such documentation to support the sworn statement.  
Prior to appointment must have a valid first aid card.

Prior to appointment, furnish the appointing authority a signed statement authorizing a police background investigation. A thorough background investigation will be conducted which requires a satisfactory background investigation, polygraph examination, psychological examination, and a physician's examination with drug testing.

#### **EDUCATION and/or EXPERIENCE:**

Must have a High School diploma or GED.

Must have five (5) years of regular full-time commissioned law enforcement employment. This five year period of employment must be with a federal, state, or local law enforcement agency.

Prefer a minimum of three (3) years supervisory/administrative experience with a federal, state, or local law enforcement agency.

Must possess a Basic Law Enforcement certificate.

Must have successful completion of Basic Law Enforcement Equivalency certificate within six (6) months of appointment.

Qualify under Washington Criminal Justice Training Commission's Standards for attendance at commission sponsored schools. Ability to develop skill in the use of firearms, side handle baton, and use of force techniques.

#### **LANGUAGE SKILLS:**

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond in common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and/or boards of directors. Ability to obtain information through interrogation and observation and ability to remember names, faces, and details of incidents.

#### **MATHEMATICAL SKILLS:**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

#### **REASONING ABILITY:**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form. Ability to understand and carry out oral

and written instructions and to prepare clear, accurate, and comprehensive reports. Ability to deal courteously, but firmly, with the public.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to stand and walk. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must have enough body movement to move quickly with force such as to physically restrain suspects and restrain or subdue heavy suspects. He/she must have enough tolerance to work under adverse weather conditions enough manual strength and dexterity to load, operate and fire a variety of firearms. The employee must occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision and distance vision.

**WORK ENVIRONMENT:**

While performing the duties of this job, the employee is frequently exposed to wet and/or humid conditions, outside weather conditions, extreme cold, and extreme heat. The employee is occasionally exposed to moving mechanical parts; high, precarious places; and fumes or airborne particles. The noise level in the work environment is usually moderate.