



## 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 | Meet minimum age requirements as identified in the classification (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*

|                                                                   |                                                                                                         |                                                                                         |
|-------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------|
| Any use of marijuana/THC since date of application                | 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 |
| Any illegal drug use other than marijuana/THC in the last 5 years | Felony conviction as an adult                                                                           | Failing the polygraph examination                                                       |
| DUI conviction within the last 5 years                            | Illegal sexual relations with a minor                                                                   | Use of a prostitute within the last 5 years                                             |
|                                                                   |                                                                                                         | A domestic violence conviction                                                          |

### 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 |                                                                                                                         | Negative personal or professional references                                                                          |
| Untreated alcohol or substance abuse                      | Driving Record                                                                                                          | Insubordination                                                                                                       |
|                                                           | 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 | Knowingly driving without a valid driver's license or without car insurance for an extended period                      | 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, please click this [link](#).