



CITY OF GERING

Job Posting Notice

Job Title: Patrol Officer

Department: Police

Pay Scale: \$24.76 - \$34.15 / hourly

Application Deadline: 4:00pm, Friday, January 12, 2024

Job Description: Attached

An Equal Opportunity Employer, Only U.S. citizens and aliens authorized to work in the United States will be hired and all employees are required to complete a verification form.

Please submit a completed application, including resume and cover letter, by email, mail, fax, or in person.

Gering Police Department
1025 P Street/PO Box 687
Gering, NE 69341
Phone: 308-436-6848
Fax: 308-436-6899
sgoss@gering.org

POLICE PATROL OFFICER

The City of Gering will be conducting Civil Service Examinations to hire one full-time Police Patrol Officer. We are seeking individuals with integrity, who are committed to hard work, public service, and an effort to promote individual identity while being part of a team. Job requirements: High School graduate or G.E.D., at least 21 years of age, able to pass physical testing as required by NLETC, written exam, oral interview, extensive background check and psychological examination. Officers certified in Nebraska will be granted lateral entry upon completion of FTO program. Candidates certified in other states will be granted lateral entry upon successful completion of NLETC's requirements for reciprocity certification and FTO. Our staff enjoys a competitive wage and benefit package with base starting hourly wage of \$24.76 for entry level officers and up to \$32.62 for lateral entry. City application is available online at www.gering.org, or at the Gering Police Department, 1025 P Street, Gering, NE 69341. Applications are to be returned to the Gering Police Department no later than 4:00 P.M. Friday, January 12, 2024. EEO

POSITION DESCRIPTION

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

Grade Number: Union
Reviewed Date: March 2023
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, performs security patrols of parks, residential, and commercial areas, and 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 victims, witnesses, and suspects. Develops leads and tips. Searches scenes 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 skills 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 peers, and supervisors.
- Ability to exercise sound judgment in evaluating situations and 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 a 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 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 Name Middle Date

Street Address (physical & mailing address) Contact Number

City State Zip Code Email Address

Have you ever applied for employment with us?
___ Yes ___ No If yes, dates: _____ Date available to begin work: _____

Position desired: _____ Pay expected: _____

What hours are you available?
___ Full Time ___ Part-Time ___ Seasonal ___ Overtime (if requested)

Are you legally eligible for employment in the United States? Yes No

Membership in professional and civic organization (Exclude those that may disclose your race, color, religion, age or National origin.)
Other special training or skills (languages, machine operation, etc.), special accomplishment 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 School | | | | | | |
| College/University | | | | | | |
| Graduate School | | | | | | |

Military Service: Did you serve in the U.S. Armed Forces? ___ Yes ___ No

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 HISTORY:

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.

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

Phone: (308) 436-5600
Fax: 308-436-6899
or email to sgoss@gering.org

NOTE:

If submitted by email or fax, please understand that the original applications need to be mailed to the above address.



EMPLOYMENT REFERENCE AND BACKGROUND CHECK

Disclosure Pursuant to the Fair Credit Reporting Act: *The City of Gering may obtain a Consumer Report about you for employment purposes. The Consumer Report may contain information about you including but not limited to the information set forth below. A summary of Your Rights Under the Fair Credit Reporting Act is attached.*

I, _____ authorize the City of Gering to check previous employment and/or personal references listed on my application and/or resume. I also give my consent the City of Gering to obtain the following:

- Records of educational institutions that I have attended.
- Driving record and civil/criminal history.
- Employment records from previous employers to include evaluations, disciplinary history, complaints or grievances filed by or against me.
- Pre-employment records from prospective employers.
- A consumer report that might show financial and credit information, including credit reports and ratings. Records from Financial Institutions to include loan performance, loan officer notes and financial statements, understanding that I have rights under the Fair Credit Reporting Act.
- Any information from Counsel who have represented me in civil/criminal cases and I specifically waive the attorney client privilege in that regard.

The above records may be obtained through a variety of agencies/sources, including the internet.

PRE-EMPLOYMENT DRUG TEST: I understand that job applicants who are being considered for employment for positions with particular responsibilities must submit to pre-employment drug testing.

Name (Including Maiden Name): _____ Social Security Number: _____

Address: _____ Phone: _____

Most Recent/Current Employer: _____ Date of Employment: _____

Supervisor's Name: _____ Job Title: _____ Phone: _____

Signature: _____ Date: _____

Para informacion en espanol, visite www.ftc.gov/credit o escribe a la FTC Consumer Response Center, Room 130-A 600 Pennsylvania Ave. N.W., Washington, D.C. 20580.

A Summary of Your Rights Under the Fair Credit Reporting Act

The federal Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness, and privacy of information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus and specialty agencies (such as agencies that sell information about check writing histories, medical records, and rental history records). Here is a summary of your major rights under the FCRA. **For more information, including information about additional rights, go to www.ftc.gov/credit or write to: Consumer Response Center, Room 130-A, Federal Trade Commission, 600 Pennsylvania Ave. N.W., Washington, D.C. 20580.**

- **You must be told if information in your file has been used against you.** Anyone who uses a credit report or another type of consumer report to deny your application for credit, insurance, or employment – or to take another adverse action against you – must tell you, and must give you the name, address, and phone number of the agency that provided the information.
- **You have the right to know what is in your file.** You may request and obtain all the information about you in the files of a consumer reporting agency (your “file disclosure”). You will be required to provide proper identification, which may include your Social Security number. In many cases, the disclosure will be free. You are entitled to a free file disclosure if:
 - a person has taken adverse action against you because of information in your credit report;
 - you are the victim of identify theft and place a fraud alert in your file;
 - your file contains inaccurate information as a result of fraud;
 - you are on public assistance;
 - you are unemployed but expect to apply for employment within 60 days.

In addition, by September 2005 all consumers will be entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See www.ftc.gov/credit for additional information.

- **You have the right to ask for a credit score.** Credit scores are numerical summaries of your credit-worthiness based on information from credit bureaus. You may request a credit score from consumer reporting agencies that create scores or distribute scores used in residential real property loans, but you will have to pay for it. In some mortgage transactions, you will receive credit score information for free from the mortgage lender.
- **You have the right to dispute incomplete or inaccurate information.** If you identify information in your file that is incomplete or inaccurate, and report it to the consumer reporting agency, the agency must investigate unless your dispute is frivolous. See www.ftc.gov/credit for an explanation of dispute procedures.
- **Consumer reporting agencies must correct or delete inaccurate, incomplete, or unverifiable information.** Inaccurate, incomplete or unverifiable information must be removed or corrected, usually within 30 days. However, a consumer reporting agency may continue to report information it has verified as accurate.
- **Consumer reporting agencies may not report outdated negative information.** In most cases, a consumer reporting agency may not report negative information that is more than seven years old, or bankruptcies that are more than 10 years old.
- **Access to your file is limited.** A consumer reporting agency may provide information about you only to people with a valid need -- usually to consider an application with a creditor, insurer, employer, landlord, or other business. The FCRA specifies those with a valid need for access.

- **You must give your consent for reports to be provided to employers.** A consumer reporting agency may not give out information about you to your employer, or a potential employer, without your written consent given to the employer. Written consent generally is not required in the trucking industry. For more information, go to www.ftc.gov/credit.
- **You may limit “prescreened” offers of credit and insurance you get based on information in your credit report.** Unsolicited “prescreened” offers for credit and insurance must include a toll-free phone number you can call if you choose to remove your name and address from the lists these offers are based on. You may opt-out with the nationwide credit bureaus at 1-888-5-OPTOUT (1-888-567-8688).
- **You may seek damages from violators.** If a consumer reporting agency, or, in some cases, a user of consumer reports or a furnisher of information to a consumer reporting agency violates the FCRA, you may be able to sue in state or federal court.
- **Identity theft victims and active duty military personnel have additional rights.** For more information, visit www.ftc.gov/credit.

States may enforce the FCRA, and many states have their own consumer reporting laws. In some cases, you may have more rights under state law. For more information, contact your state or local consumer protection agency or your state Attorney General. Federal enforcers are:

| TYPE OF BUSINESS: | CONTACT: |
|---|---|
| Consumer reporting agencies, creditors and others not listed below | Federal Trade Commission: Consumer Response Center - FCRA Washington, DC 20580 1-877-382-4357 |
| National banks, federal branches/agencies of foreign banks (word "National" or initials "N.A." appear in or after bank's name) | Office of the Comptroller of the Currency Compliance Management, Mail Stop 6-6 Washington, DC 20219 800-613-6743 |
| Federal Reserve System member banks (except national banks, and federal branches/agencies of foreign banks) | Federal Reserve Consumer Help (FRCH) P O Box 1200 Minneapolis, MN 55480 Telephone: 888-851-1920 Website Address: www.federalreserveconsumerhelp.gov Email Address: ConsumerHelp@FederalReserve.gov |
| Savings associations and federally chartered savings banks (word "Federal" or initials "F.S.B." appear in federal institution's name) | Office of Thrift Supervision Consumer Complaints Washington, DC 20552 800-842-6929 |
| Federal credit unions (words "Federal Credit Union" appear in institution's name) | National Credit Union Administration 1775 Duke Street Alexandria, VA 22314 703-519-4600 |
| State-chartered banks that are not members of the Federal Reserve System | Federal Deposit Insurance Corporation Consumer Response Center, 2345 Grand Avenue, Suite 100 Kansas City, Missouri 64108-2638 1-877-275-3342 |
| Air, surface, or rail common carriers regulated by former Civil Aeronautics Board or Interstate Commerce Commission | Department of Transportation , Office of Financial Management Washington, DC 20590 202-366-1306 |
| Activities subject to the Packers and Stockyards Act, 1921 | Department of Agriculture Office of Deputy Administrator – GIPSA Washington, DC 20250 202-720-7051 |