

City of Duncan, Oklahoma Police Department

The City of Duncan is accepting applications
for the position of Police Officer.

The salary for this position is \$14.31 per hour for persons with no experience to \$15.11 per hour for CLEET certification, plus the fringe benefit package.

Requirements:

Be a citizen of the United States
Be 21-45 years of age at time of hire
Have a high school diploma or GED
Must be able to pass a Police Oriented Aptitude Test and a physical agility test
Must have a valid State of Oklahoma driver's license, with a driving record suitable to the City of Duncan Insurance Carrier
Must meet the requirements of the State Pension Board
Must have no Felony Convictions
Applicants receiving a conditional offer of employment will be required to pass a pre-screening polygraph test
CLEET Certified officers may be given hiring preference

Benefits:

Insurance (health, dental, vision)
20 year retirement through State Pension System
5 day work week
Uniform Allowance
Vacation Leave
Sick Leave
Availability of Overtime
Take Home Car Program (Take home units allowed to any officer living in Stephens County once probation is completed and as units are available)

Specialized Units: Investigative Services Division, Special Response Team, Hostage Negotiation Team, School Resource Officers, Bike Patrol, Dive Team, and K9 units.

Applications are required and are available at City Hall,
720 W. Willow, Duncan, OK.

Completed applications may be mailed to City of Duncan, ATTN: PERSONNEL, P.O. Box 969, Duncan, Ok. 73534 or delivered to the application drop box on the 1st floor at City Hall.

If you have any questions, you may contact: Lt. Bart Riley, Training Coordinator at (580)-251-7642 or by email at bart@duncanok.gov.

The City of Duncan is an Equal Opportunity Employer.

Applications will be taken until positions are filled.



CITY OF DUNCAN
APPLICATION FOR EMPLOYMENT
AS A POLICE OFFICER

DIRECTIONS:

1. This is an application for employment as a Police Officer with the City of Duncan. It is only an application; no contract of employment is implied or granted.
2. If you wish to submit a resume' you may do so, however all information requested on the application must be responded to on the application form itself. Do not refer to your resume' in place of completely answering the question on the form.
3. In order for your application to be considered for employment, it must be completed in its entirety; do not leave blank spaces or ignore any section. If a question does not apply to you, please mark "N/A" in the blank. **Two pages of your application have a place for your signature to be notarized. If this is not done, your application WILL NOT be considered for employment.** It is the responsibility of the applicant to have the forms notarized prior to submitting the form.
4. As you complete the application, provide us with prior education, work experience, and any relevant training or certificates and licenses that would indicate your knowledge, skills, and abilities to perform the job. Be as specific as possible (refer back to the job description) since you will be screened on what you include on your application form regardless of what you might otherwise be able to perform.
5. If additional space is needed to complete any questions, space is provided later in the application form. Please put the number of the question corresponding to your response.
6. **Sign the application form. Applications without signatures or notarization will not be considered.**
7. Once the position has been filled, applicants will be notified by MAIL. It can sometimes be a lengthy process to fill a position so it may be weeks or months between the time you submit the application and the time the position is filled. Please do not call to check the status of your application. If you have not received a letter, your application is still being considered. Information on application status will not be given.
8. If you wish to attach something (certificates, diplomas, letters of recommendation, etc. . .) to the application form, please do so. However, once submitted, the application and all attachments become the property of the City of Duncan. Copies will not be made and the attachments will not be returned.
9. The only positions that can applied for are open positions that have been POSTED. If you wish to apply for more than one posted job, an application form must be completed for EACH position applied for.
10. Please provide a copy of your credit report. **Applications without a credit report attached will not be considered.**

II. SCHEDULE OF EVENTS:

- Application review
- Physical Assessment: consists of successfully completing all elements of the Physical for Safe Participation required to attend CLEET, and 800 meter run, push-ups, and crunches. For the exact requirements contact the Training Division of the Police Department.
- Written Test-at the expense of the applicant-approximate cost \$15
- Background Investigation
- Peer and Command Review Board
- MMPI and CPI Written Evaluation
- Polygraph Exam
- State of Oklahoma Pension Board Physical Exam
- Completion of CLEET Basic Academy
- Completion of the Field Training Program

CITY OF DUNCAN
APPLICATION FOR EMPLOYMENT

POLICE OFFICER

Print or type answers to each question clearly, legibly, and completely. **All questions must be answered in order for your application to be considered.** If a question does not apply to you, please mark "N/A" in the blank.

Date of application _____

Full Name _____

SSN _____ Driver's License _____

Street Address _____

Mailing Address(if different from above) _____

City, State, Zip _____

Home Phone _____ Business Phone _____

Email address _____

List any other name(s) you have been known by _____

Provide any other social security number you have used _____

Date available to work _____

In order to work as a police officer, you shall be not less than 21 years of age nor more than 45 years of age when employed. Your date of birth is needed to verify that you meet this requirement _____

WARNING: All information in this application will remain confidential and only released to those with a need to know; however, it will be subject to extensive background examination. Any false, misleading or incomplete statements will be considered grounds for rejection. Leave no blank spaces.

At this point, please stop and review the job description for a Police Officer.

After reviewing the job description, are you able to perform this job with or without reasonable accommodation?
____ Yes ____ No

As you complete the next portions, provide us with prior education, work experience and any relevant training or certificates and licenses that would indicate your knowledge, skills and abilities to perform the job. **Be as specific as possible (refer back to the job description) since you will be screened on what you include, regardless of what you might otherwise be able to perform.**

If additional space is needed to complete any question, space is provided later in the application form. Please put the number of the question that your response is for.

1. Are you a U.S. Citizen? ____ Yes ____ No If hired, can you provide written evidence that you are authorized to work in the U.S.? ____ Yes ____ No Verification will be required upon employment; failure to produce this verification within (3) calendar days will result in immediate dismissal.

2. Have you ever worked for the City of Duncan? ____ Yes ____ No
 If yes, give prior name and dates _____
 Reason for leaving _____
3. Are you related to any City employee or any member of the City Council? ____ Yes ____ No If so, give name, department, and relationship _____

4. Have you applied with the Police Department before? _____ When _____. Have you applied with any other Police Department in the last five (5) years? _____ If yes, which department(s) and when? _____

5. Do you know any City of Duncan Police Officers? _____ If yes, who? _____

6. Does your driver's license have any restrictions? ____ Yes ____ No If yes, please explain _____

7. Have you ever had a driver's license suspended or revoked? _____ If yes, please explain _____

8. Do you have liability insurance on the vehicles you operated? _____ Have you ever had your insurance policy cancelled? _____ If yes, explain _____

9. In the last seven (7) years
- A. How many traffic tickets have you received? _____
- B. Number of times: arrested while driving while drinking or under the influence? _____, reckless driving of any type? _____
- C. Number of accidents you were involved in as a driver for which you were charged or cited? _____
- D. Have you been involved in a serious accident(s) where you were the driver? _____ If you answered yes to anything other than "0" to any of the above, explain

10. It is imperative that law enforcement personnel have a clean conviction record and not be addicted to controlled substances. (Arrest information will not necessarily disqualify you.) Have you ever been arrested, _____ placed in jail, _____ detained, _____ received a conviction, _____ suspended sentence, _____ probation, _____ by any court of law or enforcement body anywhere? If so, please explain below:

Date	Charge	Age at time	Court of Jurisdiction	Disposition	Police agency Involved

Other explanation _____

11. Have you ever been fingerprinted _____ If yes, complete:

When	Where	For Whom	Purpose

12. Residence (list each and every place you have resided in the past ten (10) years). Also, provide phone number of current landlord (if applicable).

From Month/Year	To Month/Year	Number and Street	City, State	Name of Landlord

13. Education (list high school(s), college(s), correspondence, business or technical schools attended. Exclude military schools.) Attach certificates or diplomas received (college transcripts, high school diplomas, GED certificate, course completion certificates, etc.)

Name of School	Location- City and State	Type of School	Attendance Dates	Course of Study	Hours Completed	Outcome

14. List all special educational honors, scholarships, etc., received _____

15. List all memberships in school societies, fraternities, or clubs (you may exclude membership in organizations which indicate race, color, religion, sex or national origin) _____

16. Employment experience for the past ten (10) years: (begin with current job and continue back in order)

Employer- Name & Address	Begin Wage	Final Wage	Dates From	To	Supervisor-Name and Phone Number	Job Duties	Reason for Leaving
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							
Employer- Name & Address	Begin Wage	Final Wage	Dates From	To	Supervisor-Name and Phone Number	Job Duties	Reason for Leaving

9.							
10.							

17. If you have had no prior employment experience, please explain what you have done since high school to prepare you for this job. _____

18. Have you ever been fired, suspended or put on an inactive status (other than for prior workers compensation cases) by any of your previous employers? _____ If yes, state circumstances _____

19. Account for all periods of time since age 18 that you were not in school, working, in the military or recuperating from an illness or injury if over 90 days in durations _____

20. In chronological order, list all special training received and occupational schools attended in the employment history. (Exclude military schools and training, high schools, colleges, etc.)

Name of School	Location-City And State	Type of School	Dates of Attendance	Hours Completed	Certificate Received

21. Indicate if you have any additional information or comments concerning any volunteer experience, any special licenses or training which would help us determine your suitability for this position _____

22. Are you now engaged in any business as an owner, partner (active or silent) or other connection (such as an employee)? _____ If yes, please give full details (e.g. name, address, etc) _____

23. Has any corporation, partnership or business of which you are/were an officer, partner, etc., ever been issued or denied a license or permit by and City, State, or Federal Government? (exclude driver's license) If yes, please give full details _____

24. Have you ever served in any branch of the military? _____ If yes, indicate branch, current status, and any military training or experience that would assist you in being a police officer:

Name of Base Or School	Location-City And State	Type of School	Dates of Attendance	Hours Completed	Certificate Received

25. List any medals, decorations, campaign and theater ribbons awarded to you while in the armed forces _____

26. Were you honorably discharged? _____ Please provide a copy of any discharge papers (Forms DD214 and DD 214 Member 4).

Subversive Organizations

27. Affiliations with Groups that do not support local, State, Federal laws: As used in this application, subversive organization shall mean any group or organization which does not support local, State and Federal laws and which advances its beliefs through violence and force.

- a. Have you advocated advised or taught the doctrine that the government of the United States of America or of any state or any political subdivision thereof should be overthrown by force, violence or any unlawful mean? _____ Yes _____ No
- b. Are you now or have you ever been a member of any subversive organization? _____ Yes _____ No
- c. Have you ever been connected or affiliated in any manner with or have you ever attended meetings of any subversive organization? _____ Yes _____ No
- d. Have you ever paid, collected or solicited any money, dues or contributions to, for or on behalf of any subversive organizations? _____ Yes _____ No

If your responses are yes to any of the questions in #27 a-d, please indicate the circumstances. _____

28. Background references pertaining to past character:

(This information is used to question family members and associates to determine your fitness to do the essential functions of the job. The City of Duncan is not limited to this list, however.)

Name, phone number and address of **current spouse**, if applicable

Name, phone number and address of **former spouse**, if applicable

Name, phone number and address of **college roommate**, if applicable

Name, phone number and address of **military associates**, if applicable

Name, phone number and address of **mother, father and siblings**, if applicable

29. List any social, labor, civic and fraternal organizations that you have belonged to or at this time, belong to which demonstrates your fitness for this position. (You may exclude groups which indicate race, color, religion, sex or national origin.) _____

30. Have you ever been bonded? _____ If yes, with respect to each time bonded, state details below:

Date	Reason	By Whom	Address, City, & State

31. Which of your previous jobs did you like the best? (Explain why, i.e. the duties, type of supervisor or other reasons) _____

32. Which of your previous jobs did you like the least? (Explain why as above) _____

33. Do you have prior experience with firearms? _____ If yes, explain _____

34. Other than in a law enforcement capacity, have you ever been served with a summons or subpoena? _____ If yes, how many times _____ and list the reasons:

Date	Charge	Location	Court Disposition	Police Agency Involved

35. Do you know of any other information that we have not asked for which may come out in background information concerning your present fitness to handle the essential functions of the job? _____ (In this question, we are not interested in your physical or mental ability to do the job.) If yes, you have an opportunity to disclose at the present time. _____

The following questions are a preview of items that will be necessary for us to check into as part of the background investigation. It will be to your benefit to answer all questions honestly and to the best of your ability.

36. Have you in the past seven (7) years used any controlled substance such as a narcotic, speed, PCP, barbiturate, amphetamine, LSD, cocaine, crack, heroin, marijuana, etc., that was not prescribed for you by a medical doctor? _____ If yes, please indicate the type of drug, the date of use and extent of usage.

37. During the past five (5) years, except as covered by medical procedure, have you sniffed or inhaled glue, paint, lacquer, gasoline or any substance with the intent of getting high or intoxicated? _____ If yes, please indicate the particulars _____

38. Have you ever stolen anything of value? _____ If yes, please indicate what it was, when it happened and how often in happened _____

39. Do you support the local, State and Federal laws and are willing to do so without reservation? _____ Yes _____ No

40. List at least 3 personal references. Please include their name, phone number, address, and relationship.

The City of Duncan does not discriminate on the basis of race, color, religion, sex, national origin, age, marital or veteran status, political affiliation, handicapped status or any other legally protected status.

1. It is my understanding that the City of Duncan will make a thorough investigation of my entire background and may verify all data given in my application for employment, related papers or oral interviews. I authorize such investigation and the giving and receiving of any information requested by the City of Duncan and/or the Duncan Police Department, and I release from liability any person giving or receiving any such information. I understand that any material misrepresentation or deliberate omission of a fact in my application or other derogatory information discovered as a result of this investigation may prevent my being hired or if hired, may subject me to immediate dismissal.
2. I agree to submit to a physical agility test as part of the pre-employment process and a polygraph test and medical exam post-offer during the course of my employment at the discretion of and cost of my employer. I authorize any physician or hospital to release any* information which may be necessary to determine my ability to perform the duties of a job I am being considered for prior to employment or in the future during my employment with the City of Duncan.
3. I understand that the use of drugs and alcohol on the job or reporting to work with impaired abilities will be cause for termination.
4. Once a conditional offer of employment has been made, I agree to submit to a drug test and understand that I must pass this drug test before I can be employed.
5. I understand that I must abide by all rules and regulations of the City of Duncan.

I further understand that this is an application for employment and that no employment contract is being offered.

I understand that if I am employed, such employment is for no definite period of time and the City of Duncan can change wages, benefits and conditions at any time.

By my signature, I certify that I am the person named on the application form and that the facts given in this application are true and complete to the best of my knowledge. In signing this statement, I do so with the understanding that the truthfulness of all statements herein will be investigated and if found incorrect, incomplete or misleading, it may render me ineligible for employment as a Police Officer.

I have read and understand the above statements.

Date _____ Signature _____

WAIVER OF CONFIDENTIALITY

(Claimant Information)

State of Oklahoma)
)
County of _____)

SSN _____

I, _____, hereby state that I waive the confidentiality of the records, documents and information maintained by the Oklahoma Employment Security Commission regarding my claim for unemployment benefits or Employment Service application. By this document, I authorize the Oklahoma Employment Security Commission to retrieve and reproduce the documents identified below and deliver them to:

Name _____

Address _____

_____ Zip _____

Telephone(____)_____

It is requested that the following documents be retrieved and reproduced:

Please produce these documents by the following date: _____

(Note: A minimum of twenty days is required for a claim file or appeal file and a minimum of forty-five days are required for copies of specific weekly claim cards and/or benefit checks.)

Signature _____

Print Name _____

Subscribed and sworn to me before this _____ day of _____, _____

My Commission Expires
(Seal)

Notary Public

Commission Number



**ADMINISTRATIVE POLICY
CONDITIONS OF EMPLOYMENT IF
DRIVER'S LICENSE REQUIRED FOR POSITION**

A background check will be run on prospective applicants that have received a conditional offer of employment. The background checks will be performed by the Police Department and will include former employment, references, financial, criminal, driving, etc. If a driver's license is required for the job applied for, and the applicant's point level on their driving record is more than 3 points OR the applicant has had their driver's license suspended for any reason in the three year period immediately preceding the date the driving record is checked, that applicant is ineligible for employment. Additionally, if a driver's license is required for the position applied for, and the applicant has been convicted of a DWI or DUI (alcohol or drugs), even if the record has been legally expunged in the three year period immediately preceding the date the driving record is checked, the applicant is ineligible for employment.

I state that I have read the above conditions of this job and that I am eligible for employment in the position applied for as of this date.

Date

Applicant



AUTHORIZATION TO RELEASE INFORMATION

To Whom it May Concern:

I hereby authorize any authorized representative of the City of Duncan bearing this release or photo static copy thereof, within one year of its date, to obtain information from your files pertaining to my employment, driving, criminal, credit or educational records, including but not limited to academics, achievements, attendance, athletics, driving history, citations, arrests, personal (non-medical) history and disciplinary records. I hereby direct you to release such information upon request of bearer.

This release is executed with full knowledge and understanding that the information is for the official use of the City of Duncan. Consent is granted for the Duncan Police Department to furnish such information as is described above, as third parties in the course of fulfilling its official responsibilities.

I hereby release you as the custodian of such records and any school, college, university or other educational institution, credit bureau, lending institutions, consumer reporting agency, retail business establishment, law enforcement agency or local, state or federal government agency including its officers, employees or related personnel both individually and collectively from any and all liability for damages of whatever kind which may at any time result to me, my heirs, family or associates because of compliance with this authorization and request to release information or any attempt to comply with it.

I hereby acknowledge that information obtained in the background investigation is confidential and will not be released to the applicant. I acknowledge that this is important in order to obtain objective and unbiased information. I also will not attempt to obtain from the City of Duncan a copy of any background information.

A copy of this authority to release will be as valid as the original.

Should there be any question as to the validity of this release, you may contact me as indicated below:

Address: _____

Phone: _____ Date: _____

Signature: _____

Print or Type Name: _____

Signed before me this _____ day of _____, 20_____.

My commission expires
(seal)

Notary Public