



Police and Fire Services

Stacy Drakeford
Police & Fire Services Director

Mark Yates
Interim Chief of Fire

Police: 1385 John Small Avenue
Fire: 410 N. Market Street
Washington, NC 27889
Telephone: (252) 946-1444
Fax: (252) 948-9448
www.washingtonnc.gov

The City of Washington appreciates your interest in the Police Department. Listed below are the minimum standards for employment as a Police Officer. Eligible applicants should:

- A. Be a U.S. Citizen
- B. At least 20 years of age
- C. Be a high school graduate or have passed the General Education Development (GED) test indicating high school equivalency
- D. Have a valid Driver's License
- E. Be of good moral character as determined by a background investigation
- F. No convictions of any of the following:
 - 1. A Felony
 - 2. A crime punishable by more than 2 years' imprisonment
 - 3. An offense involving moral turpitude
- G. Have visual activity sufficient to safely and efficiently perform the essential job functions.
- H. Reside within fifty (50) direct miles of the center of Washington

Successful compliance with the above standards qualifies you to consider a challenging and rewarding career in law enforcement offered by the Washington Police Department. The application process is as follows:

1. Submit to City of Washington Human Resources Department a completed application for employment, to include:
 - Copy of High School or GED and College Diploma
 - Official sealed** copies of High School or GED and College Transcripts
 - Copy of Birth Certificate
 - Copy of Social Security Card
 - Copy of Valid Driver's License
 - Copy of DD214 (Certificate of Release or Discharge from Active Duty Military)
 - Certified** copy of current criminal record from every country lived in or charged in since age 16.
 - Signed Authorization for Release of Records
 - Complete** Personal History Statement (Form-F3) online at www.ncf3.com

NOTE: Once completed, print the online version and have it notarized and submit with your application packet. If you encounter problems with the online version or have questions, please call 252-975-9305.
2. Initial Interview administered by the Police Department.
3. Interview before an Oral Review Board
4. Background Investigation conducted by a Police Department Investigator
5. Psychological Examination conducted by a licensed Psychologist (The FMRT Group)
6. Interview with the Chief of Police
7. Pass a comprehensive medical examination and drug screen

The application process can take up to approximately three months to complete. All required documentation has to be submitted prior to the application process beginning. All information should be detailed and accurate. The City of Washington is an Equal Opportunity Employer. All qualified persons are encouraged to apply.

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City of Washington Police Department Immediate Disqualifiers

Police Officer Applicants can be immediately rejected from further consideration for any one or combination of the following:

1. Any conviction of a felony.
2. Any conviction of a crime for which the punishment could have been more than two (2) yrs.
3. Conviction of two or more crimes or unlawful acts defined as:
 - a. **Class B Misdemeanors** within the preceding five (5) years.
Examples: Breaking and Entering into Buildings, Concealment of Merchandise, Receiving Stolen Goods, Worthless Check over \$100, Worthless Check – Closed Account, Harassing Telephone Calls, Resisting Officers, Impersonation of a Police Officer, Stalking, Child Abuse, Abandonment, Possession of Schedule VI (marijuana) and Consumption on Street or Sidewalk.
4. Conviction of one or more crimes or unlawful acts as defined as:
 - a. **Class A Misdemeanors** within the preceding four (4) years.
Examples: Assault on a Female, Assault on Government Officer, Violation of Domestic Violence Protection Order and Misdemeanor Larceny.
5. Crimes or acts involving moral turpitude (anything done contrary to justice, honesty,
6. modesty or good morals. It implies something immoral in itself, regardless of its being punishable by law).
7. Traffic Violations
 - a. For a period of three years preceding application or any time after the date of application, having a driver's license revoked or suspended, or pleading guilty to, entering a plea of no contest to, or being convicted for a traffic offense which may result in the suspension or revocation of driving privileges.
8. A DUI or DWI conviction within the past five (5) years. Any convictions over the five (5) year time frame will be reviewed on a case by case basis.
9. Prior usage of illegal drugs is evaluated for the extent of the use and how recent the usage has been. Use of "hard drugs" is an automatic disqualifier.
10. Dishonorable discharge from any military service (less than honorable discharge will be reviewed on a case by case basis.
11. Untruthfulness or the intentional withholding of information on any application, interview, or paperwork associated with the position.
12. Deliberate inaccuracies or incomplete statements.
13. Cheating on any examination or testing associated with the position.
14. Not meeting basic requirements with the position as defined by the Criminal Justice Education Training and Standards Commission.



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Authorization for Release of Personal Information for Employment Purposes

To whom it may concern:

I am an applicant for a position with the Washington Police Department. In order to determine my suitability for employment, I understand that the Washington Police Department must make a thorough investigation of my personal and employment background and records. It is in the public's best interest that all relevant information concerning my personal and employment background and records be disclosed to the Washington Police Department and their staff members conducting this investigation.

Therefore I, _____, do hereby request and authorize any person, firm, facility, commission, court, military entity, hospital, treatment facility, Doctor, agency, or company to release and share any and all information and/or records about me to the staff members of the Washington Police Department conducting this investigation, including medical records otherwise considered privileged or confidential either by law or policy. I understand that medical records shall not be requested or obtained until after a conditional offer of employment is made to me by the Washington Police Department, should such offer occur.

Moreover, I hereby release the Washington Police Department, its staff and the City of Washington, NC from any liability whatsoever for seeking such requested information and for evaluation such information as it relates to my employment with the City of Washington. And, I hereby release the entity and its agents and employees releasing such requested information from all liability for damages of whatever kind, which may at the time result because of compliance with this authorization and request.

I further waive all rights to inspect and review any information compiled in reference to my application for employment as allowed by law. I do further authorize the Washington Police Department, its agents and staff to release copies of any and all information to any agency or entity that regulates certification, conduct or authority of law enforcement officers. This includes, but not limited to: The NC Criminal Justice Education & Training Standards Commission, the NC Attorney General's Office and agencies of other states or federal government.

I hereby acknowledge that this authorization is valid for one (1) year or until the employment application or investigative process has been completed, whichever is later. A copy of this document is considered valid, just as the original. I have read and fully understand the above statements.

Applicant's Signature

STATE OF NORTH CAROLINA
COUNTY OF _____

Subscribed and sworn to before me
this is the ____ day of _____, ____

Applicant's Printed Name

Notary Public and Seal

My Commission expires _____