



King County Sheriff's Office Background Disqualifiers

Please read information contained in this packet very carefully. It is your responsibility to ensure the information and responses provided in this packet are honest and accurate.

Instructions

Review the following categories for the automatic disqualifiers and the potential disqualifiers (on pages 2-3) related to your background. Initial in the left column on the corresponding statement only if it applies to your background. Do not initial any statements that do not apply to you. If you fall under one or more of these categories, or believe you could, please contact the analyst on the job requisition before submitting your application.

Page Two (2) – Automatic Disqualifier (ADQ): The King County Sheriff's Office *will* disqualify any candidate whose background includes one or more automatic disqualifiers.

Page Three (3) – Potential Disqualifier (PDQ): The King County Sheriff's Office *may* disqualify any candidate whose background includes one or more potential disqualifiers. Candidate's background will be subject to further investigation, which may include a polygraph.

Page Four (4) – Certification: You must sign page four (4) certifying this document and information you've provided is accurate and honest. By signing, you are also acknowledging you have read each page thoroughly. We will not accept forms that are not signed.

Background Overview

Candidates' backgrounds are reviewed and evaluated through various steps in the recruitment and hiring process. All Sheriff's Office candidates are held to background standards as outlined in the Civil Service Rules. In addition to the sections listed in the following pages (drug use, military record, domestic violence, criminal activity, and driving history), the Sheriff's Office background unit may disqualify a candidate for:

- Any conduct that may decrease public confidence in the KCSO, is not consistent with KCSO's high ethical standards, and/or prevents the KCSO's ability to effectively fulfill its responsibilities.
- Social media content that does not align with the KCSO's core values, and/or demonstrates discrimination against marginalized communities.
- Omitting information at any time during the recruiting and hiring process, which includes; minimizing of drug use, employment terminations, arrests and/or convictions (regardless of outcome), etc.
- Falsifying any information or required documentation at any time during the recruiting and hiring process.

King County Sheriff's Office Background Potential Disqualifiers

X	Disqualifications
	A previous background disqualification for any KCSO position within 12 months from date of application.
X	Drug Use
	Any use of heroin or methamphetamines.
	Any possession or use of GHB (gamma-hydroxybutyrate) or any other "date rape" drug, including giving it to others.
	Any use of illegal drugs within three (3) years of application.
	Use of four (4) or more different illegal drugs within the past ten (10) years. Illegal drugs include, but are not limited to, cocaine, ecstasy, meth, LSD, heroin, fentanyl, mushrooms, etc.
	Any instance of manufacturing or cultivating illegal drugs for the purpose of sale or distribution.
	Use of any illegal drugs while employed in a criminal justice capacity or in the military (federal, state, or local law enforcement, corrections,)
	Obtaining a prescription under false pretenses.
	Any instance of illegally using a drug after applying to any Law Enforcement agency.
X	Military Record
	Dishonorable discharge.
X	Domestic (or Other) Violence
	Arrest for a domestic violence assault.
X	Criminal Activity
	Any adult felony convictions.
	Any adult misdemeanor convictions for crimes involving theft, violence, or crimes of dishonesty.
	Any other misdemeanor convictions within the last three (3) years.
	Any conviction for a sex-related crime.
	Any instance of required registration as a sex offender, regardless of conviction status.
	Any other crime conviction which disqualifies the candidate from the legal right to possess a firearm under state or federal law.
	Any conviction for animal cruelty as defined by RCW 16.52.205
	Any conviction for a violation of a court No-Contact, Protection, or Harassment Order
X	Driving History
	As an adult, conviction of Attempting to Elude, or Hit and Run.
	Conviction of Driving/Physical Control Under the Influence within the last three (3) years.
	As an adult, conviction of Reckless or Negligent Driving 1st degree in the last two (2) years.

Initial here _____ if none of the above categories apply to you.

King County Sheriff's Office Background Potential Disqualifiers

X	Drug Use
	Marijuana usage in the past 12 months.
	Pattern of illegal drug use and/or involvement (cultivating, selling, distributing) with illegal drugs.
X	Military Record
	Article 15/UCMJ article violations.
X	Domestic (or Other) Violence
	Any act of violence classified as Domestic Violence.
	Cases or incidents that are considered dismissed/referred/vacated.
	Other incidents of violence not involving a domestic relationship.
X	Criminal Activity
	Incidences of sexual misconduct, regardless of contact by law enforcement or not.
	History of physical violence, regardless of contact by law enforcement or not.
	Pattern of criminal behavior and/or involvement.
	Any conduct involving dishonesty, fraud, deceit, or misrepresentation.
X	Driving History
	Conviction of Driving While License Suspended/Revoked.
	Conviction of Driving/Physical Control Under the Influence more than once.
	Driving history that includes but not limited to more than two (2) convictions of major moving violations (Reckless Driving, Negligent Driving 2nd Degree, etc.), within the last ten years.
	Pattern of driving misconduct.

Initial here ☐ if none of the automatic or potential disqualifying categories apply to you.

If a category does apply to you, please initial next to the applicable columns on pages 2 and 3 and explain on page 4 (use additional sheets if necessary).



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Certification

I have reviewed the King County Sheriff's Office background requirements. I understand that I will be disqualified from the hiring process if information is revealed during the background process that doesn't meet the King County Sheriff's Office background standards.

Print Name: _____ Date: _____

Signature: _____

Explanations, if needed:

EXAMPLE

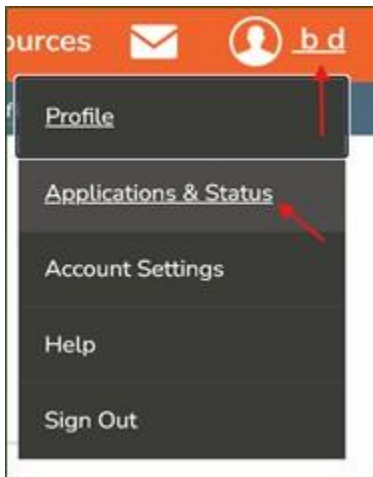


How to Upload Supplemental Attachments

To complete your application, please follow these steps to upload the requested document to the GovernmentJobs portal:

1. Access Your Applications

- Log in to your [GovernmentJobs.com](https://www.governmentjobs.com) account.
- Click on your Profile/Name in the top-right corner of the page.
- Select Applications & Status from the dropdown menu.

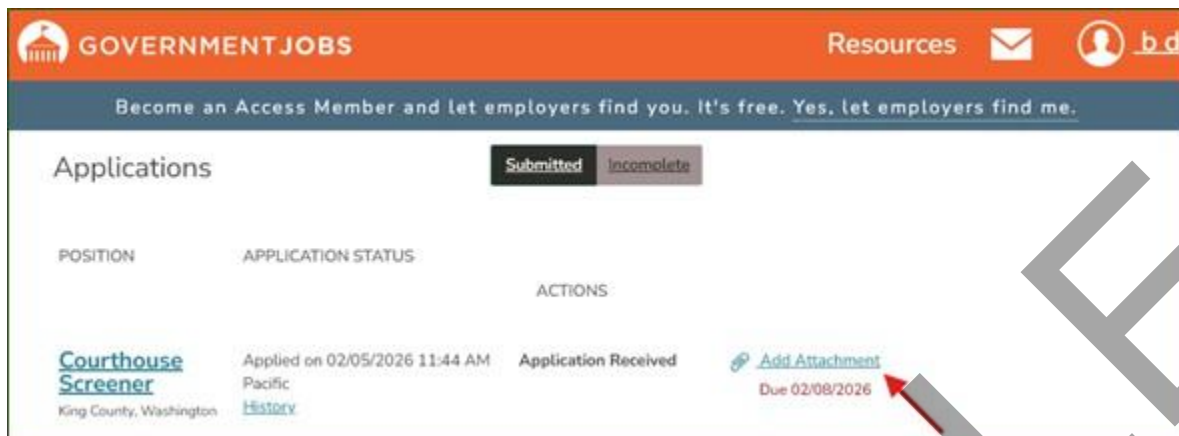


2. Locate the Position

- Ensure you are on the Submitted tab.
- Find the position title (e.g., Entry Deputy, Courthouse Screener, etc.) from your list of applications.

3. Add the Attachment

- In the Actions column on the right, click the Add Attachment link.
 - *Note: Please ensure you upload the file before the Due Date listed in red directly below the link.*



4. Complete the Upload

- Select the file you received via email from your device and confirm the upload.
- Once uploaded, your application will be automatically updated for the recruiting team to review.

Quick Tip for Candidates: Ensure your document is in a common format (like PDF or Word) and that the file name is clear (e.g., "Full Name – Background Disqualifiers") before uploading.