



THURSTON COUNTY SHERIFF'S OFFICE EMPLOYMENT STANDARDS

Prior to appointment to a position, an applicant must successfully complete a thorough background investigation. The background investigation may consist of, but is not limited to, the following: Sheriff's Office Interview, Employment History Check, Neighborhood Check, Reference Check, Psychological Assessment, Polygraph Examination, Medical Examination (including drug screen), and Criminal, Driving, and Financial History Checks.

Failure to successfully pass or complete any phase of the Sheriff's Office background investigation is cause for removal from the employment eligibility list. The following information is provided to demonstrate the Sheriff's Office standards; **this is not meant to be an exhaustive list**. Information obtained in the background investigation and testing may be cause for the Sheriff's Office to request removal of an applicant from an eligibility list as "unfit for service."

If you have questions about the background investigation or the civil service process, please call the Sheriff's Office at 360-786-5500 or the Civil Service Chief Examiner at 360-786-5249.

Mandatory Requirements

Birth Certificate, naturalization papers, or Permanent Resident Card	21 Years of Age (prior to appointment)	Washington State Driver's License (prior to appointment)
High School Diploma or GED	Read, Write & Speak English	

Automatic Removal Factors

Any one or a combination of these factors will be cause for removal

Use of marijuana in the last 18 months, or any other illegal drug use in the last 5 years	Unfit for service based on the psychological assessment or manipulation of the psychological assessment	Intentional deception or misrepresentation in any stage of the background investigation
Felony conviction as an adult	Failing the polygraph examination	Use of a prostitute within the last 5 years
Illegal sexual relations with a minor	A domestic violence conviction	DUI conviction within the last 5 years

Potential Removal Factors

Any one or a combination of these factors may be cause for removal

Conduct	Background Investigation	Employment History
History of behavior demonstrating anger control problems	Intentional deception in the selection process of any law enforcement agency	Significant non-judicial punishment in the military (e.g., Article 15 or Captain's Mast)
Pattern of fighting (physical or verbal)	Failure to notify Civil Service or the Sheriff's Office of a change of address	Unsatisfactory work history
Prejudice or bigotry toward a class of people	Failure to show for any Thurston County Sheriff's Office appointment or being more than 20 minutes late	Significant history of disciplinary or corrective action, including being late to work and abuse of unscheduled leave
Discriminatory action, including sexual harassment		Unexplained frequent job turnover
History of fiscal irresponsibility	Failure to cooperate with the background investigation process	Misrepresentation on an employment application
Falsifying official documents or giving false information		Driving Record
Untreated alcohol or substance abuse	More than one DUI conviction in a lifetime	Insubordination
Drug Standards	Multiple traffic infractions within the last five years (e.g., no liability insurance, no driver's license or speeding)	Criminal History
Pattern of illegal use of drugs in the past 10 years		Criminal conduct as an adult
Excessive illegal use of drugs prior to the past 10 years		Any act of domestic violence

Decisions to remove applications from employment eligibility lists are made by the Civil Service Commission or Chief Examiner. Applicants who are removed from an eligibility list may request restoration to that list pursuant to Civil Service Rule 7.5.

To view the Civil Service Rules, go to <http://www.co.thurston.wa.us/sheriffjob/docs/official-rules.pdf>.