

CITY OF GERING

Job Posting Notice

Job Title:	Police Officer
Department:	Police
Posting Period:	May 6, 2019- June 7, 2019 (Position(s) will remain open until filled)
Application Deadline:	4:30 p.m., Friday June 7, 2019, at Gering Police Department 1025 P Street, Gering, NE 69341.
Job Description:	Attached

City of Gering Job Applicant,

Please read and understand this statement before signing your job application.

Job Applications must be completed in their entirety (“see resume” is not sufficient) as this is the tool that will be used during the initial review in order to select applicants for interview. A resume may and should be completed and submitted with the job application.

The information provided in this job application must be true. False or misrepresented information will be sufficient cause for the application to be rejected (or cause for termination if discovered after employment).

You are authorizing the City of Gering to obtain information from previous employers, educational institutions and other parties to verify the accuracy of the information provided in this application. You are waiving all rights and claims you may have for seeking and using the information to evaluate the application.

This application will be used only for the position for which you are currently applying. If you wish to re-apply for another position, even if is the same classification, you must complete and submit a new application.

Thank you.

Human Resources

POSITION DESCRIPTION

Class Title: **Police Officer**
Department: Police
Status: Non-Exempt

Grade Number: Union
Date: June, 2013
Safety Sensitive: Yes

GENERAL PURPOSE

Performs police patrol, investigation, traffic regulation and related law enforcement activities.

Persons in this position have the responsibility for enforcing the ordinances and criminal laws of the City of Gering, State of Nebraska and the United States of America.

SUPERVISION RECEIVED

Works under the general supervision of a Police Sergeant.

SUPERVISION EXERCISED

None.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Works on rotating shifts, perform security patrols of parks, residential and commercial areas, traffic control including enforcement of law violations, investigation and first aid at accidents, detection, investigation and arrest of persons involved in crimes or misconduct.

Works an assigned shift using own judgment in deciding course of action being expected to handle difficult and emergency situations without assistance.

Maintains normal availability by radio or telephone for consultation on major emergencies.

Carries out duties in conformance with Federal, State, County and City laws and ordinances;

Responds to emergency radio calls, investigates robberies, civil disturbances, domestic disputes, fights, drunkenness, missing children, prowlers, abuse of drugs, etc... Takes appropriate law enforcement action.

Conducts follow-up investigations of crimes reported during assigned shift. Seeks out and questions victim, witnesses and suspects. Develops leads and tips. Searches scene of crimes for evidence. Analyzes and evaluates evidence and arrests offenders. Prepares cases for giving testimony and testifies in court proceedings.

Coordinates activities with other officers or other City departments as needed, exchanges information with officers in other law enforcement agencies and obtains advice from the City and County Attorney or other court officials, other officers, and supervisors regarding cases, policies and procedures, as needed and assigned.

Maintains contact with police supervisory personnel to coordinate investigation activities, provide mutual assistance during emergency situations and provides general information about Department activities.

Maintains departmental equipment, supplies and facilities.

DESIRED MINIMUM QUALIFICATIONS

Entry Level

General:

- (A) Must be 21 years or older at the time of employment;
- (B) Must possess, or be able to obtain by time of hire, a valid State driver's license;
- (C) U.S. Citizen;
- (D) Must be able to read and write the English language;
- (E) Must be of good moral character and of temperate and industrious habits (felony convictions and disqualifying criminal histories are not allowed);
- (F) Must pass T.A.B.E. Test.

EDUCATION AND EXPERIENCE

- (A) High school diploma or GED.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES

- Some knowledge of modern law enforcement principles, procedures, techniques and equipment;
- Some skill in operating the tools and equipment listed below;
- Ability to learn the applicable laws, ordinances and department rules and regulations;
- Ability to perform work requiring good physical condition;
- Ability to meet State firearm qualifications with department approved firearm;
- Ability to communicate effectively orally and in writing;
- Ability to establish and maintain effective working relationships with subordinates, peers and supervisors;
- Ability to exercise sound judgment in evaluating situations and in making decisions;
- Ability to follow verbal and written instructions;
- Ability to learn the City's geography.
- Ability to meet the special requirements listed below;
 - Safe operation of a police patrol vehicle;
 - Ability to use the senses of vision, hearing, smell, taste and touch in determining illegal or dangerous objects that could be of evidentiary value, detecting environmental or man-made hazards, and detection of dangerous situations requiring immediate action while in the performance of the job.

SPECIAL REQUIREMENTS

- (A) Ability to meet Department's physical standards.
 - Individuals in this position must have the mental capacity to accurately assess potentially dangerous situations and take immediate and appropriate action to

neutralize such situations with the minimal amount of force. Rational thinking skills and emotional stability are a must in this position because the propensity for sudden violence or life threatening situations constantly exists within this community. Persons who have histories of mental illness that cannot be controlled through regular medication, or emotional instability, which when evaluated by a competent board certified psychiatrist or psychologist would signify a clear and present danger to the safety and well-being of the officer, citizens or fellow employees, shall be excluded from employment with the Gering Police Department.

- In addition, individuals with chronic psychological disorders in which they compulsively commit crimes of moral turpitude, crimes against persons or property, shall be disqualified from employment with the Gering Police Department. Psychological testing administered by the department shall be for the purpose of assessing personality traits, behaviors, attitudes or propensity to act, when these are not symptoms of a mental disorder.

SELECTION GUIDELINES

Formal application; review of education and experience; appropriate civil service commission testing, including written and physical agility test; oral interview; background check; polygraph; psychological examination; final selection; T.A.B.E.

Lateral Entry:

- (A) Must be able to meet all Entry Level requirements listed above;
- (B) Must be able to pass medical exam and the Department's physical agility test;
- (C) Successful completion of State Training Center Equivalency Test within one (1) year after employment.

TOOLS AND EQUIPMENT USED

Includes, but not limited to; Police car, police radio, radar equipment, handgun and other weapons as required, baton, handcuffs, OC spray, intoxilyzer, preliminary breath testing equipment, camera, cell phone, personal computer and first aid equipment.

PHYSICAL

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, talk, and listen. The employee is occasionally required to stand; walk; use both hands to manipulate, handle, or feel objects, tools or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch or crawl; and taste or smell.

The employee must occasionally lift and/or move heavy objects more than a 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

Individuals in this position must be capable of performing physical tasks and should be in good physical condition. Some activities that a person in this position could expect to do would be:

- Effecting arrests, forcibly if necessary, using handcuffs and other restraints, subdue resisting suspects using maneuvers and weapons and resort to the use of hands and feet and other approved weapons of self-defense

- Operate a law enforcement vehicle during both day and night; in emergency situations involving speeds in excess of posted limits, in congested traffic and in unsafe road conditions caused by factors such as fog, smoke, rain, ice, snow or other inclement weather conditions.

- Pursue fleeing suspects and perform rescue operations which may involve quickly entering and exiting law enforcement vehicles; lifting, carrying and dragging heavy objects; climbing over and pulling oneself over obstacles; jumping down from elevated surfaces; climbing through openings; jumping over obstacles, ditches and streams; crawling in confined areas; balancing on uneven or narrow surfaces and using body force to gain entrance through barriers.

- Load, unload, aim and fire from a variety of body positions handguns, shotguns and other agency firearms under conditions of stress that justify the use of deadly force and at levels of proficiency prescribed in certification standards.

- Perform searches of people, vehicles, buildings and large outdoor areas which may involve determining illegal or dangerous objects by feel, walking for long periods of time, detaining people and stopping suspicious vehicles and persons.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee frequently works in outside weather conditions. The employee occasionally works near moving mechanical parts; in high, precarious places; and with explosives and is occasionally exposed to wet and/or humid conditions, fumes and airborne particles, toxic or caustic chemicals, extreme cold, extreme heat and vibration. The noise level in the work environment is usually moderate.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.



CITY OF GERING APPLICATION FOR EMPLOYMENT

Prospective employees will receive consideration without discrimination based on creed, color, sex, age, national origin, handicap, veteran status, sexual orientation, or any condition prescribed by state or local law.

Last Name _____ First _____ Middle _____ Date _____

Street Address (physical and mailing) _____ Home Telephone: _____

City _____ State _____ Zip _____ Cellular Telephone: _____

Have you ever applied for employment with us? _____ Date Available to Begin Work: _____

No Yes If yes, date: _____

Position Desired: _____ Pay Expected: _____

Apart from absence for religious observance, what hours are you available? _____ Are you legally eligible for employment in the United States? Yes No

Full-Time Seasonal
 Part-Time Overtime (if requested)

Have you ever been bonded? No Yes

Have you been convicted of any crimes in the past ten years, excluding misdemeanors and summary offenses, which have not been annulled, expunged, or sealed by a court? No Yes

If yes, please describe in full: _____

Membership in professional and civic organizations (Exclude those that may disclose your race, color, religion, age, or national origin.

Other special training or skills (languages., machine operations, etc.), special accomplishments or awards _____

School	Name of School	Location of School	Course of Study	Did you Graduate	Years Completed	Degree or Diploma
High School						
Business/Trade/Technical						
College						
Graduate						

MILITARY Did you serve in the U.S. Armed Forces? Yes No If "Yes", in what Branch? _____

Describe any training received relevant to the position for which you are applying: _____

References we may contact:

Name _____ Years known _____ Telephone _____ Business _____

Name _____ Years known _____ Telephone _____ Business _____

Name _____ Years known _____ Telephone _____ Business _____

EMPLOYMENT Please give accurate, complete, full-time and part-time employment records. Start with your present or most recent.

Company Name _____	Telephone: _____
Address _____	Starting Pay: _____
Supervisor's Name _____	Ending Pay: _____
Job Title: _____	Employment Dates: _____
Describe Your Work: _____ _____	From: _____
	To: _____
Reason for Leaving: _____	

Company Name _____	Telephone: _____
Address _____	Starting Pay: _____
Supervisor's Name _____	Ending Pay: _____
Job Title: _____	Employment Dates: _____
Describe Your Work: _____ _____	From: _____
	To: _____
Reason for Leaving: _____	

Company Name _____	Telephone: _____
Address _____	Starting Pay: _____
Supervisor's Name _____	Ending Pay: _____
Job Title: _____	Employment Dates: _____
Describe Your Work: _____ _____	From: _____
	To: _____
Reason for Leaving: _____	

We may contact the employers listed above unless you indicate those you do not want us to contact.

Do Not Contact: Employer: _____
Reason: _____

Please read and understand this statement before signing your application:

The information provided in this Application for Employment is true. False, incomplete, or misrepresented information will be sufficient cause for my application to be rejected, or, if discovered after employment, cause for immediate termination of my employment.

I authorize the employer to obtain information about me from previous employers, educational institutions, and other parties to verify the accuracy of information in this application, a related employment resume, or personal interview. I waive all rights and claims I may otherwise have against the employer or its representatives, for seeking, and using information to evaluate my employment request and all other persons who provide information for this purpose.

This application will expire in 30 days. Unless otherwise notified, I understand that my status as an applicant will end. I may re-apply for employment in the future by completing a new application.

This application is not an employment agreement. If I accept an offer of employment I understand the employer may terminate my employment at any time, with or without cause and without prior notice, unless required by law. I understand that no one, other than an executive officer of the employer, has authority to enter into any employment agreement with terms contrary to the foregoing and then only in writing signed by such officer.

I accept all terms and conditions in the above statement.

Signature

Date

Please return to City of Gering Administration Offices, 1025 P Street, Gering, NE 69341

Fax: 308-436-6899