

This form may be printed out and completed, then mailed or delivered to:

Human Resources
City of Scottsbluff
2525 Circle Dr.
Scottsbluff, NE 69361

***PLEASE CONTACT JANA BODE AT
308-630-6216 IF YOU WISH TO SUBMIT YOUR
APPLICATION ELECTRONICALLY.**

DEADLINE: JULY 13, 2018

Memo

To: Police Promotional Applicants
From: Jana Bode, Civil Service Commission Secretary
Date: June 13, 2018
Re: Promotional Examination

This application packet contains the following information:

Job Description for Patrol Corporal & Police Sergeant

Notice of examination (Test date is September 14, 2018)

Demographic – City of Scottsbluff

Resume Outline - Please follow this outline in preparing your resume to ensure a fair comparison of all resumes submitted for this examination.

City Application form and Questionnaire - to be completed by all applicants

Employment Reference Check - to be completed by all applicants

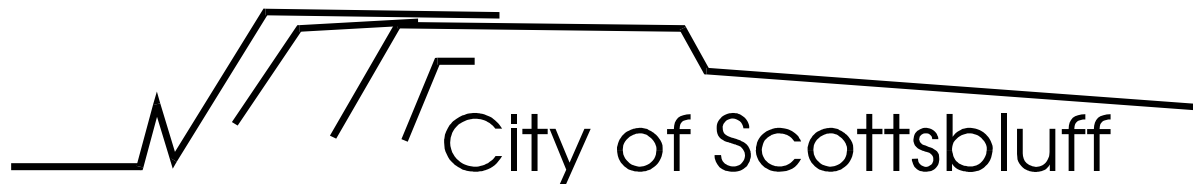
Anti-Drug Plan (all applicants must complete – requires date and signature)

Report of Crimes of Domestic Violence (all applicants must complete – requires date and signature)

*****Provide proof of education** – copies of certificates or transcripts showing dates and degree earned.

If you are interested in competing in this examination and meet the qualifications, you must complete this application packet and submit to the Human Resources Office **no later than 4:00 P.M. FRIDAY, JULY 13, 2018.**

If you meet the minimum qualifications you will receive a reading list of study materials as soon as possible on or after July 13th to assist you in your preparation of the upcoming exam.



DEMOGRAPHICS

The City of Scottsbluff, Nebraska is the largest city in western Nebraska. It is the business and shopping center for consumers in the Nebraska Panhandle and eastern Wyoming. Scottsbluff is centrally located within four hours of Denver, Colorado and Rapid City, South Dakota.

The Scottsbluff Police Department consists of 36 full time employees, 31 of whom are certified police officers. The Department's command staff includes the Chief of Police, a Support Services Captain, an Operations Captain and an Administrative Assistant. In addition, the department provides supervisory direction to the Region 22 Emergency Management Director which encompasses Scotts Bluff and Banner Counties. Supporting the command staff are five Sergeants, four of whom are assigned to the Patrol Division and one assigned to Investigative Services. Investigative Services is comprised of five investigators.

The Police Department participates in an 11 county multi-jurisdictional drug and violent crime task force. All sworn personnel are eligible to work within the task force through a selection process. The Police Department supports and promotes a community policing concept within all divisions. In addition to the normal function of providing basic police services, the Scottsbluff Police Department maintains a School Resource Officer position assigned to the Scottsbluff Public School District in addition to a K-9 Unit. The Department also has a Special Weapons and Tactics Unit (SWAT) and a certified Bomb Disposal Unit. The Police Department assigns personnel to the Joint Terrorism Task Force and is dedicated to various programs within the community, to include a Neighborhood Watch Program and Volunteers In Police Service (VIPS).

The Department contracts with the City of Terrytown for police services. The Department works closely with local, county, state and federal law enforcement agencies. The Department responded to over 15,000 calls for service in 2009. The Scottsbluff Police Department remains one of the most active law enforcement agencies in western Nebraska. Opportunities for personal growth, experience and rewarding work are just a few benefits available to those interested in becoming a police officer with the Scottsbluff Police Department.

JOB OPPORTUNITY
CITY OF SCOTTSBLUFF, NEBRASKA
Patrol Corporal

Description of the Job:

The Patrol Corporal is responsible for the enforcement of the laws and ordinances, prevention and detection of crime, observation and reporting of public hazards, and protection of the general welfare of the citizens of the City. The Patrol Corporal will perform all duties of shift commander in the absence of the Patrol Sergeant. The Patrol Corporal is knowledgeable of modern law enforcement principles, procedures, techniques and equipment; applicable laws, city ordinances and Department rules and regulations. Must have the ability to train and supervise subordinate personnel; effectively communicate, both orally and in writing; read and understand the meaning and intent of written material; establish and maintain effective working relationship with subordinates, peers, and supervisors. Ability to interact effectively with the public; perform work requiring good physical condition; exercise sound judgement in evaluating situations and making decisions; testify effectively in court; perform well in stressful situations; maintain confidentiality. Protect and maintain the general welfare of the citizens of the City. The work of the Patrol Corporal is reviewed and evaluated by a Patrol Sergeant through meetings, reports, observations and performance reviews.

Essential Functions of the Job:

Patrol an assigned area of the City to prevent or discover criminal activity in the City; includes apprehending criminals, enforcing vehicle and traffic laws, doing civil standbys, and showing a police presence as a deterrent to crime;

Respond to and investigate calls for service involving accidents, misdemeanors, felonies, traffic control, fire calls, City, State or Federal offenses, nuisances, as well as other calls which benefit the citizens of the City and other City departments;

Operate a law enforcement vehicle safely during both the day and night;

Communicate effectively and coherently over law enforcement radio channels;

Must be able to render credible testimony in a court of law;

Maintain awareness on current trends and progressive crime prevention techniques;

Provide accurate information, education concerning crime prevention and awareness to the public;

Arrest violators, commit prisoners to jail when necessary, testify in court proceeding, work with other law enforcement agencies as requested, and follow up on status of investigations or proceedings involving such arrests;

Stay current on changes in laws or ordinances which affect police operations;

Prepare timely investigative and other required written reports;

Render first aid to injured or ill persons in emergency situations;

Accept special assignments to conduct public information programs, special operations team, or coordinate department involvement with neighborhood or community groups;

Attend in-service and specialized training programs in areas related to police work or professional development, as directed;

Become proficient in use and care of firearms, breathalyzer, and all other equipment necessary to perform the duties of the job;

Assist in duties of Humane Officer, if needed;

Assist in execution of legal documents pursuant to search and seizure guidelines;

Serve as field training officer, or School Resource Officer when assigned;

Serve as the shift commander in the absence of the Patrol Sergeant;

Perform general maintenance on automobiles and other assigned equipment;

Regular attendance and punctuality required;
Perform other related duties as assigned.

Knowledge, Skills, and Abilities:

Ability to accurately keep records and write reports, using the law enforcement report Writing software;
Ability to express oneself clearly and concisely, both orally and in writing;
Ability to operate a vehicle carefully and skillfully;
Ability to acquire knowledge of laws and ordinances, first aid procedures, and skill in the use of firearms;
Ability to react calmly and quickly in case of emergency, and to make quick and accurate Decisions;
Ability to establish and maintain a good working relationship with co-workers, other City officials and employees, County, State and Federal authorities, and the general public;
Ability to perform all duties of shift commander in the absence of the Patrol Sergeant;
Ability to learn modern crime prevention, detection, identification and investigative skills and procedures;
Ability to lift up to 50 lbs; ability to talk, hear, see, drive, walk, run, sit, stand, stoop, twist, lift, climb, kneel, crawl, reach, push, pull, and ability to maintain and demonstrate the physical fitness necessary to perform the essential functions of the job;
Ability to work rotating schedules, which include working night shifts.

Minimum Qualifications:

High school degree or equivalent;
Certification from State Law Enforcement Academy;
Must be able to read, write, speak and understand the English language;
Valid State of Nebraska Driver's License;
Hearing must be normal, vision must be no less than 20/40 uncorrected and corrected to 20/20 with normal color vision;
Excellent physical condition as determined by a medical examination;
Must pass a physical agility test and a pre-employment drug screening test;
Willingness to work on rotating shift basis;
Three (3) years' experience as a Patrol Officer;
State of Nebraska Police Supervisor Certification within one year of appointment;

Preferred Qualifications:

Completion of two years in post high school courses in criminal justice or related field or equivalent combination of education, training and experience;
Knowledge of state laws, city ordinances and administrative rules and regulations for police departments in Nebraska;
Knowledge of types and uses of firearms, communication systems, automotive and other equipment used in modern police work;
Knowledge of basic first aid procedures;
Bi-lingual in English/Spanish;
A certified law enforcement officer in the State of Nebraska;
State of Nebraska Police Supervisor Certification;

This job description is intended to describe the general nature and level of work to be performed by employees assigned to this classification and is not intended to be construed as an exhaustive list of all responsibilities, duties and skills of personnel so classified.

Pay range: \$20.91 - \$28.03

Fringe Benefits:

Vacation: A Patrol Corporal earns 80 vacation hours per year with the opportunity to earn additional vacation after 5, 10, and 15 full years of service.

Sick leave: Earned at the rate of 8 hours per calendar month, cumulative to 960 hours.

Holidays : 10

Personal Leave Day: 1 per fiscal year

Additional: Pension plan, social security, health and dental insurance, long term disability insurance and a term life insurance policy provided by the City. Uniforms, equipment and weapons are furnished.

Equal Employment Opportunity Employer, no discrimination on basis of disability; only U.S. citizens and aliens lawfully authorized to work in the United States will be hired and all new employees are required to complete verification forms.

JOB OPPORTUNITY
CITY OF SCOTTSBLUFF, NEBRASKA
Police Sergeant

Description of the Job:

The Police Sergeant shall assist in the planning, directing and supervising of police personnel assigned to a shift, a division or function within the Police Department. Duties will involve criminal investigations, both supervising and personally performing investigations, training personnel, performing patrol and traffic control duties, and performing a variety of administrative and technical duties in support of the department. An employee in this job is responsible for safe, efficient, effective, and legal police service delivery and the development of programs, procedures, and policies necessary to accomplish assigned goals and objectives of the assigned shift, function or division. This position is expected to exercise independent judgment in the performance of his or her duties. Work requires knowledge and skill acquired only through specialized training and experience on the job. The work of the Police Sergeant is performed under the general supervision of the Operations Captain, who reviews work through meetings, reports, observations and performance reviews.

Essential Functions of the Job:

This is a generalized description. Specific duties and responsibilities may vary, depending on assignment.

Plans, develops, and implements functional work objectives to accomplish the goals and objectives of the assigned shift, function or division;

Supervises and trains personnel assigned to the shift, function, or division;

Conducts inspections of assigned personnel and assets to ensure compliance of policy and procedure;

Reviews all reports prepared by personnel on the shift or within the division or function, conducts briefings of personnel when serving as shift commander;

Organizes and schedules personnel and equipment resources to effectively carry out plans and objectives;

Assists in the evaluation, development, and/or revision of departmental policies, procedures, and programs to efficiently and effectively achieve the objectives of the department;

Communicates general policies and orders from the Police Chief or Police Captain to subordinate personnel and insures the implementation of policies and orders;

Evaluates personnel, operations, programs and activities to insure compliance to departmental objectives and to identify deficiencies;

Develops means to correct deficiencies and to increase the level of police service to include training, discipline, subordinate morale, and other related matters;

Assists with the preparation of department budget request including the establishment of department priorities, costing, and justifications of personnel and equipment needs;

Serves as liaison to coordinate efforts and to solve common problems of the Police Department, other city departments, outside enforcement agencies, County Attorney's Office, public and private groups and other related entities;

Answers non-routine citizen complaints relative to subordinate employees for the department;

Regular attendance and punctuality required;

Performs other related duties and assignments as required.

Knowledge, Skills, and Abilities:

- Thorough knowledge of departmental organization, policies, procedures, rules, ordinances and the ability to apply their knowledge to the operations and activities of the assigned shift, function or division;
- Thorough knowledge of police science methods and techniques, equipment usage, applicable laws and court rulings and the ability to apply this knowledge to the operations and training of the assigned shift;
- Considerable knowledge of applicable local, state, and federal law;
- Considerable knowledge of the social implications of police work;
- Ability to coordinate the activities of the assigned shift toward the accomplishment of the objectives and goals of the Police Department;
- Ability to make complex, difficult decisions and develop plans for the safe, efficient, effective, and legal accomplishment of tasks required to protect life, safety, and property of citizens, to enforce applicable laws, and to serve the public;
- Ability to plan, direct, coordinate, motivate, and supervise a uniform, support, or investigative division of the Police Department;
- Ability to observe situations analytically and objectively, and to completely and accurately record them;
- Ability to react quickly and calmly in emergencies and to direct and coordinate the work of subordinates in emergencies;
- Ability to enforce laws, ordinances, and regulations with firmness, tact, and impartiality;
- Ability to express oneself clearly and concisely, both orally and in writing;
- Ability to establish and maintain working supervisory relations with subordinates, supervisors, other agencies, and the public;
- Ability to plan, evaluate and inspect personnel performing varied police functions;
- Ability to work a rotating schedule, which includes working night shifts;
- Ability to lift up to 50 pounds; ability to talk, hear, see, drive, walk, run, sit, stand, stoop, twist, lift, and ability to maintain and demonstrate the physical fitness necessary to perform the essential functions of the job;
- Ability to work overtime when required.

Minimum Qualifications:

- High school degree or equivalent;
- Certification from State Law Enforcement Academy;
- Formal training in modern police methods, procedures, administration and scientific methods of crime detection and prevention, or equivalent combination of training and experience;
- Three years prior experience as a Police Patrol Officer;
- Valid State of Nebraska Driver's License;
- State of Nebraska Police Supervisor Certification within one year of appointment;
- Dependability required.

Preferred Qualifications:

- Degree in Criminal Justice or related field.

This job description is intended to describe the general nature and level of work to be performed by employees assigned to this classification and is not intended to be construed as an exhaustive list of all responsibilities, duties and skills of personnel so classified.

Hourly rate: \$23.06 – \$30.90

Hours: 40 hours per week, Shift work is assigned.

Fringe Benefits:

Vacation: A Police Sergeant earns 80 vacation hours per year with the opportunity to earn additional vacation after 5, 10, and 15 full years of service.

Sick leave: Earned at the rate of 8 hours per calendar month, cumulative to 960 hours.

Holidays : 10

Personal Leave Day: 1 per fiscal year

Additional: Pension plan, social security, health and dental insurance, long term disability insurance and a term life insurance policy provided by the City. Uniforms, equipment and weapons are furnished.

Equal Employment Opportunity Employer, no discrimination on basis of disability; only U.S. citizens and aliens lawfully authorized to work in the United States will be hired and all new employees are required to complete verification forms.

NOTICE OF PROMOTIONAL EXAMINATION

A promotional examination for the City of Scottsbluff will be held on September 14, 2018, in the Public Safety Building, 1801 Avenue B., Scottsbluff, NE. The written portion of the promotional examination will begin at 8:00 A.M. Registration will begin at 7:30 A.M. Oral interviews will follow the written examination. The schedule will be posted as soon as available.

The scores of the written portions and oral portions of the examinations will be averaged together for the total score. There will be two oral interviews, one will consist of questions involving general knowledge and interest; the second one will center on specific knowledge of police work and investigation procedures. The written portion of the examination will carry a weight of 50% and the oral interview scores combined will carry a weight of 50%.

The examination for the Promotional Exam is open to all persons meeting the minimum qualifications of certification from a State Law Enforcement Academy with three years of experience as a municipal police patrol officer; high school graduate or equivalent; valid Nebraska Operators license; knowledge of Nebraska state laws, city ordinances and administrative rules and regulations affecting police departments in Nebraska; ability to establish and maintain a good working relationship with other City employees and officials, County, State and Federal authorities, and the general public; ability to react calmly and quickly in case of emergency and to make correct decisions in such cases; ability to communicate effectively both orally and in writing. The required applications had to have been submitted to the Human Resources Office by 4:00 P.M., Friday, July 13, 2018 in order to participate in this exam.

/s/ Jana Bode, Secretary

RESUME OUTLINE
APPLICATION FOR POLICE PROMOTION

1. PERSONAL DATA:

Name:
Address:
City/State/Zip:
Home Phone:
Work Phone:

2. PROFESSIONAL AFFILIATIONS AND ACTIVITIES:

Memberships:
Licenses:
Recognition:
Other:

3. MILITARY SERVICE:

Enlistment & Discharge
Place:
Date:
Training:
Type:
Other:

4. EDUCATION:

High School or GED:
Location:
Date of Attendance:
Scholastic Average:

College &/or Universities:
Location:
Date of Attendance:
Major and Grade Point Average:

Trade Schools:
Location:
Date of Attendance:
Major and Grade Point Average:
Other:

5. EDUCATION/TRAINING-LAW ENFORCEMENT ORIENTED:

Special Classes (Credited or non-credited, college, seminars, etc.)
Location:
Date:
Subject:
Grade:
Other:

6. **EXPERIENCE:**

Employer or Agency:

Date of Employment:

Types of Work:

Supervisory Experience:

Other:

7. **EXPERIENCE – LAW ENFORCEMENT ORIENTED:**

Employer:

Dates:

Type of Experience:

Rank:

Other:

8. **GOALS AND OBJECTIVES:**

Personal objective in Police work:

Why you would be successful in the promotional position

Other:

City of Scottsbluff, Nebraska Application for Employment

The City of Scottsbluff is an Equal Opportunity Employer. Race, color, religion, age, sex, disability, marital or veteran status, place of national origin and other categories protected by law are not factors in employment, promotion, compensation or working conditions.

Please print or write legibly in ink. Fill in all blanks completely.

POSITION APPLIED FOR:		DATE OF APPLICATION:
Last Name	First Name	Middle Initial
Address:	City and State	Zip
Telephone: Home	Cell	Work/Business

APPLICANT INFORMATION:

Do you have a valid driver's license	<input type="checkbox"/> Yes <input type="checkbox"/> No	License No.	State	Exp. date
Are you legally eligible to work in the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No				
<i>(Proof of citizenship or immigration status will be required upon employment)</i>				
*Have you ever been employed with the City of Scottsbluff before? <input type="checkbox"/> Yes <input type="checkbox"/> No				
If yes, give date: _____ What Department? _____				
*Have you ever been convicted of a misdemeanor or felony? <input type="checkbox"/> Yes <input type="checkbox"/> No				
If yes, please explain on a separate piece of paper and include it with your application.				
<i>(Prior convictions will not disqualify you from employment or consideration for employment. The nature of the crime, the time elapsed since the crime, and the nature of the employment sought will be considered. You are not obligated to disclose any records which have been sealed, and the City of Scottsbluff is not asking you to disclose the contents or details of any sealed records or that any sealed records exist. You must exclude information about any sealed record, including the existence of any sealed record, when responding to the questions in this application.)</i>				
Have you ever been dismissed from employment for misconduct, or have you ever resigned on request to avoid discharge? Please explain. <input type="checkbox"/> Yes <input type="checkbox"/> No				
Are you currently employed? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, may we contact your employer? <input type="checkbox"/> Yes <input type="checkbox"/> No				
Are you related to anyone employed by the City of Scottsbluff? <input type="checkbox"/> Yes <input type="checkbox"/> No				
If yes, Name of relative: _____ Department: _____				
Date you can start:		Salary Desired:		

EDUCATIONAL BACKGROUND:

School Name and Location	High School or GED				Undergraduate College/University				Graduate/ Professional			
	9	10	11	12	1	2	3	4	1	2	3	4
Years Completed												
Diploma/Degree												
Major and Minor Subjects												
List Licenses, Professional Registration or other Recognition:												
List Special Skills or qualifications:												

MILITARY: Complete this section if you served in the U.S. Armed Forces:

Branch of Service	Duties and special training:
Period of Active Duty:	Rank at Discharge:
From _____ To _____	Type of Discharge:
Are You Claiming Veteran's Preference? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If Yes, a copy of honorable discharge papers, (form DD214) must be attached to this application to be eligible. Veteran's Preference only applies when a qualified candidate obtains passing scores on all parts and phases of examination/interviews.	

For City use only!

This application was received by: _____ Date _____

EMPLOYMENT EXPERIENCE:

Start with your present or most recent position for a period of 10 years including any military service and complete the below information fully. If you need additional space, please continue on a separate sheet of paper.

Application should be fully completed, without reference to attached resume. In addition, you may include a resume.

Name of Employer:	Dates Employed (Month & Year)		Salary Rate:		
	From:	To:	Total:	Starting:	End:
Address:	Name of Supervisor:		Your Position:		
City	State	Zip	Describe your duties:		
Telephone Number:					
Reason for Leaving:					
Name of Employer:	Dates Employed (Month & Year)		Salary Rate:		
	From:	To:	Total:	Starting:	End:
Address:	Name of Supervisor:		Your Position:		
City	State	Zip	Describe your duties:		
Telephone Number:					
Reason for Leaving:					
Name of Employer:	Dates Employed (Month & Year)		Salary Rate:		
	From:	To:	Total:	Starting:	End:
Address:	Name of Supervisor:		Your Position:		
City	State	Zip	Describe your duties:		
Telephone Number:					
Reason for Leaving:					

REFERENCES: List three references who are neither related to you nor a former employer.

Name	Address (City, State, Zip)	Telephone Number	Years Known

EMPLOYEE CONSENT

I, _____ hereby give consent to any and all prior employers of mine to provide information with regard to my employment with prior employers to the City of Scottsbluff

Signed: _____ Date: _____

APPLICANT'S STATEMENT: (Read carefully before signing)

I certify that answers given in this application are true and complete to the best of my knowledge. I authorize a complete background investigation, including but not limited to all statements contained in the application for employment as may be necessary in arriving at an employment decision. If I am employed by the City based on this application, I understand that false or misleading information given in my application or interview(s) will result in discharge. I understand that if I am hired, my employment is at will, and I can be terminated according to the provisions of the City of Scottsbluff's Personnel Manual.

Signed: _____ Date: _____

**CITY OF SCOTTBLUFF
RECRUITMENT INFORMATION FORM**

POMOTIONAL OPPORTUNITY

Please provide written responses to the following questions and attach to the completed application form.

NAME: _____

1. How did you learn of this opportunity?

1. Please acknowledge that you meet the minimum qualifications as described in the attached job descriptions. (Yes/No) If you do not, please identify those areas in which you do not meet minimum qualifications.

2. Review the job descriptions, in particular the “essential functions” and “knowledge, skills and abilities”. Describe which, if any of these areas in which you have NOT had experience.

3. Please explain why you are interested in a Police Supervisor position (Patrol Corporal or Police Sergeant) with the Scottsbluff Police Department.

ANTI-DRUG PLAN

In accordance with the NEBRASKA DRUG FREE WORK PLACE ACT of 1988, and the City of Scottsbluff's Anti-Drug Plan, the City of Scottsbluff has instituted a drug testing program. The City of Scottsbluff has reviewed the legal, operational, social, medical and ethical aspects of instituting this program. I understand that manufacture, distribution, possession, use, sale, transfer, purchase, and transport of illegal drugs will be considered a violation of the City of Scottsbluff's Anti-Drug Plan and shall be grounds for disciplinary action, including termination. This program allows all employees to enjoy a safe, productive, and healthy work environment. Individuals are urged to seek assistance prior to problems affecting on-the-job performance.

PRE-EMPLOYMENT: Job applicants who are being considered for employment for positions with particular responsibilities must read the Anti-Drug Plan, sign a consent form, and submit to pre-employment drug testing.

CERTIFICATION: I have read, and understand the content of the above Anti-Drug Plan. I understand that compliance with the Anti-Drug Plan will be considered a condition of employment with the City of Scottsbluff.

Date

Signature

Scottsbluff Police Department
 Report of Crimes of Domestic Violence
 Police Officers

Effective September 30, 1996, Federal Law 18 U.S.C. 922(g)(9) prohibits persons convicted at any time of crimes of domestic violence from shipping, transporting, possessing, or receiving firearms or ammunition unless the conviction has been pardoned, expunged or set aside. The controlling factor is the relationship

to the victim and it does not matter whether or not the statute or ordinance violated defines the crime as domestic violence. There are no exceptions to this new law so it is now a federal felony for police officers (or anyone else) with such a conviction to possess any firearm or ammunition including those which are agency issued. Persons providing firearms or ammunition to a person knowing or having reason to believe that such person has been convicted of a crime of domestic violence are also in violation of the law. Violators face penalties of up to 10 years imprisonment and a fine of up to \$250,000. Individuals who

have been convicted of crimes of domestic violence should immediately contact their local police department *and arrange* to surrender all issued firearms and ammunition. Such individuals must also dispose of all personal firearms. The Scottsbluff Police Department will not accept, receive, or store personal firearms.

Read the following carefully and answer the question. The question must be answered with a “yes” or “no” inserted in the box at the right of the question.

Have you ever been convicted of domestic violence, including but not limited to, the use or attempted use of physical force, or the use or threatened use of a deadly weapon against a current or former spouse, child, parent, or person under your guardianship, or against a person with who you share a child in common, or a person you are cohabiting or have cohabited with as a spouse, parent, or guardian, or against a person similarly situated.	Yes or No
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If you answered “Yes”, give specific details, including offense, date, location, and sentence imposed, if any, and state whether or not the offense has been pardoned, expunged, or set aside.

Certification:

I hereby certify that the answer to the above is correct and true. I understand that a person who answers “yes” to the above question is prohibited from possessing a firearm or ammunition. I also understand that the making of a false statement about this matter will be considered a violation of Federal law.

Please Print:

Last Name	First	M.I.	Date:
Signature			
Address:			

CITY OF SCOTTSBLUFF

EMPLOYMENT REFERENCE CHECK

Disclosure Pursuant to the Fair Credit Reporting Act: The City of Scottsbluff may obtain a Consumer Report about you for employment purposes. This Consumer Report may contain information about you including but not limited to the information set forth below. A summary of Your Rights Under the Fair Credit Reporting Act is attached.

I _____ authorize the City of Scottsbluff to check previous employment and /or personal references listed on my application and/or resume. I also give my consent to the City of Scottsbluff to obtain the following: Records of educational institutions that I have attended;

Driving record and civil and criminal history

Employment records from previous employers to include evaluations, disciplinary history, complaints or grievances filed by or against me,

Pre-employment records from prospective employers;

A consumer report that might show financial and credit information, including credit reports and ratings; records from Financial Institutions to include loan performance, loan officer notes and financial statements, understanding that I have rights under the Fair Credit Reporting Act.

Any information from Counsel who have represented me in civil or criminal cases and I specifically waive the attorney client privilege in that regard.

The above records may be obtained through a variety of agencies/sources, including the internet.

Signature _____ Address _____

(Including maiden name)

Date _____

Social Security # _ _ _ - _ _ - _ _ _ _

Phone Number _____

Most recent or current Employer _____

Telephone _____

Supervisor's Name _____ Title _____

Date of Employment _____

Para informacion en espanol, visite www.ftc.gov/credit o escribe a la FTC Consumer Response

Center, Room 130-A 600 Pennsylvania Ave. N.W., Washington, D.C. 20580.

A Summary of Your Rights Under the Fair Credit Reporting Act

The federal Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness, and privacy of information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus and specialty agencies (such as agencies that sell information about check writing histories, medical records, and rental history records). Here is a summary of your major rights under the FCRA. **For more information, including information about additional rights, go to www.ftc.gov/credit or write to: Consumer Response Center, Room 130-A, Federal Trade Commission, 600 Pennsylvania Ave. N.W., Washington, D.C. 20580.**

- **You must be told if information in your file has been used against you.** Anyone who uses a credit report or another type of consumer report to deny your application for credit, insurance, or employment – or to take another adverse action against you – must tell you, and must give you the name, address, and phone number of the agency that provided the information.
- **You have the right to know what is in your file.** You may request and obtain all the information about you in the files of a consumer reporting agency (your “file disclosure”). You will be required to provide proper identification, which may include your Social Security number. In many cases, the disclosure will be free. You are entitled to a free file disclosure if:
 - a person has taken adverse action against you because of information in your credit report;
 - you are the victim of identify theft and place a fraud alert in your file;
 - your file contains inaccurate information as a result of fraud;
 - you are on public assistance;
 - you are unemployed but expect to apply for employment within 60 days.

In addition, by September 2005 all consumers will be entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See www.ftc.gov/credit for additional information.

- **You have the right to ask for a credit score.** Credit scores are numerical summaries of your credit-worthiness based on information from credit bureaus. You may request a credit score from consumer reporting agencies that create scores or distribute scores used in residential real property loans, but you will have to pay for it. In some mortgage transactions, you will receive credit score information for free from the mortgage lender.
- **You have the right to dispute incomplete or inaccurate information.** If you identify information in your file that is incomplete or inaccurate, and report it to the consumer reporting agency, the agency must investigate unless your dispute is frivolous. See www.ftc.gov/credit for an explanation of dispute procedures.
- **Consumer reporting agencies must correct or delete inaccurate, incomplete, or unverifiable information.** Inaccurate, incomplete or unverifiable information must be removed or corrected, usually within 30 days. However, a consumer reporting agency may continue to report information it has verified as accurate.
- **Consumer reporting agencies may not report outdated negative information.** In most cases, a consumer reporting agency may not report negative information that is more than seven years old, or bankruptcies that are more than 10 years old.

- **Access to your file is limited.** A consumer reporting agency may provide information about you only to people with a valid need -- usually to consider an application with a creditor, insurer, employer, landlord, or other business. The FCRA specifies those with a valid need for access.
- **You must give your consent for reports to be provided to employers.** A consumer reporting agency may not give out information about you to your employer, or a potential employer, without your written consent given to the employer. Written consent generally is not required in the trucking industry. For more information, go to www.ftc.gov/credit.
- **You may limit “prescreened” offers of credit and insurance you get based on information in your credit report.** Unsolicited “prescreened” offers for credit and insurance must include a toll-free phone number you can call if you choose to remove your name and address from the lists these offers are based on. You may opt-out with the nationwide credit bureaus at 1-888-5-OPTOUT (1-888-567-8688).
- **You may seek damages from violators.** If a consumer reporting agency, or, in some cases, a user of consumer reports or a furnisher of information to a consumer reporting agency violates the FCRA, you may be able to sue in state or federal court.
- **Identity theft victims and active duty military personnel have additional rights.** For more information, visit www.ftc.gov/credit.

States may enforce the FCRA, and many states have their own consumer reporting laws. In some cases, you may have more rights under state law. For more information, contact your state or local consumer protection agency or your state Attorney General. Federal enforcers are:

TYPE OF BUSINESS:	CONTACT:
Consumer reporting agencies, creditors and others not listed below	Federal Trade Commission: Consumer Response Center - FCRA Washington, DC 20580 1-877-382-4357
National banks, federal branches/agencies of foreign banks (word "National" or initials "N.A." appear in or after bank's name)	Office of the Comptroller of the Currency Compliance Management, Mail Stop 6-6 Washington, DC 20219 800-613-6743
Federal Reserve System member banks (except national banks, and federal branches/agencies of foreign banks)	Federal Reserve Consumer Help (FRCH) P O Box 1200 Minneapolis, MN 55480 Telephone: 888-851-1920 Website Address: www.federalreserveconsumerhelp.gov Email Address: ConsumerHelp@FederalReserve.gov
Savings associations and federally chartered savings banks (word "Federal" or initials "F.S.B." appear in federal institution's name)	Office of Thrift Supervision Consumer Complaints Washington, DC 20552 800-842-6929
Federal credit unions (words "Federal Credit Union" appear in institution's name)	National Credit Union Administration 1775 Duke Street Alexandria, VA 22314 703-519-4600
State-chartered banks that are not members of the Federal Reserve System	Federal Deposit Insurance Corporation Consumer Response Center, 2345 Grand Avenue, Suite 100 Kansas City, Missouri 64108-2638 1-877-275-3342
Air, surface, or rail common carriers regulated by former Civil Aeronautics Board or Interstate Commerce Commission	Department of Transportation, Office of Financial Management Washington, DC 20590 202-366-1306
Activities subject to the Packers and Stockyards Act, 1921	Department of Agriculture Office of Deputy Administrator – GIPSA Washington, DC 20250 202-720-7051