

Olathe Police Department Police Officer



The Olathe Police Department Police Officer performs a variety of technical and law enforcement duties to ensure the safety and welfare of the community in compliance with Federal, State and local Town laws.

SUPERVISION RECEIVED: 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
- No felony convictions
- Possess and maintain valid driver's license with acceptable record
- Meet physical fitness standards

Salary: \$20.00 - \$25.00 hourly

BENEFITS: 10 paid holidays, Health, Dental, vision and life insurance, FPPA Retirement, AFLAC, paid vacation, and sick leave.

GENERAL LIST OF DUTIES: Duties and/or responsibilities may change at any time with or without notice.

- Patrols Olathe Town limits for traffic control and crime prevention.
- 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.
- Advises shift relief of daily incidents for continued operations
- Conducts inquiries and inspections of accidents, violations, and crime 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.
- Prepares records and reports of daily incidents
- Prepares court and legal documents, such as search warrants, arrest warrants and affidavits with proper legal language and no errors.
- Complete through crime investigations and case files for the District Attorney for filing of charges
- Maintains a field notebook of ongoing records such as wanted persons, stolen vehicles or items.
- Ability to know and understand the Town Ordinances and State and Federal laws.
- Utilizes proper safety precautions and devices related to all work performed.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT:

The physical demands listed below 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, climb 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.

Signature of applicant

Date



Olathe Police Department

420 Horton Ave., P O Box 789, Olathe, CO 81425 · Phone (970) 323-4357 · Fax (970) 323-5742

APPLICATION FOR EMPLOYMENT

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.

Position Applied For: _____ Today's Date: _____

Are you seeking: Full-Time ___ Part-Time ___ Temporary ___

When are you available to start? _____

Last Name First Name Middle Initial Phone Number

Present Address City State Zip Code

**** Please Circle One ****

Are you 18 years of age or older? Yes No

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

If yes, give names: _____

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

Have you ever applied here before? Yes No If yes, when? _____

Were you ever employed here? Yes No If yes, when? _____

Have you ever been convicted of any law violations? Yes No
(Include any plea of "guilty" or "no contest." Exclude minor traffic violations.) If yes, provide details.

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

If employed, do you expect to be engaged in any additional business or employment outside of your job? Yes No

If yes, provide details.

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			

Special Skills

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

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

For driving jobs **ONLY**: Do you have a valid driver's license? Yes No

Driver's License Number _____ Class of License _____ State _____

Have you had your driver's license suspended or revoked in the last 3 years? Yes No

If yes, provide details:

List professional, trade, business or civic activities and offices held.

(Exclude labor organizations and memberships which reveal race, color, religion, national origin, sex, age, disability, genetic information, or other protected status.)

References

Give three (3) references. **Please do not list relatives or former employers.**

Name	Address	Phone

Are you presently 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, please explain. _____

Work History

List names of employers in consecutive order with present or last employer listed first. Account for all periods of time including military service and any periods of unemployment. If self-employed, give firm name and supply business references. Include part-time positions held. **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	
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	From (mo/yr)	To (mo/yr)	Start	Final
			\$	\$
	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.

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

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