

February 23, 2002

To: Douglas County Sheriff Reserve Applicant

From: Sgt. Tom Couey – Reserve Director.

Thank you for your interest in becoming a Douglas County Sheriff's Office Reserve Deputy. The purpose of the Reserve organization is to assist the department in maintaining the public peace, enforcing laws and ordinances, performing routine patrol on both land and water, performing search and rescue missions, responding to emergencies, and any other special function or duties as authorized by the Sheriff. The reserves are an excellent way for you to serve your community and make a difference in the safety and well being of the citizens of Douglas County.

There are four classifications of regular reserves ranging from a new recruit with no training or experience to a fully commissioned reserve deputy sheriff. The reserve unit is not a posse or auxiliary, and members are expected to attain at least a class 2 status (completion of reserve training academy) and are encouraged to attain class 1 status (full commission). A reserve training academy is held every year, and normally meets every Tuesday & Thursday evening for approximately 6 months.

Minimum qualifications for reserve applicants include:

1. 21 years of age minimum (18 years of age for non-commissioned Marine Reserve).
2. U.S. Citizenship
3. High School Diploma or GED.
4. Valid Washington State Motor Vehicle Operators License.
5. No Felony Convictions.
6. A good driving record as determined by the Sheriff.
7. No misdemeanor convictions of concern to the Sheriff.
8. Be in good health, of good moral character, and in good physical condition.
9. No physical or mental defects of handicaps, which would prevent you from properly performing the duties of the position.

As part of the application process you will be thoroughly investigated. You will be asked to fill out the attached Personal History Statement to aid us in the background investigation. You may also be asked to submit to a polygraph and/or psychological examination and we may take your fingerprints. People often ask me if a certain past indiscretion would eliminate them from consideration. Not necessarily. I can only say that negative factors in your past will be individually evaluated.

The reserves are a volunteer organization and receive no compensation from the county; however, Washington State Industrial Insurance and death benefits are provided while you are on duty. Reserves serve strictly at the pleasure of the Sheriff and are subject to the rules and regulations of the department. Reserves are required to attend the regular monthly Deputies meeting and must perform at least 144 hours of duty per year. The department will provide you with your uniforms and you are required to furnish your own duty pistol and leather gear.

Douglas County Sheriff Reserves  
Personal History Statement

Instructions to applicants

Please read these instructions carefully before completing the personal history statement.

The information you provide will be used in a background investigation. It is to your advantage to respond openly – without attempting to “brush over” or “present things in the best possible light.” Deliberate inaccuracies or omissions, even if they seem insignificant to you, may cause your name to be removed from consideration. Negative factors in your past will be individually evaluated.

1. Fill out this form completely. If a question is not applicable to you, enter “N/A” in the space provided.
2. Complete the form in **your own handwriting**. Do not use a typewriter.
3. You are responsible for obtaining and furnishing correct information, including addresses.
4. If there is insufficient space you may attach additional sheets.
5. All time periods in your background should be accounted for. Your experience and employment sections should include military service, volunteer jobs, part-time and full-time employment.
6. If you are unsure how to answer a question you should place a question mark in the space provided and the background investigator will discuss it with you later.
7. Please attach copies of information pertaining to your background such as certificates, diplomas, resumes and letters of recommendation. Do not attach originals, as they cannot be returned to you.
8. The last page is a Waiver and Authorization to Release Information. Please sign the Authorization before a Notary Public.

Application for the position of: \_\_\_\_\_

Douglas County Sheriff's Office  
Personal History Statement.

The following information is requested of you for verification and contact purposes:

Your Name (Please print)					
Last:	First:	Middle:			
Other Names (including nicknames) you have used or been known by:					
_____					
Current address:					
Phone:					
Home	Work	Other			
Birthdate:					
Are you a U.S. citizen? [ ] Yes. [ ] No.					
Social Security Number:					
In accordance with the Federal Privacy Act of 1974, disclosure is voluntary. The SSN will be used for identification purposes to ensure proper records are obtained.					
Height:	Weight:	Hair Color:	Eye Color:	Sex:	
Scars, Marks, Tattoos:					
Please provide the following sizes:					
Hat:	Neck:	Chest:	Sleeve:	Waist:	Inseam:

**Employment History:**

Beginning with the most current please list all jobs (including part-time, temporary, and voluntary positions) you have held. For the purposes of this personal history statement, voluntary work should be included as employment. If you have had intervening periods of military service or unemployment, please list those periods in sequence in the space provided. You may photocopy this form for the purposes of adding additional pages if needed

Name and address of Employer:

Telephone: \_\_\_\_\_

Dates Employed: From: \_\_\_\_\_ To: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Co-worker: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Co-worker: \_\_\_\_\_

Title or Duties:

\_\_\_\_\_  
\_\_\_\_\_

Reason for leaving:

\_\_\_\_\_  
\_\_\_\_\_

Military Service  Not employed From: \_\_\_\_\_ To: \_\_\_\_\_

Name and address of Employer:

Telephone: \_\_\_\_\_

Dates Employed: From: \_\_\_\_\_ To: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Co-worker: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Co-worker: \_\_\_\_\_

Title or Duties:

\_\_\_\_\_  
\_\_\_\_\_

Reason for leaving:

\_\_\_\_\_  
\_\_\_\_\_

Military Service  Not employed From: \_\_\_\_\_ To: \_\_\_\_\_

Name and address of Employer: \_\_\_\_\_

Telephone: \_\_\_\_\_

Dates Employed: From: \_\_\_\_\_ To: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Co-worker: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Co-worker: \_\_\_\_\_

Title or Duties:  
\_\_\_\_\_  
\_\_\_\_\_

Reason for leaving:  
\_\_\_\_\_  
\_\_\_\_\_

Military Service  Not employed From: \_\_\_\_\_ To: \_\_\_\_\_

Name and address of Employer: \_\_\_\_\_

Telephone: \_\_\_\_\_

Dates Employed: From: \_\_\_\_\_ To: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Co-worker: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Co-worker: \_\_\_\_\_

Title or Duties:  
\_\_\_\_\_  
\_\_\_\_\_

Reason for leaving:  
\_\_\_\_\_  
\_\_\_\_\_

Military Service  Not employed From: \_\_\_\_\_ To: \_\_\_\_\_

Name and address of Employer: \_\_\_\_\_

Telephone: \_\_\_\_\_

Dates Employed: From: \_\_\_\_\_ To: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Co-worker: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Co-worker: \_\_\_\_\_

Title or Duties:  
\_\_\_\_\_  
\_\_\_\_\_

Reason for leaving:  
\_\_\_\_\_  
\_\_\_\_\_

Military Service  Not employed From: \_\_\_\_\_ To: \_\_\_\_\_

Name and address of Employer: \_\_\_\_\_

Telephone: \_\_\_\_\_

Dates Employed: From: \_\_\_\_\_ To: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Co-worker: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Co-worker: \_\_\_\_\_

Title or Duties:  
\_\_\_\_\_  
\_\_\_\_\_

Reason for leaving:  
\_\_\_\_\_  
\_\_\_\_\_

Military Service  Not employed From: \_\_\_\_\_ To: \_\_\_\_\_



## Education:

Please check the appropriate box indicating your high school status

I possess a high school diploma.

I passed the G.E.D. (General Education Development) test.

I possess other equivalent. Explain. \_\_\_\_\_.

I do not have a high school diploma.

Please indicate below all of the schools you have attended, beginning with high school. Specify degrees or diplomas.

Name of school:

Location of school:

Dates attended:

Degree/Diploma:

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Have you ever been suspended or expelled from a school?  Yes  No.

If "yes" please explain including school, date, circumstances:

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Specify academic achievements:

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List any special licenses you hold (such as pilots license, radio operator, scuba diver, etc) Show licensing authority, date of issuance and date of expiration:

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List any specialized machinery or equipment, which you can operate, including office machines and typing speed.

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Are you fluent in any foreign language? Please indicate your degree of fluency (excellent, good or fair) in each area.

Language:	Reading	Speaking	Understanding	Writing
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List any other special skills or qualifications you may possess.

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## Relatives, References, Acquaintances

During the course of the background investigation, persons who know you may be asked to comment on your suitability for the position being applied for. Inquiries will be confined to job-relevant matters.

Please supply the name, address and telephone number for relatives listed below. If a category is not applicable, write "N/A"

Name:

Address:

Telephone:

Spouse:
Father:
Mother:
Father-in-law
Mother-in-law
Former Spouse
Former Spouse
Brother
Brother
Brother
Sister
Sister
Sister





## Financial.

Please fill in the financial statement below. Be complete and accurate. The amount of indebtedness in itself will not be used in evaluating your qualifications, but rather the behavior exhibited in meeting your financial obligations. **PROVIDING THIS INFORMATION IS OPTIONAL.**

### Income:

Monthly Salary \$ \_\_\_\_\_

Spouses salary \$ \_\_\_\_\_

Other income – describe \$ \_\_\_\_\_  
\_\_\_\_\_

**Total monthly income** \$ \_\_\_\_\_

### Expenditures:

Real estate (mortgage)  
Payments \$ \_\_\_\_\_

Rent \$ \_\_\_\_\_

Estimated cost of living \$ \_\_\_\_\_  
(include utilities, food, gas,  
home & car maintenance,  
entertainment, etc.)

**Total monthly  
expenditures:** \$ \_\_\_\_\_

### Current Liabilities:

Real estate indebtedness \$ \_\_\_\_\_

Long term loans \$ \_\_\_\_\_

Charge accounts \$ \_\_\_\_\_

Other (describe) \$ \_\_\_\_\_

**Total Liabilities:** \$ \_\_\_\_\_

### Current Assets:

Savings: \$ \_\_\_\_\_

Checking: \$ \_\_\_\_\_

Real Estate \$ \_\_\_\_\_

Stocks/Bonds \$ \_\_\_\_\_

Life insurance \$ \_\_\_\_\_

Autos \$ \_\_\_\_\_

Other (describe) \$ \_\_\_\_\_

**Total Assets** \$ \_\_\_\_\_

Have you ever filed for or declared Bankruptcy?  Yes  No. **PROVIDING THIS INFORMATION IS OPTIONAL.**  
If "yes" please give details including where, when, why.


Have your bills ever been turned over to a collection agency?  Yes  No **PROVIDING THIS INFORMATION IS OPTIONAL.**  
If "yes" please give details including when, firms involved, circumstances.


Have you ever had purchased goods repossessed?  Yes  No **PROVIDING THIS INFORMATION IS OPTIONAL.**  
If "yes" please give details including when, firms involved, circumstances.




**Legal.**

Have you ever been arrested or convicted of a crime? [ ] Yes [ ] No

If "yes" please give details.

Date:                      Police agency:                      Circumstances:


Have you ever been placed on court probation as an adult? [ ] Yes [ ] No.

If "yes" please give details including where, when, why.


Were you ever required to appear before a juvenile court for an act, which would have been a crime if committed as an adult? [ ] Yes

[ ] No. If "yes" please give details including where, when, why.




Have you ever been reported to a law enforcement agency as a missing person or runaway? [ ] Yes [ ] No.

If "yes" please give details including where, when, why.


Have you now or have you ever been involved as a plaintiff or defendant in any civil court action ? [ ] Yes [ ] No.

If "yes" please give details including where, when, name of court and circumstances.


## Motor vehicle operation

An investigation of your driving history will be made. To expedite this procedure please supply the following.

Current drivers license number \_\_\_\_\_ State \_\_\_\_\_ Expiration: \_\_\_\_\_

Name under which license was issued: \_\_\_\_\_

Other States where you have been issued a drivers license; \_\_\_\_\_

Have you ever been refused a drivers license by any state? [ ] Yes [ ] No.

If "yes" please give details including where, when, why.


Has your driver's license ever been suspended, revoked or placed on probation? [ ] Yes [ ] No.

If "yes" please give details including where, when, why.


Please list all traffic citations you have received within the past 7 years.

Violation                      City/State                      Date                      Disposition

Violation	City/State	Date	Disposition

Have you ever been involved as a driver in a motor vehicle accident? [ ] Yes [ ] No.

If "yes" please give details.

Date:                      Location:                      Police investigation?


Is there anything you wish to discuss about your driving record? Please use the space below.

## Military Service

Have you ever served in the armed forces, National Guard or military reserves?  Yes  No

If "yes" please supply the following;

Branch of service \_\_\_\_\_

Service number: \_\_\_\_\_

Dates of service: From \_\_\_\_\_ To \_\_\_\_\_

Type of discharge: \_\_\_\_\_

Are you currently participating in any military service of National Guard program?  Yes  No.

Have you ever been the subject of any judicial or non-judicial disciplinary action while in the military, National Guard or military reserves?  Yes  No. If "yes" please give details including where, when, branch of service, circumstances.


Past commanding officers and military acquaintances are potential sources of relevant information pertaining to you qualifications. Please list those individuals who know you well enough to provide accurate information about you.

Name	Address	Telephone

## Personal declarations

Describe in your own words the frequency and extent of your use of intoxicating liquors.


Have you ever used marihuana or any other drug not prescribed by your physician?  Yes  No .

If "yes" what were the circumstances?


Have you ever sold or furnished drugs or narcotics to anyone?  Yes  No. If "yes" explain:


Have you ever been committed to a mental institution for any reason?  Yes  No.

If "yes" please explain:


Are there any incidents in your life or details not mentioned herein which may influence this department's evaluation of your suitability as a peace officer?  Yes  No If "yes" explain:


Please explain why you are interested in becoming a member of the Douglas County Sheriff's Reserves.


I do hereby certify that the information provided on this application is complete, true and correct to the best of my knowledge. I understand that a background investigation will be conducted by the Douglas County Sheriff's Office and that such investigation is required prior to my being accepted into the reserves. I also understand that I may be appointed as a reserve deputy only if I successfully pass any and all acceptance procedures that may be currently utilized by the department. I am aware that any misrepresentation or falsification of information in this application will result in the application being rejected and I will be disqualified from applying in the future for any position in the Douglas county Sheriff's Office. I understand that reserve deputies serve strictly at the pleasure of the Sheriff and that I may be dismissed from the organization at any time at his discretion. I also understand that the reserves are volunteer personnel and I will not at any time have any rights to compensation in any form for any services I may perform as a reserve deputy.

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Signature of Applicant

Date

