



Olathe Police Department 420 S. Horton Ave. Olathe, CO 81425



## OLATHE POLICE DEPARTMENT

### Police Officer

**MISSION:** The Members of the Olathe Police Department guard the life, property, constitutional rights of all and pursue justice with compassion and respect. We will safeguard our citizens by providing the highest levels of professional service through collaborative partnerships which build and foster trust and create a harmonious environment to ensure a high quality of life for all who reside in and visit our Town.

**SUPERVISION:** Reports to Police Chief

#### MINIMUM REQUIREMENTS:

- 21 years or older
- High School graduate or equivalent
- Legally able to possess firearms.
- P.O.S.T. Certified or able to be POST Certified for Lateral Officers (Out of State Transfers)
- No felony convictions
- Possess and maintain a valid driver's license with an acceptable record.
- Meet physical fitness standards.

**SALARY:** \$20.00 - \$23.00 hourly (based on experience)

#### BENEFITS:

- Nine Paid Holidays
- Health, Dental, vision and life insurance
- FPPA Retirement
- Paid vacation and sick leave

#### GENERAL LIST OF DUTIES:

- Team player with an ability to foster a healthy and a positive environment.
- Patrols Olathe Town limits for traffic control and crime prevention
- Meet Physical Requirements Duties and/or responsibilities may change at any time with or without notice.
- Communicates daily incidents for continued operations.
- Conducts inquiries, inspections and investigations of accidents, violations, and crime incidents.
- Prepares court and legal documents, such as search warrants, arrest warrants and affidavits in accordance with Municipal, Local and State Laws.
- Prepares records and reports of daily incidents.
- Works with and assists all Town Departments as required or requested.
- Responsible for maintaining Olathe Police Department equipment and tools in good working condition.
- Responds to complaints, emergencies, call for assistance, arrests with courtesy and without unnecessary loss of time and may be required to back up other agencies.
- Complete thorough crime investigations and case files for the District Attorney for filing of charges.

#### PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT:

- The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential daily functions. This position requires frequent lifting, carrying, walking, standing, kneeling, crouching, climbing or balance with the ability to lift over 50 pounds. Hand/eye coordination for computer use and work in the field, vision for writing reports and data entry, hearing and listening to communicate with others and frequent speech communication. This position is subject to standing and/or sitting for long periods of time and possibly in inclement weather and has occasional dealings with stressful situations and angered individuals.

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Signature of Applicant

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Date



## OLATHE POLICE OFFICER APPLICATION

### An Equal Opportunity Employer

We do not discriminate on the basis of race, color, religion, national origin, sex, age, disability, genetic information, or any other status protected by law or regulation. It is our intention that all qualified applicants be given equal opportunity and that section decisions are based on job-related factors.

Answer each question fully and accurately. No action can be taken on this application until you have answered all questions. Do not substitute "see resume" in sections on this application. Use blank paper if needed. **PLEASE PRINT**, except for your signature. In reading and answering the following questions, be aware that none of the questions are intended to imply illegal preferences or discrimination based upon non-job-related information.

Today's Date \_\_\_\_\_

When are you available to start? \_\_\_\_\_

Last Name	First Name	Middle Initial	Phone Number
Present Address		City	State
			Zip Code
Email			

### - Please Circle One -

Are you 21 years of age or older? ..... Yes No

Have you worked or attended school under any other names? ..... Yes No

If yes, provide names. \_\_\_\_\_

If hired, can you furnish proof you are eligible to work in the U.S.? ..... Yes No

Have you ever applied with OPD before? ..... Yes No If yes, when? \_\_\_\_\_

Were you ever employed with OPD? ..... Yes No If yes, when? \_\_\_\_\_

Have you ever been convicted of any violations? ..... Yes No

If yes, provide details and include any plea of "guilty" or "no contest."

(A conviction will not necessarily disqualify an applicant for employment.)



Have you ever had any law enforcement contact? ..... Yes No  
If yes, provide details. Were you a victim or a suspect?

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If employed with the Olathe Police Department, do you expect to be engaged in any other additional business or employment outside of your job? ..... Yes No

Do you smoke or use marijuana? ..... Yes No  
If yes, when was the last time? \_\_\_\_\_

Have you used any illegal substances? ..... Yes No  
If yes, when was the last time? Provide details.

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**EDUCATION**

List name and address of schools.		Number of Years Completed	Diploma/ Degree/ Certificate
High School or GED			
College or University			
Subjects Studied			
Vocational or Technical			
Subjects Studied			

What skills or additional training do you have that are related to the job for which you are applying?

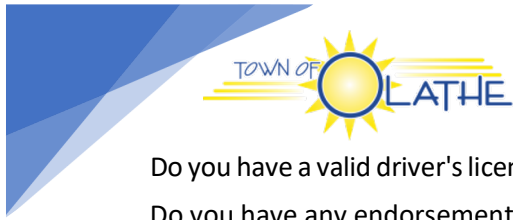
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What machines or equipment can you operate that are related to the job for which you are applying?

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Do you have a valid driver's license? ..... Yes No

Do you have any endorsements or restrictions? ..... Yes No

If yes, provide details.

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Have you ever had your driver's license suspended or revoked in the last three years? ..... Yes No

If yes, provide details.

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Have you applied to any other agency? ..... Yes No

If yes, provide details, status, and date you applied.

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**REFERENCES**

List three references. **Pease do not list relatives or former employers.**

Name	
Address	
Phone	
Email	

Name	
Address	
Phone	
Email	

Name	
Address	
Phone	
Email	



Are you currently employed? ..... Yes No

May we contact your current employer? ..... Yes No

If yes, whom do you suggest we contact? \_\_\_\_\_

Have you ever been fired from a job or asked to resign? ..... Yes No

If yes, provide details.

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### **WORK HISTORY**

List names of employers within the last seven years, in consecutive order with current or last employer listed first. Account for all periods of time including military service and any other periods of unemployment. If self-employed, provide firm name and supply business references. Include part-time positions held. Add extra lines and/or provide an extra page if necessary. **DO NOT leave this section blank or write, "see resume."**

Name, Address and Phone of Employer	Employed		Pay	
	From (mo/yr)	To (mo/yr)	Start	Final
			\$	\$
	Duties			
Title	Reason for Leaving			
Supervisor				

Name, Address and Phone of Employer	Employed		Pay	
	From (mo/yr)	To (mo/yr)	Start	Final
			\$	\$
	Duties			
Title	Reason for Leaving			
Supervisor				

Name, Address and Phone of Employer	Employed		Pay	
	From (mo/yr)	To (mo/yr)	Start	Final
			\$	\$
	Duties			
Title	Reason for Leaving			
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	From (mo/yr)	To (mo/yr)	Start	Final
			\$	\$
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	From (mo/yr)	To (mo/yr)	Start	Final
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Name, Address and Phone of Employer	Employed		Pay	
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	Duties			
Title	Reason for Leaving			
Supervisor				



## AFFIDAVIT, CONSENT AND RELEASE

### PLEASE READ EACH STATEMENT CAREFULLY BEFORE SIGNING

I certify that all information provided in this employment application is true and complete. I understand that any false information or omission may disqualify me from further consideration for employment and may result in my dismissal if discovered at a later date.

I authorize that investigation of any or all statements contained in this application. I also authorize, whether listed or not, any person, school, current employer, past employers, and organizations to provide relevant information and opinions that may be useful in making a hiring decision. I release such persons and organizations from any legal liability in making such statements.

I understand I may be required to successfully pass a drug screening examination. I hereby consent to a pre- and/or post- employment drug screen as a condition of employment.

**I UNDERSTAND THAT THIS APPLICATION, VERBAL STATEMENTS BY MANAGEMENT, OR SUBSEQUENT EMPLOYMENT, DOES NOT CREATE AN EXPRESS OR IMPLIED CONTRACT OF EMPLOYMENT NOR GUARANTEE EMPLOYMENT FOR ANY DEFINITE PERIOD OF TIME. ONLY THE OLATHE POLICE DEPARTMENT / TOWN OF OLATHE HAS THE AUTHORITY TO ENTER INTO AN AGREEMENT OF EMPLOYMENT FOR ANY SPECIFIED PERIOD AND SUCH AGREEMENT MUST BE IN WRITING, SIGNED BY THE OLATHE POLICE DEPARTMENT / TOWN OF OLATHE AND THE EMPLOYEE. IF EMPLOYED, I UNDERSTAND THAT I HAVE BEEN HIRED AT THE WILL OF THE EMPLOYER AND MY EMPLOYMENT MAY BE TERMINATED AT ANY TIME, WITH OR WITHOUT REASON AND WITH OR WITHOUT NOTICE.**

I have read, understand and by my signature consent to the above statements.

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

This application for employment will remain active only for the position applied for.

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**Mail To:** Olathe Police Department, P.O. Box 789, Olathe, CO 81425

**Hand Deliver:** Olathe Police Department, 420 Horton Ave., Olathe, CO 81425