



## CIVIL SERVICE BULLETIN

# Civil Service KCSO Explorer Preference Points

**Bulletin Number:** 2019-CS01  
**Bulletin Issue Date:** 05/14/2019  
**Effective Date:** 6/1/2019

### PURPOSE

This bulletin establishes the practice and guidelines for the Civil Service Administration in the processing of additional consideration for candidates in the King County Sheriff's Office Explorer program, for the position of Deputy Sheriff.

### REFERENCES

[Chapter 41.14 RCW Civil Service for Sheriff's Office](#)  
[King County Code](#)  
[King County Civil Service Rules](#)

### BACKGROUND

In aligning with King County's Succession Planning goals of developing a strategy for recruiting and developing employees to fill key roles within the organization to ensure future ongoing success, and in partnership with the King County Sheriff's Office (KCSO), the Civil Service Administration is applying preference points to candidates who have successfully participated in KCSO's Explorer program. This is measured by the guidelines provided below. The purpose of this decision is to increase retention of the youths in the Sheriff's Office Explorer program by providing incentives to continue their law enforcement careers as deputies. Eligible candidates who successfully pass both the written and oral examination portion of the Entry Deputy Sheriff recruitment shall receive an additional 5% of their overall score. Candidates shall only use one preference type upon hire; they shall not be combined.

### GUIDELINES

All Deputy Candidates are required to pass the written and oral board examination before preference points will be offered. Candidates who request Explorer preference points must meet the following requirements:

- Serve as an active KCSO Explorer for a minimum of 2-years,
- Complete a minimum of 850 hours of training/service,
- Successfully complete the following trainings,
  - Basic Explorer Academy
  - Advanced Explorer Academy
  - Equality and Social Justice Training
  - Range and Firearm Safety
  - Report Writing
  - Navigation
  - De-Escalation
- In addition to the above required trainings, candidates must complete three (3) additional King County Sheriff's Office trainings applicable to the position of Deputy.

Qualifying candidates shall provide letter of service and/or certificate of completion of Explorer program from the Sheriff's Office.

[RCW 41.14.060](#) and [King County Civil Service Rules](#) provide rules and regulations for the recruitment and certification of Civil Service positions. In accordance with these provisions, the Civil Service Administration section shall apply these preference points just as Veteran's Preference points are added:

**GUIDELINES (continued)**

- All eligible candidates must successfully complete the written and oral examination;
- Additional preference points shall be added to the eligible candidate's passing overall (weighted written and oral examination) score before being placed on the eligibility list;
- Candidates shall not use more than one (1) preference type.

The King County Civil Service Administration retains all rights to amend or make void this practice as it so chooses.

**QUESTIONS/COMMENTS**

Refer all questions or comments via e-mail to Mei Barker, Civil Service Administrator at [Mei.Barker@KingCounty.gov](mailto:Mei.Barker@KingCounty.gov) or by phone at (206) 477-7279.