

MASON 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, Behavioral 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 360-427-9670 x 313 or the Civil Service Chief Examiner at 360-427-9670 X 268.

Mandatory Requirements

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

Automatic Removal Factors

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

Use of steroids in the last 24 months, or any other illegal drug use in the last 5 years other than steroids	Unfit for service based on the behavioral assessment or manipulation of the behavioral 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	Drug Standards	Cooperation with Background Investigation
History of behavior demonstrating anger control problems	Pattern of illegal use of drugs in the past 10 years	Intentional deception in the selection process of any law enforcement agency
Pattern of fighting (physical or verbal)	Excessive illegal use of drugs prior to the past 10 years	Failing the polygraph examination
Prejudice of bigotry towards a class of people	Excessive use of marijuana in the last 3 years.	Failure to notify Civil Service or the Sheriff's Office of a change of address or job change during any part of the Civil Service processing including while on an eligibility list.
Discriminatory action, including sexual misconduct and harassment	Employment History	Failure to show for any Sheriff's Office appointment or being more than 20 minutes late
History of fiscal irresponsibility	Significant non-judicial punishment in the military (e.g., Article 15 or Captain's Mast)	Failure to cooperate with the background investigation process
Falsifying official documents or giving false information	Unsatisfactory work history	Driving Record
Untreated alcohol or substance abuse	Significant history or disciplinary or corrective action, including being late to work and abuse of unscheduled leave	Multiple traffic infractions within last five years (e.g. no liability insurance, no driver's license or speeding)
Criminal History	Unexplained frequent job turnover	More than one DUI conviction in a lifetime
Criminal conduct as an adult	Misrepresentation on an employment application	Knowingly driving without a valid driver's license or without car insurance for an extended period
Any act of domestic violence	Negative personal or professional references	
	Insubordination	

Decisions to remove applicants from employment eligibility lists are made by the Civil Service Commission or Chief Examiner. Applicants may request a review of their removal from a list pursuant to Civil Service Rules. The list is not all inclusive and individual circumstances or histories not presented in the list may disqualify a candidate as well.

To view the Civil Service Rules, go to <https://masoncountywa.gov/forms/civil-service/civil-service-rules.pdf>.