



## CITY OF EL RENO JOB DESCRIPTION



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Title: Department: Police Officer  
Department: Police Department  
Reports to: Captain, Lieutenant or Sergeant

### **PURPOSE OF POSITION:**

This is an entry level position for all sworn officers after they have completed the recruit school.

Position requires monitoring and enforcement of the criminal traffic laws. Work of this nature requires responsibility to react in a thorough and professional manner and an ability to deal with the public and observe suspicious activity. This position works under direct supervision of the shift commander.

### **ESSENTIAL JOB FUNCTIONS:**

1. Patrols assigned area of City; checking buildings, bars/private clubs, and residences for suspicious activity to deter crime and to protect lives and property of the citizens.
2. Enforces State and Federal laws and City ordinances and traffic laws.
3. Investigates crime scenes; talks to or interviews witnesses or victims; searches for and preserves evidence; participates in line-ups; makes oral or written reports such as criminal complaint forms or narrative reports; testifies in court.
4. Makes arrests on criminal and traffic related offenses at the scene, executes search warrants and arrests after obtaining sufficient evidence to arrest.
5. Assist stranded motorists, provides assistance to those who need aid, comfort or who are in distress. Determines if a person is a danger to self or others and evaluates the mental stability of the individual.
6. May investigate traffic accidents. May assist in jail responsibilities, booking and fingerprinting, dispatch or animal control. May assist in diverse tasks involving the recognition, collection and analysis of evidence and information.
7. Speaks before citizens and citizen's groups; participates in various in service training; communicates with other law enforcement personnel in various agencies and with the city/District Attorney's office.
8. Must demonstrate proficiency with firearms and with physical defense techniques to defend self and others.
9. Performs other duties as assigned.

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### **EDUCATION, TRAINING, AND EXPERIENCE REQUIRED:**

Must be 21 years of age or older. Although this is an entry level position the incumbent must complete 12 months of a probationary officer in completing both written and practical knowledge and field experience under the direct supervision of a field Training Officer. Must be able to pass local comprehension/aptitude tests, practical exams, MMPI-2/CPI or related psychological performance tests, must pass a comprehensive background investigation; must be subject to other interviews, polygraph tests, drug tests or other exams. One must pass the State Pension Board exam.

Must be a citizen of the United States and possess a high school diploma or G.E.D. Must not be convicted or have been convicted of a felony or have pending criminal actions. Must not be a present or recent user of controlled substances. One must demonstrate through background investigation, interviews, and other tests that he/she is suited for the job of police officer.

### **KNOWLEDGE, SKILLS, AND ABILITIES:**

- Ability to operate two-way radio, walkie-talkie in field situations and to operate effective radar equipment, breathalyzer, in-car computer, E911, etc. and to perform routine preventative maintenance on vehicles.
- Ability to read, understand and interpret ordinances, laws and other operating procedures and communicate orally and in writing; ability to investigate crimes and make reports.
- Ability to drive vehicle both safely and efficiently while under stress, to communicate information on the radio, pursue victims, or handle emergency situations.
- Ability to deal effectively with the public using tact and diplomacy and remain calm in emergency situations and the ability to diffuse a potentially volatile situation.
- Ability to make split second decisions that could affect the life and property of the public, department, fellow employees, as well as the officer's safety.
- Ability to locate places on a map, receiving radio instructions and to provide directions to others.
- Self Confidence; the ability to lead or take charge of a situation and to make proper decisions.

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- Willingness to work with others and follow orders or allow a superior officer(s) or other trained experts to take charge as required. Must be flexible in dealing with situations.
  - Ability to interface properly with other law enforcement personnel in the City and in other agencies and to cooperate in law enforcement work.
  - Ability and skill in fire arms, hand-to-hand combat, and other means of defense, also the ability to affect the arrest of a resisting person.
  - Ability to perform First Aid or CPR as required for emergencies or assist other emergency personnel administers aid.
  - Sensitive and responsive to the needs and feelings of others; sensitive to community values and norms; knowledge or appreciation of special lingo or slang to communicate with the public; sensitive to alternative life styles and socio-economic groups and races in applying or enforcing the law.
  - Ability to maintain strict confidentiality must be honest in his/her dealings with the public and obey the laws.
  - Ability to work rotating shifts, holidays, weekends, and long hours as necessary.
  - Respond to varying situations with tact, evenhandedness, and diplomacy and know how to assess and handle stressful, hostile, or irrational persons, whether due to physical or mental disability, drugs/controlled substances or alcohol, or other factors.
  - Ability to immediately respond to high emotional/high stress or physically taxing situations without any warning or war up and to quickly return to daily activities thereafter.
  - Ability to gather information from a crime scene and determine motive or clues; ability to question witnesses and gain important information; ability to be objective and sensitive to the feelings of those harmed or injured while communication information; ability to testify under direct/cross examination.
  - Knowledge and ability to use mathematical formulas to determine accident investigations and complete other investigations at a level generally obtained in high school. Must be able to understand and comprehend reading of laws, ordinances, etc. generally of at least a high school level.

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### **CONTACT WITH OTHERS:**

Notify parents and guardians of the arrest or detention of juveniles; confers with the District Attorney, City Attorney, or other law enforcement personnel relative to law enforcement duties; talks with citizens to gather and exchange information or to provide assistance; testifies in Court or before other tribunals.

### **SPECIAL CERTIFICATES, REGISTRATIONS, AND/OR LICENSES REQUIRED:**

CLEET Certified, Completion of FTO Program, and valid operator's license with good driving record.

### **PHYSICAL/MENTAL REQUIREMENTS:**

Must be able to pass the Police Pension physical, which includes among other things, standards for thinking, hearing, speaking, running, using service firearms, and other requirements of a police officer to perform the essential job functions.

#### ***Physical requirements include other things:***

1. Static and trunk strength to use all the muscle force possible to lift, carry, push or pull very heavy objects (lift/carry a body or push a car); explosive strength enough to use short bursts of muscle forces to propel one's self (subdue a suspect).
2. Stamina and dynamic strength enough to exert oneself physically over a period of time without muscle fatigue or without getting winded (chasing a suspect).
3. Extent flexibility to bend, twist or reach out the body, arms, or legs and mobility enough to move one's body from place to place (pursue and/or subdue a suspect).
4. Gross body coordination and equilibrium enough to coordinate the movement of the arms, legs, and body together while in motion or balancing the body while in an unstable position (pursue/subdue suspect or rescue victims).
5. Arm-hand steadiness, manual dexterity and finger dexterity enough to which arm-hand-finger movements can be carried out skillfully and quickly (operate a weapon safely and accurately).
6. Correctable near, far, and peripheral vision enough to see objects in both close and distant surroundings (identify suspects; detect presence of weapons or danger, read driver's licenses and car tags and other surrounding items).
7. hearing sufficient to understand conversation in quiet and noisy environments and hearing enough to distinguish among environmental sounds and to determine the location of sounds (understanding radio transmissions, distinguish between car backfires and gun shots, determining location of persons in distress, etc.).
8. Speech sufficient to speak clearly and distinctly in English so that it is clearly understood (transmitting information over two-way radios, talking with victims, suspects, etc.)

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9. Must be able to demonstrate in the MMPI-2 and/or CPI or related personality performance tests the ability to do the job effectively of a police officer includes:
    - a. Honest self-appraisal.
    - b. Self-confidence, able to lead, takes charge and makes decisions.
    - c. Even tempered, reacts well to stress.
    - d. Willingness to work with others and follow orders.
    - e. Sensitive and responsive to the needs and feelings of others.
  10. Must be able to drive in a vehicle for extended periods of time, communicate on the radio, and affect an arrest of an uncooperative citizen.

**ENVIRONMENTAL CONDITIONS AND SAFETY CONCERNS:**

Must be able to work outdoors in all kinds of weather. Must be able to handle all kinds of persons who may be exposed to HIV or Hepatitis B or other communicable diseases or who have vomited or have been severely injured. Also must be able to wear a bulletproof vest and handle all safety concerns of the department.

**JOB LOCATION:**

In the police department and in the City while on patrol or investigating crime leads, etc.

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\_\_\_\_\_ FULL TIME POSITION  
\_\_\_\_\_ RESERVE POSITION

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**EL RENO POLICE OFFICER APPLICATION FOR EMPLOYMENT**

Print or type answers to each question clearly and completely. All questions must be answered. This is an application for employment and no employment contract is being offered. *(Use page 18 for additional space)*

\_\_\_\_\_  
(Last name)                      (First)                      (Middle)                      (SSN)

\_\_\_\_\_  
(Street Address)                      (Home Phone)

\_\_\_\_\_  
(City, State, Zip)                      (Business Phone)

List any other name(s) you have been known by: \_\_\_\_\_

Provide any other Social Security Numbers you have used: \_\_\_\_\_

Date of Application: \_\_\_\_\_ Date Available to Work: \_\_\_\_\_

Are you available to work: \_\_\_\_\_ shift work \_\_\_\_\_ weekends \_\_\_\_\_ nights?

If you are under 21 years of age, you may not be hired until you are 21.

Present Age: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Email: \_\_\_\_\_

***AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER:*** The City does not discriminate on the basis of race, color, religion, sex, national origin, age, marital status, political affiliation, handicapped status, or any other legally protected status.

**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 and polygraph. Any false, misleading, or incomplete statements will be considered grounds for rejection. ***LEAVE NO BLANK SPACES.*** If the question does not apply to you, please mark N/A (Not Applicable).

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

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After reviewing the essential job functions, the minimum qualifications and the special requirements from the attached job description, are you able to do them with or without reasonable accommodations? \_\_\_\_\_yes \_\_\_\_\_No

The city is concerned with your ability to perform the job and will not, at this time, consider your need to reasonable accommodations except as necessary to complete the application form. If after reviewing your application form, verifying your responses, conducting an extensive background investigation, conducting necessary interviews or tests, you are considered for the job functions or demonstrate performance in the examination process, the parties will explore these alternatives. **REMEMBER:** The city conducts a pre-employment exam, which will determine whether you can do the essential functions of the job without substantial risk or harm to yourself and the public.

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 since you will be screened on what you include, regardless of what you might otherwise be able to perform.

It is extremely important that you provide correct responses to the following questions and that you indicate your qualifications to be able to do the essential functions of the police officer position. Failure to answer these questions may indicate that you have not provided the information to qualify you for the present position. *(Use page 18 for additional space)*

1. Are you a U.S. citizen: Yes \_\_\_\_\_ No \_\_\_\_\_. Are you legally eligible to work in the United States: Yes \_\_\_\_\_ No \_\_\_\_\_ *(verification will be required upon employment and failure to furnish documentation will be cause for separation).*
2. Have you ever worked for this City: Yes \_\_\_\_\_ No \_\_\_\_\_. If yes, give prior name and dates: \_\_\_\_\_ and reason for leaving:  
\_\_\_\_\_  
\_\_\_\_\_
3. Are you related to any city employee or any member of the City Council? Yes \_\_\_\_\_ No \_\_\_\_\_. If so, give names, departments, and relationships: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
4. Have you applied with this Police Department before: Yes \_\_\_\_\_ No \_\_\_\_\_. If so, When? \_\_\_\_\_ Have you applied with any other Police Department in the last five years? Yes \_\_\_\_\_ No \_\_\_\_\_. If yes, which department(s) and when? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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5. Do you know any City Police Officers: Yes \_\_\_\_\_ No \_\_\_\_\_. If yes, Who?  
\_\_\_\_\_How did you learn about this opening?  
\_\_\_\_\_

6. Can you operate: \_\_\_\_\_ Automobiles \_\_\_\_\_ Motorcycles  
\_\_\_\_\_ Airplanes \_\_\_\_\_ Helicopters

<u>License(s) Numbers(s)</u>	<u>State</u>	<u>Expiration Date</u>	<u>Type</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

7. Can Does your driver's license have any restrictions? Yes \_\_\_\_\_ No \_\_\_\_\_  
If yes, explain: \_\_\_\_\_  
\_\_\_\_\_

8. Have you ever had a driver's license suspended or revoked: Yes \_\_\_\_\_ No \_\_\_\_\_  
If yes, explain: \_\_\_\_\_  
\_\_\_\_\_

9. Do you have liability insurance on vehicles you operate? Yes \_\_\_\_\_ No \_\_\_\_\_  
Have you ever had your insurance policy cancelled? Yes \_\_\_\_\_ No \_\_\_\_\_  
If yes, explain: \_\_\_\_\_  
\_\_\_\_\_

10. In the last seven years: (1) How many traffic tickets have you received? \_\_\_\_\_  
(2) Number of times; arrested while driving while drinking or under the influence?  
\_\_\_\_\_; (3) reckless driving of any type? \_\_\_\_\_; (4) Number of accidents you  
were involved in as the driver for which you were charged or cited? \_\_\_\_\_; Have  
you ever been involved in a series of accidents where you were the driver? \_\_\_\_\_  
If yes, or anything other than none is answered to any of the above, explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



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11. It is imperative that law enforcement personnel have a clean conviction record and not be addicted to controlled substances. Have you ever been arrested? \_\_\_\_; Placed in Jail? \_\_\_\_; Detained? \_\_\_\_; Received a conviction? \_\_\_\_; Suspended sentence? \_\_\_\_; Deferred sentence which was not expunged or sealed? \_\_\_\_; Probation? \_\_\_\_; by any court of law or enforcement body anywhere? If so, please explain below:

<u>Date</u>	<u>Charge</u>	<u>(age at time)</u>	<u>Jurisdiction</u>	<u>Disposition</u>	<u>Location of agency</u>
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Other Explanations: \_\_\_\_\_  
\_\_\_\_\_

12. Have you ever been convicted of a misdemeanor crime of domestic violence within the meaning of the statute (18U.S.C.SCC.922 (g))? The term “misdemeanor crime of violence” means an offense that; (a) is a misdemeanor under Federal or State Law; and (b) has, as an element, the use of physical force, or the threatened use of a deadly weapon, committed by a current or former spouse, parent, or guardian of the victim, by a person with whom the victim shares a child in common, by a person who is cohabiting with or has cohabited with the victim as spouse, parent, or guardian, or by a person similarly situated to a spouse, parent or guardian of the victim.

Yes \_\_\_\_ No \_\_\_\_; If you answered “YES”, provide the following information with respect to the conviction:

Court/Jurisdiction: \_\_\_\_\_  
Docket/Case Number: \_\_\_\_\_  
Status/Charged: \_\_\_\_\_  
Date Sentenced: \_\_\_\_\_

13. Have you ever been finger printed? Yes \_\_\_\_ No \_\_\_\_\_. If Yes, Complete:

<u>When</u>	<u>Where</u>	<u>For Whom</u>	<u>Purpose</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

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14. Residence (list each and every place you have resided in the past 10 years) Provide phone number of current Landlord: \_\_\_\_\_.

<u>From</u>	<u>To</u>	<u>Address</u>	<u>City/State</u>	<u>Landlord (name)</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

15. Education (list high school(s), college(s), correspondence, business or technical schools attended. Exclude Military schools.

<u>Name</u>	<u>Address</u>	<u>Type</u>	<u>Dates attended</u>	<u>Hours Finished</u>	<u>Degree</u>
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

16. List all special educational honors, scholarships, etc. received: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

17. List all memberships in school societies, fraternities, or clubs (you may exclude memberships in organizations indicating national origin if you wish): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

18. Have you ever been expelled or suspended from any school or dropped out of school because of poor scholastic standing? Yes \_\_\_\_ No \_\_\_\_\_. If yes, please explain the circumstances: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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19. Employment experience for the past 10 years: SSN: \_\_\_\_\_

***In chronological order, list all employment, including part time.***

Dates (from-to)	Employed by (Name of firm, address)		
Title of Position	Salary	Reason for Leaving	Phone number
Type of Duties			
Name of Supervisor: _____			

Dates (from-to)	Employed by (Name of firm, address)		
Title of Position	Salary	Reason for Leaving	Phone number
Type of Duties			
Name of Supervisor: _____			

Dates (from-to)	Employed by (Name of firm, address)		
Title of Position	Salary	Reason for Leaving	Phone number
Type of Duties			
Name of Supervisor: _____			

Dates (from-to)	Employed by (Name of firm, address)		
Title of Position	Salary	Reason for Leaving	Phone number
Type of Duties			
Name of Supervisor: _____			

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Dates (from-to)		Employed by (Name of firm, address)	
Title of Position	Salary	Reason for Leaving	Phone number
Type of Duties			
Name of Supervisor:			

Dates (from-to)		Employed by (Name of firm, address)	
Title of Position	Salary	Reason for Leaving	Phone number
Type of Duties			
Name of Supervisor:			

Dates (from-to)		Employed by (Name of firm, address)	
Title of Position	Salary	Reason for Leaving	Phone number
Type of Duties			
Name of Supervisor:			

Dates (from-to)		Employed by (Name of firm, address)	
Title of Position	Salary	Reason for Leaving	Phone number
Type of Duties			
Name of Supervisor:			

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20. If you have had no prior employment experience, please explain what you have done since high school to prepare for this job: \_\_\_\_\_

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

21. 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? Yes \_\_\_\_\_ No \_\_\_\_\_. If yes, state circumstances: \_\_\_\_\_

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

22. 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 duration:

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

23. In Chronological order, list all special training received and occupational schools attended in your employment history. (Exclude military schools and training, high schools, colleges, etc.)

<u>Name</u>	<u>Address</u>	<u>Type</u>	<u>Dates attended</u>	<u>Hours Finished</u>	<u>Certificate</u>
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

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24. 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: \_\_\_\_\_

\_\_\_\_\_

25. Are you now engaged in any business as an owner, partner (active or silent) or other connection (such as an employee)? Yes \_\_\_\_ No \_\_\_\_\_. If yes, give full details (Name, Address, etc.): \_\_\_\_\_

\_\_\_\_\_

26. 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 any City, State or Federal Government? Yes \_\_\_\_ No \_\_\_\_\_. If yes, give full details (Exclude Driver's License): \_\_\_\_\_

\_\_\_\_\_

**SELECTIVE SERVICE/MILITARY SERVICE:**

27. Have you registered for selective service? Yes \_\_\_\_ No \_\_\_\_\_. If yes, when?

\_\_\_\_\_

28. Have you served in any branch of the military? Yes \_\_\_\_ No \_\_\_\_\_. If yes, indicate branch, current status, and any military training or experience that would assist you with being a police officer:

<u>Name</u>	<u>Address</u>	<u>Type</u>	<u>Dates attended</u>	<u>Hours Finished</u>	<u>Status</u>
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_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

29. List any medals, decorations, campaign, and theatre ribbons awarded to you while in the armed forces: \_\_\_\_\_

\_\_\_\_\_

***Were you honorably discharged? Yes \_\_\_\_ No \_\_\_\_\_. Please provide a copy of any discharge papers (Forms: DD 214 and DD 214 Member 4).***

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**SUBVERSIVE ORGANIZATIONS:**

30. Affiliation with groups that do not support local, state, federal laws: As used in this application, subversive organizations 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 means? 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 meeting 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 questions in category 31, please indicate the circumstances:

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31. 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 is not limited to checking the following references.):

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

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

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

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Name, phone number and address of military associate, if applicable:

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Name, phone number and address of Mother, Father, and/or siblings:

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Name, phone number and address of any other personal references:

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32. List any social, labor, civic, and fraternal organizations that you have or now belong to which demonstrates your fitness for this position (you may exclude any that is associated with a national origin, if you wish): \_\_\_\_\_

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33. Are you the co-maker or signer on an outstanding loan? Yes \_\_\_\_ No \_\_\_\_\_. If yes, explain details: \_\_\_\_\_

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34. Have you ever been bonded? Yes \_\_\_\_ No \_\_\_\_\_. With respect to each time bonded, state details below:

<u>Date</u>	<u>Reason</u>	<u>By Whom</u>	<u>Address(City/St)</u>
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_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

35. Which of your previous jobs did you like the best? Explain the duties, the type of supervisor, and other reasons: \_\_\_\_\_

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36. Which of your previous jobs did you like the least? Explain the duties and reasons why: \_\_\_\_\_

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37. What prior experience have you had with firearms? Explain: \_\_\_\_\_

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38. Other than in a law enforcement capacity, have you ever been served with a summons or subpoena? Yes \_\_\_\_\_ No \_\_\_\_\_. If yes, how many times \_\_\_\_\_ and list reasons:

<u>Date</u>	<u>Charge</u>	<u>Location</u>	<u>Court</u>	<u>Police Agency concerned</u>
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39. Do you know of any other information that we have not asked for, which may come to light in the background investigation; information concerning your present fitness to handle the essential functions of the job? Yes \_\_\_\_ No \_\_\_\_\_. If yes, you have an opportunity to disclose this information at this time. (We are not, in this question, interested in your physical or mental ability to do the job). \_\_\_\_\_

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[illegible]

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**EL RENO POLICE DEPARTMENT**  
**PERSONAL QUESTIONNAIRE**

As an applicant for the position of Police Officer with the City of El Reno, you will be subjected to an intense background investigation including a polygraph on any of these questions. The following questionnaire is a preview of items that will be necessary for us to check into. It will be to your benefit to answer all questions honestly and to the best of your ability.

Have you in the past seven (7) years, used any controlled substances such as a narcotic, speed, PCP, barbiturate, amphetamine, LSD, cocaine, crack, heroin, marihuana, etc. that was not prescribed for you by a medical doctor? Yes \_\_\_\_\_ No \_\_\_\_\_. If yes, please indicate the type of drug, the date of use, and extent of usage. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

During the past five (5) years, except as covered by medical procedures, have you sniffed or inhaled glue, paint, lacquer, gasoline or any substance with the intent of getting high or intoxicated? Yes \_\_\_\_\_ No \_\_\_\_\_. If yes, please indicate the particulars: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Have you ever stolen anything of value? Yes \_\_\_\_\_ No \_\_\_\_\_. If the answer is yes, please indicate what it was, when it happened, and how often it happened. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Have you ever been arrested and/or convicted of any crimes? Yes \_\_\_\_\_ No \_\_\_\_\_. If yes, be sure you have explained this in detail indicating the outcome of the conviction on page 4 of the application form.

Do you support local, state, and federal laws and are willing to do so without reservation? Yes \_\_\_\_\_ No \_\_\_\_\_.

Are you able to do the essential functions of the job of Police Officer with or without reasonable accommodations? Yes \_\_\_\_\_ No \_\_\_\_\_.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## AUTHORIZATION TO RELEASE INFORMATION

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To Whom it May Concern:

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

This release is executed with full knowledge and understanding that the information is for the official use of the El Reno Police Department. Consent is granted for the El Reno 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 or retail business establishment 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 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.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Typed or Printed: \_\_\_\_\_ Phone: \_\_\_\_\_  
(full name)

Current Address: \_\_\_\_\_

Notarized Witness: \_\_\_\_\_ Date: \_\_\_\_\_

(Notary Public) \_\_\_\_\_ (seal)

Commission Number: \_\_\_\_\_ Expiration: \_\_\_\_\_

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**STATEMENT OF TRUTHFULNESS AND PERMISSION TO INVESTIGATE**

(To be signed in the presence of an El Reno Police Officer and notarized)

Date: \_\_\_\_\_ Printed name: \_\_\_\_\_  
(full name)

**READ CAREFULLY BEFORE SIGNING**

I certify that I am the person named above and that 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 hereby grant permission to the City of El Reno to investigate any information included in the application and I agree to submit to a pre-employment drug screen and a post offer medical examination. I understand that this application is not a contract of employment. I hereby release the City and its agents from all liability in making any investigation and inquiry relative to information contained in the application form. I understand that if employed, false or misleading statements given in this application or interview(s) may result in discharge. I understand that I am requested to abide by all rules and regulations of the City.

I hereby authorize any City, County, State, or Federal Agency or former employer or any individual listed in this application form to furnish to any member of the El Reno Police Department any information concerning me necessary to process this questionnaire. A photo static and/or fax copy of this authorization shall be considered as valid as the original.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

(Notary Public) \_\_\_\_\_ (seal)

Commission Number: \_\_\_\_\_ Expiration: \_\_\_\_\_

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**AUTHORIZATION TO RELEASE MEDICAL AND  
WORKERS' COMPENSATION INFORMATION**

To Whom It May Concern:

I hereby authorize any physician or other authorized medical representative under contract with the City of El Reno bearing this release, or a photo static copy thereof, within one year of its date, to obtain information from your files pertaining to my medical records, charts, or any medical history information to determine whether I can do the essential function of the position of Police Officer with the City of El Reno. I hereby direct you to release such information upon request of the bearer.

This release is executed with full knowledge and understanding that the information is for the official use of any medical group, medical or psychological practitioner or professional for the City of El Reno. Consent is granted for the purpose of performing such post offer medical or psychological exam as required by the El Reno Police Department. Such information is confidential and will not be released to the City except as covered by the Americans with Disabilities Act and as required by State Law.

I hereby release you as the custodian of such records and any hospital or other repository of medical records, including its officers, employees or related personnel both individually and collectively, from any and all 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.

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.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Typed or Printed: \_\_\_\_\_ Phone: \_\_\_\_\_  
(full name)

Current Address: \_\_\_\_\_

Notarized Witness: \_\_\_\_\_ Date: \_\_\_\_\_

(Notary Public) \_\_\_\_\_ (seal)

Commission Number: \_\_\_\_\_ Expiration: \_\_\_\_\_

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**CITY OF EL RENO POLICE DEPARTMENT  
CONFIDENTIAL INFORMATION AGREEMENT FORM**

A thorough investigation will be conducted to determine your qualifications for the position of Police Officer. To a great extent, your ability to be qualified for employment will depend on information obtained in confidential interviews with persons with whom you have associated, including the personal references you have listed.

If there are reasons for your non-acceptance are of a temporary nature, whereby you could be accepted at a later date, you will be so notified. Failure to be certified and hired at the present time does not indicate that you cannot apply at a later date, but that other candidates provided experience, education, and background data that were more suitable for employment.

I HAVE READ AND FULLY UNDERSTAND THE ABOVE STATEMENT.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Witness: \_\_\_\_\_ Date: \_\_\_\_\_

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## WRITTEN EXERCISE

(To be completed in the office after turning in the original application material and after all forms permitting investigation are signed and notarized. The following exercise is to be completed in the applicant's own hand writing and signed.)

Why are you pursuing a career as a Law Enforcement Officer?

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What have you done in your past (schooling, extracurricular activities, including sports, etc., or other training and experience) to prepare you for a career in law enforcement?

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What has been your association or experience with Law Enforcement Officers?

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