



Chief Jeffrey A. Martinez

The City of Sheridan Police Department has compiled a job application guide for Police Officer positions. This document is used as a tool to provide information on the Sheridan Police Department's application process as well as how to apply for an open Police Officer position.

Applicants must choose to apply as either a recruit or lateral recruit applicant, but not both. In order to apply, applicants need a social security number. If you do not have a social security number, you must obtain one before applying. To obtain a social security number, contact your nearest Social Security Administration office.

Please note that any documentation submitted to the Sheridan Police Department during the hiring process will not be returned to the applicant.

What can I expect through the process?

1. Applications are submitted electronically online. The applicant tracking system automatically screens applications against the minimum qualifications of the position.
2. Applicants who successfully meet the minimum qualifications will be sent an invitation for the written examination. The written exam will take approximately 2 hours and applicants must bring photo ID and appear in person to test. The test dates are determined ahead of time, applicants will be notified of those dates so you may plan accordingly. Applicants may also purchase a study guide to assist in studying, it is not required. Applicants may review the study guide here: <https://www.applytoserve.com/Study/>
3. Those candidates who do not pass the written test with a 70% or better in each section, will not move forward in the process and will be notified via e-mail. Those that do pass the written test will be notified of dates of oral interviews via e-mail.
4. Currently, due to COVID-19 restrictions; the oral interviews may be conducted in person, or via Zoom/Skype. Candidates will be sent an e-mail from Human Resources confirming this information and a meeting invitation.

5. After all testing and interviewing has been completed, candidates will be notified of next steps in the process via an e-mail from Human Resources.
 6. If selected to continue in the process, candidates will be sent a Personal History Packet that will need to be completed and returned to Human Resources. Sheridan Police Department will use the Personal History Packet to conduct a background check later in the process. Candidates will also be sent contact information to schedule a Psychological Test (1 of 2 tests), as well as a Polygraph exam. Candidates must inform Human Resources of when the psychological and polygraph exams are scheduled so the process can move along as quickly as possible.
 7. Once the polygraph and psychological exam results are returned as favorable, the City will conduct a background check with the information provided in the Personal History Packet. This process can take up to two (2) weeks depending on how long it takes the assigned investigator to get in touch with previous employers and any references provided.
 8. Once the background check is completed and is favorable; candidates will be invited to an in-person meeting with the Chief of Police and the Command staff. This meeting will last approximately one (1) hour and candidates may be issued a Conditional Job Offer letter and required to complete both a drug screen and physical examination. The final psychological test will also be scheduled at this time.
 9. Once all background and pre-employment testing is completed and favorable, candidates will be contacted by Human Resources to schedule a date and time to attend New Employee Orientation.
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In order to be transparent in our hiring practice, the City of Sheridan Police Department has provided guidelines and standards utilized to hire Police Officers.

LEGAL MATTERS & CRIMINAL CONVICTIONS GENERAL CONSIDERATIONS

CONVICTION: Throughout this document, the term “conviction” applies to the following categories of offenses:

- Any adult criminal offense;
- Any juvenile offense when the juvenile was charged as an adult; or
- Any juvenile offense adjudicated in a juvenile court when the offense would be classified as a felony or misdemeanor (as applicable) if committed by an adult.

JUVENILE RECORD OR ADULT CRIMINAL RECORD: If you are unsure of the formal legal status of any items in your juvenile record or your adult criminal record, you are urged to obtain a copy of your criminal history. If after reviewing your juvenile or criminal history you still have questions, you should obtain legal advice prior to submitting your application. The City of Sheridan’s staff cannot provide you with legal advice in these matters.

SEALED OR EXPUNGED RECORDS: Juvenile records and adult criminal records are not automatically “expunged” or “sealed.” To be expunged or sealed, it requires an “order of the court.” If a criminal record or juvenile record has been “sealed” or has been “expunged”, by an “order of the court”, or if a criminal conviction has been “pardoned”, it may have an effect on how you answer certain questions in the application process.

KEY DEFINITIONS: LEGAL & CRIMINAL RELATED STANDARDS

CONVICTION - ADJUDICATION, definition of: The result of a criminal trial regarding any federal, state, or local law that ends in entry of a final judgment/sentence, following a verdict of guilty (by the court or jury), or following a plea of guilty or no contest.

“Conviction” shall include an “Adjudication” which is an entry of final judgment/ sentence following a determination by a juvenile court that it has been proven beyond a reasonable doubt to the trier of fact that the juvenile has committed an offense that would have been a crime had it been committed by an adult (i.e., commission of a delinquent act), or following an entry of a plea of guilty or no contest to a charge of committing such an offense.

“Conviction” does not include an entry of a final judgment/sentence that has been pardoned, reversed, set aside, or otherwise rendered null and void; or for which the criminal record or the juvenile record thereof has been formally sealed, or has been formally expunged, by order of the court.

“Conviction” does not include a deferred prosecution, deferred judgment, or deferred sentence.

FELONY, definition of: A criminal offense that is classified as a “felony” under the federal, state, or local laws in the jurisdiction where the subject charge was filed; to also include any juvenile offense that would constitute a “felony” criminal offense in that jurisdiction, if committed by an adult. (Example: Criminal record may show “F4”, meaning a “4th Degree Felony.”)

MISDEMEANOR, definition of: A criminal offense that is classified as a “misdemeanor” under the federal, state, or local law in the jurisdiction where the subject charge was filed; to also include any juvenile offense that would constitute a “misdemeanor” criminal offense, if committed by an adult. (Example: Criminal record may show “M1”, meaning a “1st Degree Misdemeanor.”)

GENERAL DISQUALIFIERS: NO LEGAL IMPEDIMENTS

NO LEGAL IMPEDIMENTS: Appointment to a position in the Sheridan Police Department requires an individual shall not have any legal impediments to their ability to perform the essential job functions for the position of Police Officer. Please be advised that adjudication in juvenile court, for criminal activity as a minor/juvenile, does not necessarily clear from your record when you become an adult.

Certain misdemeanor convictions, whether as a minor or as an adult, may preclude you from being certified by the Colorado Peace Officer Standards & Training Board (POST), and may impact your ability to legally carry a weapon. This will result in disqualification from the Police Officer recruitment and selection process.

Any individual who, because of a criminal charge, or plea to a criminal charge, is **currently subject to an active deferred sentence, deferred judgment, or deferred prosecution**, or is currently subject to any **court order(s) or stipulation(s) in connection therewith**, will be disqualified.

Any individual who is **currently incarcerated, on work release, on parole, or on probation** for any crime will be disqualified.

CRIMINAL CONVICTIONS: LIFETIME DISQUALIFICATION

ALL FELONY CONVICTIONS - LIFETIME DISQUALIFICATION: Any adult (age 18 or above), or juvenile charged as an adult, who has been convicted of a felony crime; or juvenile who has been adjudicated in juvenile court for an offense that would be classified as a felony if committed by an adult; will be disqualified.

CERTAIN MISDEMEANOR CONVICTIONS - LIFETIME DISQUALIFICATION: An individual who has ever been convicted (or been adjudicated), for any of the following **misdemeanor** offenses will be disqualified:

- An offense involving domestic violence.
- Assault, menacing, stalking or harassment.
- Sexual assault, unlawful sexual contact, or an offense that would require registration as a sex offender under Colorado law.
- Any offense based on unlawful sexual behavior.
- Failure to register as a sex offender.
- Prostitution.
- Soliciting for prostitution.
- Pandering.
- Indecent exposure.
- Any offense of child abuse or child neglect resulting in any injury to the child or to the child's health.
- Any bias-motivated crime (including harassment or intimidation of a person or group because of race, color, ancestry, national origin, religion, creed, age, gender, gender variance, sexual orientation, or physical or mental disability).
- Cruelty to animals.
- Resisting arrest.
- Impersonating a peace officer, firefighter, or public servant.
- Obstruction of government operations. Obstruction of a peace officer, firefighter, emergency medical service provider, rescue specialist, or like volunteer.
- False reporting to fire, emergency, or law enforcement authorities.
- Perjury.
- Failure to obey a jury summons.

MISDEMEANOR CONVICTIONS AFFECTING PEACE OFFICER CERTIFICATION - LIFETIME DISQUALIFICATION: All applicants for Police Officer must be eligible for Colorado Peace Officer Standards and Training (POST) Board Certification. Certain specified misdemeanor convictions provide a basis for presumptive denial of POST Certification. Therefore, an applicant shall have no conviction for any of those specified misdemeanor offenses for which the Colorado Peace Officer Standards and Training (POST) Board shall deny certification as provided under C.R.S. 24-31-305(1.5) as it may be amended from time to time. This shall include any substantially similar misdemeanor offenses under any federal, state, or local law.

With only one exception, there shall be no consideration for an exemption from disqualification for any misdemeanor offenses for which POST shall deny certification as noted above, regardless of any exemption or variance having been granted by the POST Board or its Executive Director. That one exception is: A conviction for a “Misdemeanor Offense Involving or Relating to Any Controlled Substance” which occurred “more than 10 years prior to the date of application.” If you are disqualified for such an offense you may contact the Administrative Commander of the Sheridan Police Department to request case by case review for possible exemption from disqualification.

CRIMINAL CONVICTIONS:

10 YEAR, 7 YEAR & 5 YEAR DISQUALIFICATIONS

MISDEMEANOR OFFENSES - 10 YEAR DISQUALIFICATION: An individual who has been **convicted** (or been adjudicated) for any of the following **misdemeanor** offenses during the past 120 months (10 years) will be disqualified.

- An offense based on **child abuse or child neglect** that did not involve an injury to the child or to the child’s health.
- The **illegal use or possession** of a firearm or edged weapon (e.g., a knife).

MISDEMEANOR OFFENSES - 7 YEAR DISQUALIFICATION: An individual who has been **convicted** (or been adjudicated) for any of the following **misdemeanor** offenses during the past 84 months (7 years) will be disqualified.

- An offense involving **theft**, (to include stealing, shoplifting, embezzlement, etc.)
- An offense involving **fraud**, (to include check fraud, identity theft, forgery, etc.)
- An offense involving **forgery**, (to include actions done with intent to defraud, etc.)

Misdemeanor convictions for theft, fraud, or forgery more than 84 months prior will be subject to a presumptive disqualification with an opportunity for review for exemption.

NO MORE THAN ONE (1) MISDEMEANOR - DURING THE PAST 5 YEARS: An individual who has been **convicted** of two (2) or more **misdemeanor** offenses within the past 60 months (5 years) will be disqualified.

NO MISDEMEANOR CONVICTIONS WHILE IN A PUBLIC SAFETY POSITION -DURING THE PAST 5 YEARS: Within the past 60 months (5 years), an individual shall **not** have any **conviction** for a **misdemeanor** offense during any period of time while they were an employee in, or a volunteer in, any of the following public safety related positions:

Law enforcement; peace officer; armed public safety; correctional officer; military police; firefighter or medical first responder.

DRUGS: ILLEGAL USE, PURCHASE, POSSESSION, DISTRIBUTION, SALE, OR MANUFACTURE

IMPORTANT DRUG RELATED DEFINITIONS

DISTRIBUTION (of Hard and Soft Drugs), definition of: "Distribution" or "To Distribute" means to deliver, transfer, or transport, or to attempt to deliver, transfer, or transport, actually or constructively, from one person to another a controlled substance, either with or without remuneration, barter, or exchange.

However, the delivery, transfer or transportation of one ounce or less of marijuana, from one person to another; without involving any remuneration, barter, or exchange; shall be deemed "use or possession." It shall not be deemed distribution, unless the delivery or transfer is by a person eighteen years of age or older to a person under the age of fifteen.

The delivery or transfer of more than one ounce of marijuana from one person to another, either with or without remuneration, barter, or exchange, shall be deemed distribution and/or sale thereof.

HARD DRUG, definition of: Any schedule I, II, III or IV controlled substance is considered to be a "hard drug" except when a Schedule II, III or IV controlled substance is possessed or used pursuant to being dispensed by or under the direction of a person licensed or authorized by state or federal law to prescribe or administer the drug.

Examples include, but are not limited to the **illegal** use of: Adam, Adderall, Amytal, Anabolic Steroids, Angel Dust, Amphetamine, Black Tar, Blue Birds, Buttons, Cocaine, Codeine (high dose), Crack, Crystal, Darvon, Deca, Demerol, Dilaudid, Ecstasy, GHB, Hallucinogens, Hash & Hash Oil (Marijuana Concentrate), Heroin, Ice, Ketamine, Librium, LSD, Marijuana – 8 ounces or more, Mescaline, Methadone, Meth-amphetamine, MDA, MDMA, Microdot, Morphine, Mushrooms, Opium, Percocet, Percodan, Peyote, PCP, Phenobarbital, PHP, Psilocybin, Quaalude, Red Birds, Ritalin, Rohypnol, Roofies, Seconal, Smack, Special K, Speed, Spice, Steroids, STP, Talwin, TCP, Thai Sticks (soaked in hash oil), THC, Valium, Xanax, XTC, and/or Yellow Jackets.

Drugs not included as a Hard Drug: The legal use of Schedule II, III and IV "prescription" drugs by the person for whom the drug was legally prescribed; or the possession of Marijuana, Medical Marijuana or Ganja in a quantity under eight (8) ounces. (Note, while Medical Marijuana in a quantity less than 8 ounces is not considered a "hard drug", the use of Medical Marijuana is not considered to be the legal use of a "Prescription Drug.")

MANUFACTURE (of Hard Drugs or Soft Drugs), definition of: "Manufacture" or "Manufacturing" means: For any person to produce, prepare, propagate, compound, convert, or process a controlled substance, directly or indirectly, by extraction from substances of natural origin, chemical synthesis, or a combination of extraction and chemical synthesis, and includes any packaging or repackaging of the substance or labeling or relabeling of its container.

With respect to marijuana and marijuana concentrate, "manufacture" means for any person to cultivate, grow, produce, prepare, process, or otherwise manufacture, or knowingly to allow such to be produced, processed, prepared, or manufactured on land owned, occupied, or controlled by him.

For information related to employment in a state regulated, licensed, marijuana business enterprise, see the definition of "Marijuana" below.

MARIJUANA, definition of: (Including Medical Marijuana, Ganja, Marijuana Concentrate, and Edibles containing Marijuana, etc.): Because marijuana is a Schedule I controlled substance under Federal law, any use, purchase, possession, distribution, sale or manufacture (including delivery, transfer or transport from one person to another) of marijuana or its derivatives that would be regarded as illegal under the federal **Controlled Substances**

Act (as determined at the sole discretion of the Sheridan Police Command) shall in general be regarded as "illegal" for purposes of application and screening for the position of Police Officer.

- **Medical Marijuana:** Because marijuana has no recognized medical use under Federal Law, "medical marijuana" or products containing "medical marijuana" are considered as "illegal" for the purposes of application.
- **Synthetic Marijuana and Salvia Divinorum:** The Synthetic Drug Abuse Prevention Act of 2012 makes it unlawful as of July 9, 2012, to use or possess any amount of synthetic cannabinoid (e.g., Spice, K2) or Salvia Divinorum (e.g., Diviner's Sage or Seer's Sage).
- **Soft Drug – Marijuana:** Marijuana (and its derivatives) in a quantity less than 8 ounces is considered to be an illegal Soft Drug for the purposes of Application and Minimum Qualifications.
- **Hard Drug – Marijuana:** Marijuana (and its derivatives) in a quantity of 8 ounces or more is considered to be an illegal Hard Drug for the purposes of Application and Minimum Qualifications.
- **Exception regarding Marijuana distribution:** Any distribution of one (1) ounce or less of marijuana (to deliver, transfer, or transport from one person to another), without any remuneration, barter, or exchange, shall generally be deemed "use" or "possession" and not "distribution." It shall be subject to a 36-month time-period for disqualification.
- **Exception Regarding Employment in a State Regulated Marijuana Business:** The purchase, possession, growing, manufacturing,, distribution, or sale of Marijuana (or any of its derivatives) as prohibited by Commission Rule and these minimum qualifications will result in a presumptive disqualification. **However**, any individual engaging in such behavior, solely as part of their employment in a state regulated, licensed marijuana related business enterprise may request a case-by-case review for exemption from such disqualification.

SALE (of Hard or Soft Drugs), definition of: "Sale" means: An illegal barter, exchange, or transfer for payment or promise of payment, of a controlled substance, and each such transaction made by any person, whether for the benefit of the seller or on behalf of another.

Any action on behalf of another (as the middleman or go-between, acting for either the seller or the purchaser) in an illegal sale or purchase of a controlled substance, which includes being an active participant in the actual transfer of the drugs or assets involved, shall be deemed "Sale" and not "Purchase."

SOFT DRUG, definition of: Marijuana or Medical Marijuana in a quantity under eight (8) ounces, and any Schedule V controlled substance, except when a Schedule V controlled substance is possessed or used pursuant to being dispensed by or under the direction of a person licensed or authorized by state or federal law to prescribe or administer the drug.

Examples include but are not limited to the illegal use of cough syrup with low dose codeine, Robitussin AC, Lyrica, and any use of Ganja, Marijuana or Medical Marijuana, or the possession of Marijuana or Medical Marijuana but only in a quantity less than eight (8) ounces.

Drugs not included as Soft Drugs: The legal use of Schedule V "prescription" drugs by the person for whom the drug was legally prescribed. (Note: Medical Marijuana is never considered a legal "prescription drug".)

CRIMINAL CONVICTIONS INVOLVING OR RELATED TO ANY CONTROLLED SUBSTANCE

NO FELONY CONVICTION, AT ANY AGE, INVOLVING HARD OR SOFT DRUGS – LIFETIME DISQUALIFICATION: Any individual who has ever been "convicted of" a felony offense involving or relating to any (controlled substance)

hard drug or soft drug will be disqualified. This includes the “adjudication” of a juvenile for a like offense that would be classified as a felony if committed by an adult.

NO MISDEMEANOR CONVICTION, INVOLVING OR RELATED TO A CONTROLLED SUBSTANCE – WITHIN 120 MONTHS (10 Years) PRIOR TO APPLICATION: Any individual who has been convicted of a misdemeanor offense involving or relating to any controlled substance (Hard or Soft Drug), **Within** the period of 120 Months (10 Years) prior to the date of application, will be disqualified. This includes the “adjudication” for a like offense that would be classified as a misdemeanor if committed by an adult.

A MISDEMEANOR CONVICTION, INVOLVING OR RELATED TO A CONTROLLED SUBSTANCE MORE THAN 120 MONTHS (10 Years) PRIOR TO APPLICATION – PRESUMPTIVE DISQUALIFICATION: Any individual who has been convicted of a misdemeanor offense involving or relating to any controlled substance (Hard or Soft Drug), **More than** 120 Months (10 Years) prior to the date of application, will be subject to a presumptive disqualification. (This includes the “adjudication” for a like offense that would be classified as a misdemeanor if committed by an adult.)

However, the individual disqualified may request a case-by-case review for exemption from disqualification. Prior to the review, the individual must provide written documentation from the Colorado Peace Officer Standards and Training Board (POST) of the granting of a waiver concerning any POST disqualification related to the conviction in question.

NO ILLEGAL DISTRIBUTION, SALE OR MANUFACTURE OF HARD OR SOFT DRUGS

NO ILLEGAL DISTRIBUTION OF HARD OR SOFT DRUGS: AT AGE 21 OR OLDER: Lifetime Disqualification

WHILE UNDER AGE 21:

Hard Drug Distribution: 120 Month (10-Year) Disqualification

Soft Drug Distribution: 60 Month (5-Year) Disqualification

Within the age limits and time periods specified: Any individual who has provided, delivered, transferred, or transported any hard or soft drugs to or for another person, either with or without remuneration, barter, or exchange, will be disqualified.

“Soft Drug” includes any Marijuana, Medical Marijuana, products or edibles containing Marijuana. (See below for more information regarding a limited exception for 1 ounce or less of marijuana, and for information regarding employment in a state regulated Marijuana business.)

Illegal distribution of drugs includes being the middleman, go between, or “doing a favor for a friend” in a drug transaction by actively transferring the drugs from one person to another even if the “middleman” receives no benefit from the drug transaction.

- An individual who engaged in the “distribution” of Hard or Soft Drugs at age 21 or above will be subject to a Lifetime Disqualification.
- An individual who engaged in the “distribution” of Hard Drugs while both under the age of 21 and during the 120 Months prior to application, will be disqualified.
- An individual who engaged in the “distribution” of Soft Drugs while both under the age of 21 and during the 60 Months prior to application, will be disqualified.

- Illegal distribution of any Hard or Soft Drug including Marijuana, in any quantity, to or for another person, that did involve any payment, barter or exchange is also considered a “Sale” of drugs and not “Distribution”. (See below for information regarding “No Illegal Sale of Hard or Soft Drugs.”)
- Limited Marijuana Exception: The “distribution” of one (1) ounce or less of Marijuana, that did not involve any payment, barter, or exchange (e.g., “sharing a joint”), shall be deemed “Use” or “Possession” and not “Distribution”, and is subject to a 3-year disqualification time - period.
- Employment in State Regulated Marijuana Business: For information regarding employment in a state regulated Marijuana business enterprise, please see the definition of “Marijuana” on page 10.

NO ILLEGAL SALE OF HARD OR SOFT DRUGS:

AT AGE 21 OR OLDER: Lifetime Disqualification

WHILE UNDER AGE 21:

Hard Drug Sale: 120 Month (10-Year) Disqualification

Soft Drug Sale: 60 Month (5-Year) Disqualification

Within the age limits and time periods specified: Any individual who has ever illegally provided, delivered, or transported hard or soft drugs, including any marijuana or medical marijuana that involved any barter, exchange, or transfer or promise of payment, will be disqualified.

- An individual who engaged in the “Sale” of Hard or Soft Drugs at age 21 or above will be subject to a Lifetime Disqualification.
- An individual who engaged in the “Sale” of Hard Drugs while both under the age of 21 and during the 120 Months prior to application, will be disqualified.
- An individual who engaged in the “Sale” of Soft Drugs while both under the age of 21 and during the 60 Months prior to application, will be disqualified.
- Illegal drug sale includes being the middleman, go between, or “doing a favor for a friend” in a drug sale or purchase by actively transferring the drugs, assets, or payment from one person to another even if the “middleman” receives no benefit from the sale or purchase.
- The acquisition or acceptance into a purchaser’s possession of Hard Drugs or Soft Drugs through a sale, barter, or exchange; and involving the use of the assets or money of only the purchaser, shall be deemed “Purchase” and not “Sale”. Employment in State Regulated Marijuana Business: For information regarding employment in a state regulated Marijuana business enterprise, please see the definition of “Marijuana” on page 10.

NO ILLEGAL MANUFACTURE OF HARD OR SOFT DRUGS:

AT AGE 21 OR OLDER: Lifetime Disqualification

WHILE UNDER AGE 21:

Hard Drug Manufacture: 120 Month (10-Year) Disqualification

Soft Drug Manufacture: 60 Month (5-Year) Disqualification

Within the age limits and time periods specified: Any individual who has ever illegally manufactured (e.g., produced, prepared, processed, grown, packaged or re-packaged) Hard or Soft Drugs, including any Marijuana or Medical Marijuana or products or edibles containing Marijuana will be disqualified.

- An individual who engaged in the “Manufacture” of Hard or Soft Drugs at age 21 or above will be subject to a Lifetime Disqualification
- An individual who engaged in the “Manufacture” of Hard Drugs while both under the age of 21 and during the 120 Months prior to application, will be disqualified.
- An individual who engaged in the “Manufacture” of Soft Drugs while both under the age of 21 and during the 60 Months prior to application, will be disqualified.
- Employment in State Regulated Marijuana Business: For information regarding employment in a state regulated Marijuana business enterprise, please see the definition of “Marijuana” on page 10.

NO ILLEGAL DISTRIBUTION, SALE OR MANUFACTURE OF SYNTHETIC MARIJUANA or SALVIA DIVINORUM SINCE JULY 9, 2012:

AT AGE 21 OR OLDER: Lifetime Disqualification

WHILE UNDER AGE 21: 120 Month (10 year) Disqualification

Within the age limits and time periods specified: Any individual who, since July 9, 2012, has ever provided, delivered, transferred, or transported, sold or manufactured, any quantity of synthetic marijuana (e.g., Spice, K2) or Salvia Divinorum (e.g., Diviner’s Sage or Seer’s Sage), to or for another person, will be disqualified. This includes being the “middleman” or “go between” in a drug transaction, by actively transferring the drug or payment from one person to another.

An individual who engaged in the Distribution, Sale or Manufacture of Synthetic Marijuana or Salvia Divinorum at age 21 or above will be subject to a Lifetime Disqualification.

An individual who engaged in the Distribution, Sale or Manufacture of Synthetic Marijuana or Salvia Divinorum while both under the age of 21 and during the 120 Months prior to application, will be disqualified.

NO ILLEGAL USE, PURCHASE, OR POSSESSION OF HARD DRUGS OR SOFT DRUGS

NO ILLEGAL DRUG USE, PURCHASE OR POSSESSION WHILE IN A PUBLIC SAFETY POSITION – 10 YEAR DISQUALIFICATION: Any individual who has ever illegally used, purchased or possessed soft drugs or hard drugs (on or off the job), during any period of time while an employee or volunteer in any law enforcement; peace officer; armed public safety; correctional officer; military police; firefighter; or medical first responder position, **AND** within the 120 months (10 years) prior to the date of application, will be disqualified.

NO ILLEGAL USE, PURCHASE, POSSESSION OF HARD DRUGS – PAST 5 YEARS:

Any individual who has illegally used, purchased, or possessed hard drugs within the past 60 months (5 years) prior to application, will be disqualified.

NO ILLEGAL USE, PURCHASE, POSSESSION OF MARIJUANA – PAST 1 YEAR:

Any individual who has illegally used, purchased, or possessed marijuana, including any products or edibles containing marijuana, medical marijuana, or synthetic marijuana within the past 12 months (1 year), will be disqualified.

Employment in State Regulated Marijuana Business: For information regarding employment in a state regulated Marijuana business enterprise, please see the definition of “Marijuana” on page 10.

NO ILLEGAL USE OF SCHEDULE II – IV PRESCRIPTION DRUGS NOT PRESCRIBED FOR YOU: Any individual who has used someone else’s schedule II-IV prescription drug within the past 60 months (5 years), will be required to explain the details and circumstance of such use and **may be** disqualified. Any use for recreational or non-medical purposes will result in disqualification.

NO ILLEGAL USE OF SCHEDULE V PRESCRIPTION DRUGS NOT PRESCRIBED FOR YOU: Any individual who has used someone else’s schedule V prescription drug within the past 36 months (3 years), will be required to explain the details and circumstance of such use and may be disqualified. Any use for recreational or non-medical purposes will result in disqualification.

TRAFFIC AND DRIVING RELATED OFFENSES AUTOMATIC DISQUALIFIERS

NO CONVICTION FOR OPERATING A MOTOR VEHICLE WITHOUT INSURANCE WITHIN THE PAST 1 YEAR: Any individual who has been convicted of a traffic violation/infraction based on operating a motor vehicle without insurance within the 12 months (1 year) prior to date of application will be disqualified.

NO DRIVER’S LICENSE SUSPENSION WITHIN THE PAST 3 YEARS: Any individual who has had their driver’s license suspended, based on moving traffic violations/infractions, within the past 36 months (3 years) prior to date of application will be disqualified.

NO DUI OR DWAI WITHIN THE PAST 5 YEARS: Any individual who has been convicted of DUI (Driving Under the Influence) or DWAI (Driving While Ability Impaired) within the past 60 months (5 years) prior to date of application, will be disqualified. This includes all like offenses applicable to any means of motorized transport, such as Boating Under the Influence.

NO MORE THAN ONE DUI OR DWAI IN YOUR LIFETIME: Any individual who has been convicted of either a DUI (Driving Under the Influence) and/or a DWAI (Driving While Ability Impaired) offense two (2) or more times will be disqualified. This includes all like offenses applicable to any means of motorized transport, such as Boating Under the Influence.

NO MAJOR TRAFFIC VIOLATIONS/INFRACTIONS WITHIN THE PAST 5 YEARS: Any individual who has been convicted of any of the following major traffic violations or infractions, within the past 60 months (5 years) prior to the date of application, will be disqualified.

- Leaving the scene of an accident.
- Eluding or attempting to elude a peace officer.
- Engaging in a speed contest.
- Reckless driving.
- A driving infraction or offense that states the violation resulted in serious bodily injury or death.

An applicant must be able to pass all requirements of the job including a background check, psychological evaluation, polygraph, physical, and drug screen.