



# NORTH PLATTE POLICE DEPARTMENT

"To Protect And Serve"

Mike Swain  
Chief of Police

## **TO POLICE OFFICER APPLICANTS:**

Thank you for your interest in our Department.

### **PLEASE FIND ENCLOSED:**

1. Application Form
2. Civil Service Hiring Rules & Regulations
3. Police Officer Job Description
4. Physical Agility Course Description
5. Lateral Entry Benefits
6. Authority to Release Information Form

### **PLEASE RETURN THE FOLLOWING:**

1. Completed Application Form
2. Copy of High School Diploma
3. Transcript for Education Beyond High School
4. Completed and Notarized Authority to Release Information
5. Nebraska Law Enforcement Certification (For Lateral Entry Applicants)

### **PLEASE RETURN TO:**

North Platte Police Department  
701 S. Jeffers St.  
North Platte, NE 69101

The present hourly pay scale for the position of Police Officer is:  
\$18.11 - \$25.16. Nebraska Certified Officers start at \$20.76.

We will retain your application on file until our next testing; the Civil Service Secretary will notify you of the date. If you do not appear for the testing your application will no longer be considered.

If you have questions please feel free to contact our Department.

**CITY OF NORTH PLATTE, NEBRASKA**

211 West Third Street, North Platte, Nebraska 69101  
(308) 535-6724

**EMPLOYMENT APPLICATION**

We are pleased that you are interested in a position with the City of North Platte. We are an equal opportunity employer, and no question on this application is intended to secure information to be used for discriminatory purposes. This form is a part of the examination process. Before completing this application, please read the minimum qualifications for the job in which you are interested. You cannot be considered for the position unless you meet these requirements. Answer all questions completely and accurately, and notify us promptly of any change in address.

**IDENTIFYING INFORMATION**

(Please print or type, in blue or black ink.)

**SECTION 1**

Position Applied For: \_\_\_\_\_ Date Available: \_\_\_\_\_  
Name: \_\_\_\_\_ Social Security No. \_\_\_\_\_  
          Last                      First                      Middle  
Address: \_\_\_\_\_ Telephone No. \_\_\_\_\_  
          Street                                      Apt.#  
          \_\_\_\_\_ City                                      State                                      Zip

To facilitate reference checks please indicate any other name under which you have been employed: \_\_\_\_\_

**EDUCATION**

**SECTION 2**

Circle highest grade completed: 6 7 8 9 10 11 12 GED      College: 1 2 3 4 5 6 Plus

	Name and Location Of School	Course of Study	Years Completed	Did You Graduate?	Degree Or Diploma
Graduate	_____	_____	_____	_____	_____
College	_____	_____	_____	_____	_____
Business/Trade/ Technical	_____	_____	_____	_____	_____
High School/GED	_____	_____	_____	_____	_____
Elementary	_____	_____	_____	_____	_____

Have you received any additional training - workshops, short courses, volunteer work, etc.? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**SKILLS**

**SECTION 3**

Please list specific skills you have that are related to the job for which you are applying, (i.e. office equipment, computer skills, typing speed, shorthand speed, software used, etc.):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**EXPERIENCE**

**SECTION 4**

Start at the top with your most recent experience and work backward. Experience may be paid or unpaid, full-time, part-time or military. Describe all of your work experience thoroughly, indicate how it relates to the position you are applying for. Include MONTH and YEAR of your beginning and ending dates of employment or experience. Failure to provide complete information may result in disqualification of your application.

[1] Employer Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Address: \_\_\_\_\_ Employed From: \_\_\_\_\_ To: \_\_\_\_\_

Job Title: \_\_\_\_\_ Supervisor's Name: \_\_\_\_\_

Starting Salary: \_\_\_\_\_ Final Salary: \_\_\_\_\_ Hours Per Week: \_\_\_\_\_

Duties: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Reason For Leaving: \_\_\_\_\_

[2] Employer Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Address: \_\_\_\_\_ Employed From: \_\_\_\_\_ To: \_\_\_\_\_

Job Title: \_\_\_\_\_ Supervisor's Name: \_\_\_\_\_

Starting Salary: \_\_\_\_\_ Final Salary: \_\_\_\_\_ Hours Per Week: \_\_\_\_\_

Duties: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Reason For Leaving: \_\_\_\_\_

[3] Employer Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Address: \_\_\_\_\_ Employed From: \_\_\_\_\_ To: \_\_\_\_\_

Job Title: \_\_\_\_\_ Supervisor's Name: \_\_\_\_\_

Starting Salary: \_\_\_\_\_ Final Salary: \_\_\_\_\_ Hours Per Week: \_\_\_\_\_

Duties: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Reason For Leaving: \_\_\_\_\_

[4] Employer Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Address: \_\_\_\_\_ Employed From: \_\_\_\_\_ To: \_\_\_\_\_

Job Title: \_\_\_\_\_ Supervisor's Name: \_\_\_\_\_

Starting Salary: \_\_\_\_\_ Final Salary: \_\_\_\_\_ Hours Per Week: \_\_\_\_\_

Duties: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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 No(s): \_\_\_\_\_ Reason(s): \_\_\_\_\_

**MILITARY**

**SECTION 5**

Have you ever served on active duty in the U. S. Armed Forces?     Yes     No

Branch: \_\_\_\_\_ Dates of Service: \_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

**PERSONAL DATA**

**SECTION 6**

**YES    NO**

[1] Have you been told the essential functions of the job or have you been shown a copy of the job description listing the essential functions of the job?       

[2] Can you perform these essential functions with or without reasonable accommodations?       

[3] If hired, can you show proof of authorization to work in the United States?       

[4] Are you currently employed by the City of North Platte?       

[5] Have you ever been employed by the City of North Platte?       

[6] Do you have any relatives currently employed by the City of North Platte? (If yes, please list names and departments below)       

[7] Have you ever been convicted of a felony? If yes, list date, place, offense and fine (or sentence) for each in the space below. (Conviction will not necessarily disqualify an applicant from employment consideration.)       

[8] For positions requiring driving a vehicle, do you have a valid Nebraska drivers license?       

Number: \_\_\_\_\_ Class/CDL: \_\_\_\_\_ Endorsements: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

[9] Are you over 18 years old?       

[10] Are you aware of the policy of the City regarding drug and alcohol in the work place?       

[11] Are you aware of the policy of the City regarding smoking in the work place?       

Explanatory remarks: (Please indicate item numbers to which answers apply): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**REFERENCES (DO NOT INCLUDE FORMER EMPLOYERS OR RELATIVES)**

**SECTION 7**

Name and Occupation	Address	Telephone (Include Area Code)
		Home Business
		Home Business
		Home Business



# NORTH PLATTE POLICE DEPARTMENT

## ADDENDUM TO EMPLOYMENT APPLICATION

The following information must be completed for the Police Department to determine an applicant's eligibility to hold a position in law enforcement.

1. Date of Birth: \_\_\_\_\_.
  
2. Driver's License Number: \_\_\_\_\_.
  
3. Have you ever been convicted of a misdemeanor crime of domestic violence as described in the Omnibus Consolidated Appropriations Act of 1997?  
  
\_\_\_\_\_ YES                      \_\_\_\_\_ NO

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This information is used solely for the purpose of conducting a background investigation by this organization and has no other bearing on the hiring decision. The Age Discrimination Act of 1967 prohibits discrimination on the basis of age with respect to individuals who are at least 40 years of age.

## **APPENDIX A**

### **PROCEDURE FOR POLICE DEPARTMENT APPLICANTS FOR ENTRY LEVEL POSITION (Non-Nebraska certified)**

1. After the deadline for applications has passed, all Police Officer applications will be forwarded to the Police Chief to determine that the applicants meet the minimum standards for an entry-level position as follows:
  - a. Possesses a valid driver's license.
  - b. High School graduate or equivalent.
  - c. Twenty-one (21) years of age.
  - d. No Felony convictions
  - e. No more than one conviction for operating a vehicle while under the influence of alcohol; no convictions within the past three (3) years.
  - f. No drug-related convictions.
  - g. Not used any illegal drugs for two (2) years prior to application date.
2. Notifications of scheduled physical agility tests and written Civil Service examination will be by mail or special messenger as the situation dictates.
3. The physical agility course being used by the North Platte Police Department is a pass or fail course. The applicant must complete the course in the prescribed time as established by Police Department Administration. If the applicant fails the course the first time, he or she is entitled to a second try after a 30-minute rest period. Failure to complete the course as required will eliminate the applicant from further consideration during this application process.
4. Applicants are required to take and pass a written Civil Service examination. A minimum score of 70% is required. Failure to achieve this minimum score will eliminate the applicant from further consideration during this application process. Honorably discharged veterans as defined in ordinance number 35.029 are eligible for an additional 10 percentage points.
5. All applicants must take and pass a test of adult basic education (TABE), and a score of 11<sup>th</sup> grade level or above must be received.

Failure to achieve this score will eliminate the applicant from further consideration during this application process.

6. An extensive background check will be conducted on applicants who reach this point, which may include, but not be limited to:
  - a. Driving Record
  - b. Criminal Record
  - c. Personal References
  - d. Past Employers References
  - e. Medical History
  - f. Personal Background History
  - g. Polygraph examination: to verify truthfulness as to the applicant's application and background history.  
A report of the polygraph examination of those candidates who successfully complete this phase will be forwarded to the Chief of Police and the Civil Service Commissioners.

Any applicant who does not successfully complete/pass this phase will be eliminated from further consideration during this application process.

7. All applicants who are eligible to receive oral interviews will be notified by mail or special messenger as the situation dictates.
8. Oral Interviews will be conducted by the North Platte Police Department staff (Lieutenants and above). Their evaluation and recommendation will be forwarded to the Civil Service Commission.
9. After successful completion of the preceding requirements all remaining applicants will be interviewed by the Civil Service Commission to determine if the candidate qualifies for certification and placement on the eligibility list. The eligibility list will then be forwarded to the City Administrator. Qualified applicants will remain on an established eligibility list for entry-level positions for a period not to exceed two (2) years.
10. A conditional offer of employment will be signed by the individual or individuals selected to fill the position(s). The individual(s) selected to fill the position(s) will be required to take and pass a complete physical examination, including drug screen, prior to being sent to the Nebraska Law Enforcement Training Center.



**APPENDIX A(b)**  
**PROCEDURE FOR POLICE DEPARTMENT NEBRASKA CERTIFIED**  
**APPLICANTS LATERAL ENTRY LEVEL POSITION**

1. After the deadline for applications has passed, all Nebraska certified Police Officer applicant(s) will be forwarded to the Police Chief to determine if the applicant(s) meet the minimum standards for a lateral entry-level position as follows:
  - a. Possesses a valid driver's license.
  - b. High School graduate or equivalent.
  - c. Twenty-one (21) years of age.
  - d. No Felony convictions
  - e. No convictions for operating a vehicle while under the influence of alcohol as a Nebraska certified law enforcement officer.
  - f. No drug-related convictions.
  - g. No use of any illegal drugs while a Nebraska certified law enforcement officer.
  - h. Possesses a valid Nebraska Law Enforcement Officer certification.
  
2. An extensive background check will be conducted on applicants who reach this point, which may include, but not be limited to:
  - a. Driving Record
  - b. Criminal Record
  - c. Personal References
  - d. Past Employers References
  - e. Medical History
  - f. Personal Background History
  - g. Polygraph examination: to verify truthfulness as to the applicant's application and background history. A report of the polygraph examination of those candidates who successfully complete this phase will be forwarded to the Chief of Police and the Civil Service Commissioners.

Any applicant who does not successfully complete/pass this phase will be eliminated from further consideration during this application process.
  
3. All applicants who are eligible to receive competitive oral examinations will be notified by mail or special messenger as the situation dictates.

4. Competitive Oral examinations will be conducted by the North Platte Police Department staff (Lieutenants and above). Applicants must achieve a score of at least 70 percent or above to be approved by the departmental staff for further advancement in the hiring process. The oral examination score will be forwarded to the Civil Service commission on those candidates who achieve a 70 percent or higher score.
5. Applicants are required to take and pass a competitive Civil Service oral examination. A minimum score of 70% is required. Failure to achieve this minimum score will eliminate the applicant from further consideration during this application process. Honorably discharged veterans as defined in ordinance number 40-70 are eligible for an additional 10 percentage points. The departmental oral interview score and the civil service oral interview score will be added together and divided by 2 to arrive at a numerical score. A numerical score of 70 percent or higher is required for placement on an eligibility list.
6. After successful completion of the preceding requirements, all applicants who qualify for placement on the eligibility list will then be forwarded to the City Administrator. Qualified applicants will remain on an established eligibility list for entry-level positions for a period not to exceed two (2) years.
7. A conditional offer of employment will be signed by the individual or individuals selected to fill the position(s). The individual(s) selected to fill the position(s) will be required to take and pass a complete physical examination, including drug screen.

Definition: A Lateral Entry Certified Police Officer is defined as a State of Nebraska Certified Police Officer who holds a current/valid Nebraska Law Enforcement Certification.

## **POLICE OFFICER**

### **NATURE OF WORK**

Under supervision, patrols an assigned beat and investigates incidents in the enforcement of law and order, and in the protection of life and property; takes intensive field and basic training in the early period of employment.

### **EXAMPLES OF WORK PERFORMED**

Operates an automobile in patrolling an assigned area for the prevention and detection of crime and the enforcement of traffic laws and regulations; responds to radio and telephone dispatches and appears at scenes of disorder or crime; notes and reports traffic hazards; assists in controlling traffic at scenes of emergencies; investigates and prepares reports on accidents, offenses and damages to property; performs some follow-up investigations.

Develops and collects evidence; gives directions and information; makes arrests; issues citations; serves warrants and subpoenas; gives verbal warnings; prepares reports on incidents, arrests and property impounded; directs traffic; tries doors to determine that buildings are locked; inspects establishments providing alcoholic beverages and entertainment.

Works with prosecutor to prepare for court and to testify in court.

Intervenes in private or public disputes to protect the public and maintain order; appears in court as arresting officer; transports prisoners; performs initial investigations of crimes involving adults and juveniles; investigates complaints; interrogates persons whose actions are suspicious; issues citations for parking and moving violations.

Assists fire and other departments as required; speaks before school and civic groups as required; impounds and tags evidence; escorts parades and processions; prepares a number of reports of own activities and incidents; is in contact with other agencies as situations require; participates in in-service, basic and other training; takes assignments in specific areas as in traffic or investigation; assists animal control officers and performs their function when they are not on duty.

Performs other work which is consistent with the essential elements of the job.

### **DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS**

Ability to read, interpret and understand departmental policies, laws, rules, instructions, regulations and police literature.

Possesses an aptitude for law enforcement work and physical agility.

Ability to control combative individuals and protect self and others.

Ability to analyze situations and adopt a quick, effective and reasonable course of action given due regard to the surrounding hazards and circumstances of each situation.

Ability to write clear and accurate reports.

Ability to learn the use and care of automobile and small firearms.

Willing to submit to extensive training.

Ability to establish and maintain effective working relationships with employees, supervisors and the public.

**EXPERIENCE AND TRAINING**

Any combination of experience and training equivalent to graduation from high school.

**SPECIAL REQUIREMENTS**

Possession of a valid driver's license; ability to achieve certification in law enforcement within one year of appointment; twenty-one years of age; ability to obtain within five and one-half years from date of hire, an AA degree in criminal justice or a related field. If applicant has earned a degree in an unrelated field the applicant must earn fifteen hours of Criminal Justice College credits within five and one-half years.

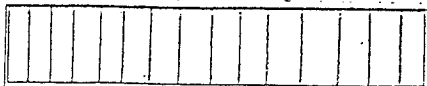
<b>GRADE</b>	
<b>PAY</b>	
<b>UNION</b>	
<b>FLSA</b>	Non-exempt

Revised 2010

START

STAIR CLIMB (Up and down)

17 STEPS



100 FEET

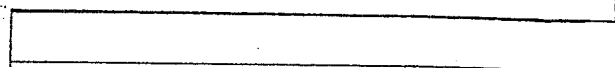
North Platte Police Department Physical Agility Test  
 Test must be completed in or under the qualifying time of 41.5 seconds.  
 Test also includes 3 Bench Press repetitions with 50% of the candidates  
 body weight.  
 The test is a pass/fail. Both the Bench press and the running test must  
 be passed for the candidate to successfully pass the examination.

WIND SPRINT

Up and Back total 7 times

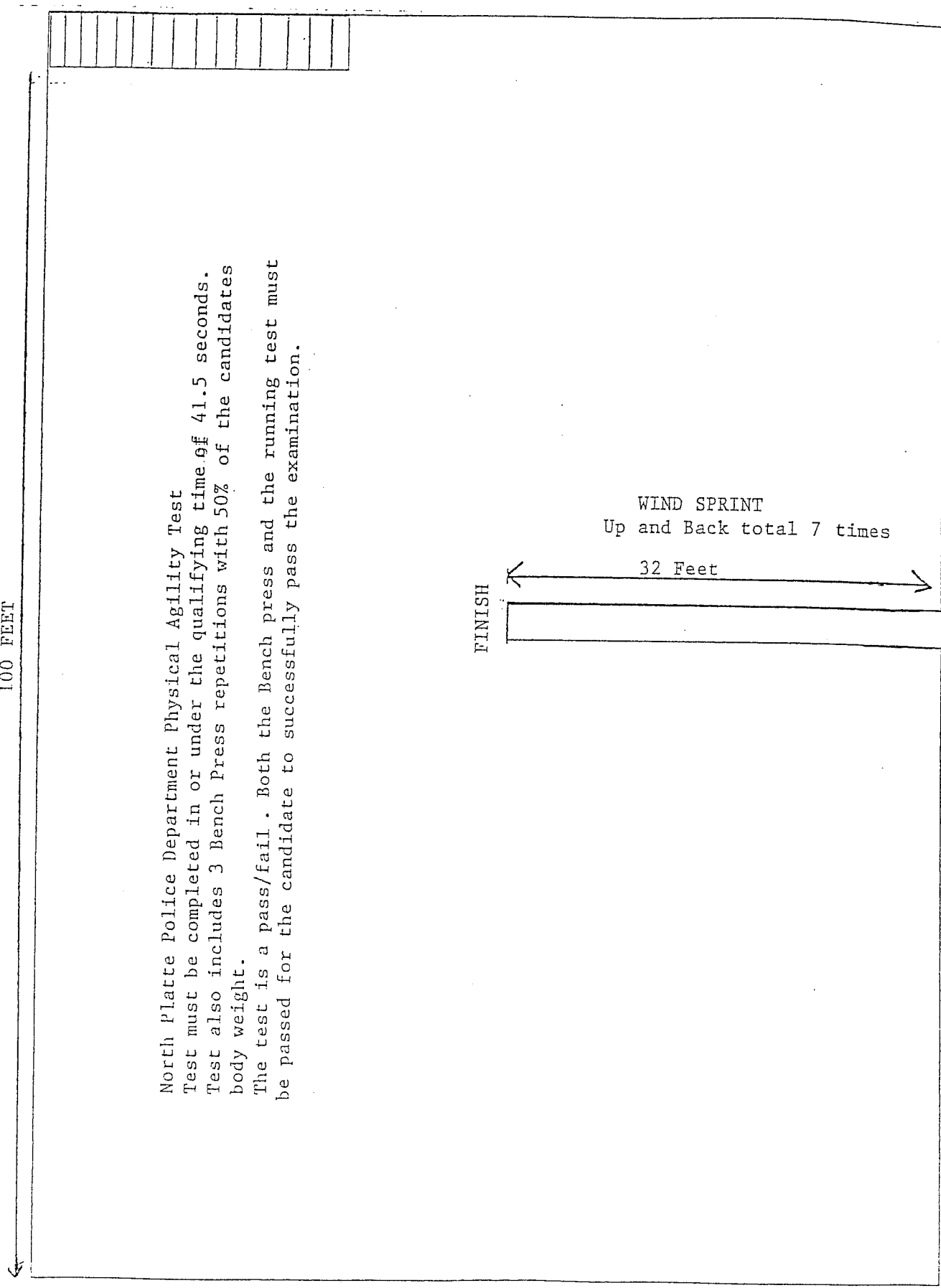
32 Feet

FINISH



44 FEET

80 FEET



NEBRASKA CERTIFIED POLICE OFFICER  
LATERAL ENTRY

Lateral entry for Nebraska Certified Police Officers is as follows:

Starting pay – Step D - \$43,180

No written exam

No physical agility test

\$2,000 sign-on bonus

2 weeks sick leave

Following six (6) months probation officers will receive the following:

2 weeks vacation

2 steps in pay for Associate Degree and above

Up to 2 ½ years of service used for promotion purposes

**AUTHORITY TO RELEASE INFORMATION**

**FULL NAME:** \_\_\_\_\_  
(Please Print)

**SOCIAL SECURITY NUMBER:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**CURRENT ADDRESS:** \_\_\_\_\_

\_\_\_\_\_  
**TELEPHONE NUMBER:** \_\_\_\_\_

**This release is being made in conjunction with my application for employment with the North Platte Police Department.**

**I do hereby authorize a review and full disclosure of any and all records or files (or any part thereof) pertaining to me, including but not limited to the files and records of any school or other educational institution, financial or credit agency, public utility companies, any hospital, clinic, doctor or other medical practitioner, the military or armed forces of the United States, any agency or business pre-employment or employment records and/or personnel files including background investigation reports, results of polygraph examinations, efficiency ratings, complaints and/or grievances involving me as well as medical examinations, attorneys' files, court records or documents in civil or criminal cases in which I am involved, and any records, files or documents regarding any arrests, convictions or other criminal investigations or charges involving me.**

**I further authorize the release of information to the North Platte Police Department concerning all of the above mentioned areas, or any other information which has a bearing on my fitness or ability to become trained and certified as a law enforcement officer, even if the information is not contained in written records and regardless of whether the information is considered privileged or confidential in nature.**

**I release and hold harmless the North Platte Police Department for all actions taken as a result of the information it receives and/or disseminates.**

**This release of information for, or a duly executed photo and/or fax is valid for a period of six months from the date of execution or through the completion of training, which ever occurs first.**

**I, the undersigned, hereby acknowledge that I give the above authority to release information of my own free will and for the purposes stated therein and I have voluntarily furnished my social security number.**

---

**Signature**

**State Of Nebraska**

**County of \_\_\_\_\_**

**Subscribed and affirmed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_**  
**by \_\_\_\_\_.**

---

**Notary Public**

**My Commission Expires: \_\_\_\_\_**

**Stamp:**