



MEEKER, COLORADO POLICE DEPARTMENT APPLICATION FOR EMPLOYMENT

Please read all instructions carefully and answer all questions completely.

INCOMPLETE APPLICATIONS WILL NOT BE GIVEN CONSIDERATION

Type or print your answers in **BLACK** ink. If additional space is needed for any item on this form, entries should be continued on a separate sheet; number each entry to correspond to the number of the question on the form. Your name should be on each additional sheet. Be as specific as possible for all requested information.

The Town of Meeker is an Equal Opportunity Employer. We do not discriminate on the basis of race, color, religion, national origin, sex, age or disability. It is our intention that all qualified applications be given equal opportunity and that selection decisions be based on job-related factors.

Position Applied for: _____

Date Available: _____

Name:

Last _____ First _____ MI _____

Address: _____ **City** _____ **State** _____ **Zip** _____

Home Phone: _____ **Work Phone** _____

Cell Phone: _____ **E-mail** _____

Drivers License # _____ **State** _____ **Exp Date** _____

If hired, can you furnish proof you are eligible to work in the U. S.?

Yes No

1. Work History

* IF YOU ANSWER "YES" TO ANY OF THE FOLLOWING WORK HISTORY ITEMS, YOU MUST EXPLAIN YOUR ANSWER IN DETAIL ON A SEPARATE PIECE OF PAPER (i.e. when, what company, incident specifics, outcome including discipline, termination, suspension, fine, etc.)

- A. Have you ever been terminated for any reason (excluding lay-off) by employer? Yes No
- B. Have you ever been asked to resign by any employer? Yes No
- C. Have you ever resigned after being informed that you would be terminated by any employer? Yes No
- D. Have you ever received a formal or written reprimand from your employer? Yes No
- E. Have you ever been demoted, suspended, or fined by your employer? Yes No
- F. Have you ever been investigated by your employer for sexual harassment or Equal Employment Violations which resulted in your being found in violation of any Organization policies, regulations, rules, or any State or Federal Laws? Yes No
- G. Have you ever been investigated by your employer for improper conduct or illegal activities which resulted in you being found in violation of any organization policies, regulations, rules, or any State or Federal Laws? Yes No

2. Driving History (7 Years)

* Answer all of the following questions for the past 7 years of your driving history. IF YOU ANSWER "YES" TO ANY OF THE QUESTIONS BELOW, YOU MUST EXPLAIN YOUR ANSWER IN DETAIL ON A SEPARATE PIECE OF PAPER (i.e. violation, date, specifics of the incident, outcome, etc.)

- A. Has your driver's license been denied, suspended or revoked? Yes No
- B. Have you been issued a ticket for any driving violations, other than parking tickets? Yes No
- C. Have you been convicted of, received deferred judgment for, or paid a fine for any violations while operating a motor vehicle that were related to or caused by alcohol, controlled substances, illegally used prescription drugs or other illegal Controlled substance? Yes No
- D. Have you been convicted of or received deferred judgment for reckless driving? Yes No
- E. As a driver, have you been involved in a motor vehicle accident? Yes No
- F. List all states where you have been licensed to drive a motor vehicle in the last 7 years: _____
-

3. Criminal

*IF YOU ANSWER "YES" TO ANY OF THE FOLLOWING CRIMINAL HISTORY LEGAL ISSUES ITEMS, YOU MUST EXPLAIN YOUR ANSWER IN DETAIL **ON A SEPARATE PIECE OF PAPER** (i.e. when, where, specifics of the incident, value of property and outcome to include sentencing, deferred judgment, probation, fine, etc.)

A. Have you ever been convicted of pled guilty to, received deferred judgment or sentencing for:

- 1. A felony under state/federal/military law? Yes No
- 2. A misdemeanor involving domestic violence? Yes No
- 3. A misdemeanor other than for domestic violence or traffic offenses under municipal or county Ordinance or state/federal/military law? Yes No
- 4. A petty offense under municipal or county ordinance, or state/federal/military law? Yes No

B. Have you ever received deferred prosecution, deferred judgment or sentencing for any offense against Municipal or county ordinance, or state, federal, or military law?

Yes No

C. Have you ever pled nolo contendere to any offense of the law?

Yes No

D. Do you have any pending charges for any offense under municipal or county ordinance, or state/federal/military law?

Yes No

E. Have you ever engaged in undetected theft of goods or property?

Yes No

F. Have you illegally sold or distributed any controlled substances or illegal drugs, including Steroids during: the last 10 years?

Yes No

G. Have you illegally possessed or used any marijuana during the last 5 years?

Yes No

H. Have you illegally possessed or used any drugs, steroids, or other controlled substances, during the past 10 years?

Yes No

I. Are you under court order to pay child support?

Yes No

If yes, are you delinquent on your child support payments?

Yes No

J. At the time of this application do you have any type of restraining order against any persons?

Yes No

4. VETERAN STATUS

Have you served on Active Duty in the Armed Forces?

Yes No

Honorable discharge

Yes No

Other

Yes No

Are you presently a member of the National Guard or Military Reserve?

Yes No

5. EDUCATION

Did you graduate from High School?

Yes No

If No, do you have a GED?

Yes No

Did you graduate from College?

Yes No

Degree obtained: _____

*Complete section B if you have taken courses in business, trade, military law enforcement, correspondence, or night school.

B. Other training:

Name and Location	Subjects	Total Hrs./Credits	Date Completed

RECORD OF EMPLOYMENT

List and describe below your complete work history for the last 10 years. Start with *your* present position and work backwards. Include all part-time jobs. Military service, volunteer experience and periods of unemployment.

Dates of Employment _____

Job Title/ Duties _____

Supervisor _____

Address _____

Phone _____

Reason for leaving _____

If currently employed, may we contact your present employer? Yes No

Dates of Employment _____

Job Title/ Duties _____

Supervisor _____

Address _____

Phone _____

Reason for leaving _____

Dates of Employment _____

Job Title/ Duties _____

Supervisor _____

Address _____

Phone _____

Reason for leaving _____

Dates of Employment _____

Job Title/ Duties _____

Supervisor _____

Address _____

Phone _____

Reason for leaving _____

Dates of Employment _____

Job Title/ Duties _____

Supervisor _____

Address _____

Phone _____

Reason for leaving _____

CERTIFICATION OF APPLICANT

Read carefully and initial each paragraph before signing.

I hereby apply for employment with the Town of Meeker and state that:

*The information contained in *this* application and supporting employment documents is true to the best of my knowledge and belief.

_____ Initials

*I understand and agree that, if in the opinion of the Town of Meeker I have made any misrepresentations or false statements in connection with the application and supporting employment documents. The Town of Meeker may reject my application or, if employed may terminate my employment

_____ Initials

* I understand that all information furnished in this application and supporting employment documents may be verified. I hereby authorize all individuals and organizations named and referred to in this application and supporting employment documents and any law enforcement organization to release any and all information relative to such verification and hereby release such individuals, organizations and the Town of Meeker from any and all liability claim or damage resulting there from.

_____ Initials

* In accordance with the Immigration Reform and Control Act of 1986, I understand that I will be required to provide documentation as to my identity and authorization to work in the U. S. should employment be offered to me.

_____ Initials

* I understand that this application or subsequent employment does not create a contract of employment nor guarantee employment for any definite period of time.

_____ Initials

If employed, I understand that I have been hired at the will of the employer and in the first year my employment may be terminated at any time, with or without cause and with or without notice, in accordance with personnel policies.

_____ Initials

Signature _____

Date _____

This application will remain active during the specific recruitment for the position for which you have applied. If you have completed the application to be included in a specific eligibility pool, it will remain active for the duration of the pool or until notice for renewal is sent to you.

Notes: _____

APPLICANT DATA RECORD

The following information is requested for reporting purposes only and will not be used in making selection decisions. Completion is voluntary.

POSITION APPLIED FOR: _____ DATE: _____

Name: _____ Date of Birth: _____

Address: _____

City _____ State _____ Zip _____

Social Security Number _____

Indicate source of referral for the position by circling the corresponding number:

- | | | |
|-------------------|----------------------------|----------------------------|
| 1. Interest Card | 2. Town of Meeker Employee | 3. State Employment Agency |
| 4. Private Agency | 5. Professional Recruiter | 6. College Campus |
| 7. Newspaper Ad | 8. Professional Journal | 9. National Publication |
| 10. Website | | |

*Enter Name of Agency, Publication, Company, College or "Other" Here

Indicate your sex and ethnic identification by circling the corresponding letter.

- | | |
|--|----------------------------------|
| A. Male White | B. Male Black |
| C. Male Hispanic | D. Male Asian/Pacific Islander |
| E. Male American Indian/Alaskan Native | F. Female White G Female Black |
| H. Female Hispanic | J. Female Asian/Pacific Islander |
| K. Female American Indian/Alaskan Native | |

FOR PERSONNEL DEPARTMENT USE ONLY

Position (S) Considered For: _____

Date: _____

CERTIFICATION AND INFORMATION RELEASE

I hereby certify that all questions are fully and correctly answered, and I authorize the Meeker Police Department to contact my former employers, references furnished, and all other sources the Meeker Police Department sees fit, and to conduct a credit check if required by the nature of the work to be performed, in order to verify the facts and information furnished with regard to my qualifications for the position sought. I hereby release any such employer or person from any and all liability of whatsoever nature on account of furnishing such information. I understand that if I make any misleading or incorrect statements on this application it may be rejected and, if I am employed, such statements would be cause for termination.

I agree to undergo a job related post-offer physical examination, including a drug screening test, and a strength test if required by the job. I understand that, if hired, I may be subject to periodic physical examinations.

Signature _____ **Date** _____

REFERENCES

Please complete the reference information below.

Reference #1

Name _____

Business/Occupation: _____

Address _____

Phone _____

Reference #2

Name _____

Business/Occupation: _____

Address _____

Phone _____

Reference #3

Name _____

Business/Occupation: _____

Address _____

Phone _____

Reference #4

Name _____

Business/Occupation: _____

Address _____

Phone _____

MEEKER POLICE DEPARTMENT

OFFICER DESCRIPTION

GENERAL PURPOSE:

Performs police patrol, investigations, traffic regulation, and related law enforcement activities

SUPERVISION RECEIVED:

Works under the general supervision of the Chief of Police

SUPERVISION EXERCISED:

None

ESSENTIAL DUTIES & RESPONSIBILITIES:

Works rotating shifts performing security patrols, traffic control, investigations 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 the course of action being expected to handle difficult and emergency situations without assistance.

Maintain availability by radio or telephone for consultation on major emergencies or other priorities.

Carry out duties in conformance with Federal, State, County, and City laws and ordinances.

Patrols city streets, parks, commercial and residential areas to preserve the peace and enforce the law, control vehicular traffic, prevent or detect and investigate misconduct involving misdemeanors, felonies and other law violations' and to otherwise serve and protect.

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

Interrogates suspects, witnesses and drivers, preserves evidence, arrest violators, investigates and renders assistance at scene of vehicular accidents. Summons ambulances and other law enforcement vehicles. Prepares cases for giving testimony and testifies in court proceedings.

Prepare a variety of reports and records including daily log, reports of investigations, field interrogation report, alcohol reports, influence reports, bad check form, vehicle impoundment form, traffic hazard report etc.

Undertakes community oriented police work, and assists citizens with such matters as locked or stolen vehicles, crime prevention, drug abuse resistance education (DARE), traffic safety, etc.

Conducts patrol activities with other officers or other departments as needed, exchanges information with officers in other law enforcement agencies, and obtains advice from the Town attorney, Court Administrator, 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 provided general information about Department activities.

PERIPHERAL DUTIES:

Maintain departmental equipment, supplies and facilities.

Maintain contact with general public, court officials, and other Town officials in the performance of police operating activities.

Serves as a member of various employee committees.

DESIRED MINIMUM QUALIFICATIONS:

ENTRY LEVEL

General:

- (A) Must be 21 years of age 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 without record of suspension or revocation in any State
- (C) Felony convictions and disqualifying criminal histories within the past seven (7) years are not allowed.
- (D) U.S. citizen
- (E) Must be able to read and write the English language
- (F) Must be of good moral character and of temperate and industrious habits

Education & Experience:

- (A) High school diploma or equivalent preferred to be supplemented by a two-year community college degree or vocational school training in police

- science, law enforcement, criminal justice administration, public administration, or a related field
- (B) An equivalent combination of education and experience.

“MUST BE CERTIFIED BY THE STATE OF COLORADO AS A PEACE OFFICER”

Necessary Knowledge, Skills and Abilities:

- (A) Some knowledge of modern law enforcement principles, procedures, techniques, and equipment
- (B) Some skill in operating the tools and equipment listed below:
- (C) Ability to learn the applicable laws, ordinances and department rules and regulations; Ability to perform work requiring good physical condition; 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 instruction; Ability to meet the special requirements listed below; Ability to learn the Town’s geography.

SPECIAL REQUIRMENTS:

- (A) Must possess, or be able to obtain by time of hire, a valid State Driver’s License without record of suspension or revocation in any state;
- (B) Ability to meet Department’s physical standards.

SELECTION GUIDELINES:

Formal application; review of education and experience; oral interview; background check; polygraph and psychological examinations. Final selection.

TOOLS & EQUIPMENT USED

Police car, police radio, radar gun, handgun and other weapons as required, baton, handcuffs, pager, first aid equipment.

PHYSICAL DEMANDS

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.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to stand; walk; and run; use hands to

finger, 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 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.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those as employee encounters while performing the essential functions of this job.

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 or 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 a logical assignment to the position.

EMPLOYEE FRINGE BENEFITS

ORGANIZATIONAL STRUCTURE

Mayor and Board of Trustees
Sharon Day-Town Administrator

OBSERVATIONARY PERIOD

one year

EVALUATIONS

Every three months for first year of employment, then once per year thereafter

SOCIAL SECURITY/MEDICAID

UNEMPLOYMENT COMPENSATION

Premiums paid by employer

RETIREMENT

12.0% matched by employer and Town after 1st anniversary date

VACATION

Accrued by month. Cannot be taken within 1st six months

Maximum vacation earned in one year carryover

1- 5 years96 hours per year

6-10 years120 hours per year

11-20 years144 hours per year

21-more168 hours per year

SICK LEAVE

One day per month for full time employee. Employee compensated to a maximum of 1/3 of the employee's unused balance of sick leave, provided, however, that the employee has been employed by the Town as a permanent employee for five consecutive years with no interruption of service and is resigning in good standing, as determined by the Administrator and approved by the Board

HOLIDAYS

11 days per year

HEALTH, DENTAL, PRESCRIPTION, VISION, AND LIFE INSURANCE

Rocky Mountain HMO coverage Town pays 100% for full-time employees and all dependents

EDUCATION AND TRAVEL

Town pays mileage or provides a vehicle for travel required by the Town and education required by the Town. If training is provided during the first year of employment and the employee quits within the first year, the cost of classes and related expenses provided by the Town must be reimbursed to the Town.

SAFETY POLICY, PERSONNEL POLICY, DRIVER'S LICENSE

Policies must be read and employee must comply to policies

HOURS OF WORK

5 eight hour shifts per week.