

Iowa Tribe of Kansas & Nebraska Iowa Tribal Police Department



**Chief of Police
Allen Phroper**

AUTHORIZATION TO INVESTIGATE

I, _____, permit my present and prior employers to divulge to this organization relevant personal information from my personal file(s) they possess. I also authorize this organization to make any investigation of my personal history and financial and credit record through any investigative or credit agencies or bureaus of its choice. I authorize it to make an investigative report whereby information is obtained through personal interviews with neighbors, friends, and others with whom I am acquainted.

Signature of Applicant _____ **Date** _____

Signature of Witness _____ **Date** _____

IOWA TRIBAL POLICE DEPARTMENT APPLICANT INFORMATION

We appreciate your interest in employment with the Iowa Tribal Police Department. Applicants must complete an Iowa Tribal Police Department application. These are available at the police department at 3313 Thrasher Rd White Cloud, KS 66094.

Please complete the application as accurately and completely as possible, especially concerning past employers and reference information (addresses, telephone numbers, etc.). Questionnaires are mailed to any references, current and past employers you indicate in your application; therefore correct addresses are critical. The department accepts applications for police officer positions on a continual basis. Completed applications can be turned into the front desk of the Police Department, which is open from 8 a.m. to 5 p.m. Monday through Friday. Completed applications may also be sent to the department at 3313 Thrasher Rd. White Cloud, KS. 66094.

The following documents are required in order for us to process your application:

- Copy of **Birth Certificate**
- Copy of **Social Security Card**
- Copy of **High School Diploma or GED**
- Copy of **Valid Driver's License**
- Certified ten year **driving record** (This can be obtained from the Division of Motor Vehicles). If you have held a driver's license from another state within the past five years, we will need a certified driving record from that state(s) also
- **Credit Report** (This can be obtained from companies such as Equifax, Experian, etc. These are listed in the yellow pages of the phone directory under "Credit Reporting Agencies" and are also listed at the end of this handout)
- Copy of form **DD-214** (if a veteran)
- Copies of **other documents**, which may be applicable to employment

In order to be certified by the states of Nebraska and Kansas Law Enforcement Training Academies, and to apply for a police officer position, you must meet the following criteria:

- Must be at least 21 years of age
- Must have a High School Diploma or GED
- Must have a clear criminal history
- Must be a United States citizen
- Driving record must not show a disregard for the law
- Credit history must show sound financial management with the ability to keep accounts paid up to date
- Results of all pre-employment tests and interviews must meet standards
- Past employment record must be satisfactory
- Must successfully pass a drug screen test
- Medical examination results must show that you are able to perform all the essential functions of the job for which you are applying, with reasonable accommodation

The hiring process at the department consists of the following:

- Driving record review
- Criminal record review
- Personality survey
- Pre-Employment interview
- Background investigation
- Pre-employment physical examination and completion of health questionnaire
- Pre-employment drug screen
- Any other requirement determined necessary by the Police Department

This process may take six to eight weeks or longer to complete. Any questions may be directed to the Iowa Tribal Police Department at (785) 595-6614.

Applicants for police officer positions will be required to be certified through both Nebraska and Kansas Law Enforcement Training Academies. Successful completion is mandatory and officer candidates are paid their normal salary while attending training. Out of state certified candidates may only be required to attend the legal portion of the training.

The Iowa Tribal Police Department is an Equal Opportunity Employer. Qualified applicants are considered for employment and employees are treated during employment without regard to race, religion, sex, national origin, age, marital status, or disability.

Major Credit Reporting Agencies

Equifax (www.equifax.com or 800-997-2493)

Experian (www.experian.com or 800-997-2493)

Trans Union (www.transunion.com or Trans Union LLC, Consumer Disclosure Center, PO Box 1000, Chester, PA 19022)

These are the three major credit-reporting agencies. There are other credit-reporting agencies; you are not limited to these three.

RECORD OF EDUCATION

School	Name and Address	Date Started	Date Completed	Did You Graduate	List Degrees
High School				Yes <input type="checkbox"/>	
				No <input type="checkbox"/>	
Technical School				Yes <input type="checkbox"/>	
				No <input type="checkbox"/>	
Seminars, Institutes, Etc.				Yes <input type="checkbox"/>	
				No <input type="checkbox"/>	
College/Univ. Undergraduate				Yes <input type="checkbox"/>	
				No <input type="checkbox"/>	
College/Univ. Graduate				Yes <input type="checkbox"/>	
				No <input type="checkbox"/>	
Other Education/ Training				Yes <input type="checkbox"/>	
				No <input type="checkbox"/>	

10. If you did not graduate from high school, have you passed the GED Test? Yes No

If yes, when and where did you complete the GED? _____

11. Indicated Languages you speak, read or write _____

12. List professional license(s) you hold. _____

13. List scholarships, academic honors, awards _____

14. List courses that you have taken that would be particularly useful to the position for which you are applying

15. List training, skill, and experience you feel would especially fit you for work with our department

16. Typing speed (wpm) _____ Shorthand speed (wpm) _____

17. List equipment or office machines that you can operate _____

1. Employment dates from _____ to _____ Ending Salary _____
 Company Name _____ Telephone # _____
 Address _____
Street or P.O. Box City State Zip
 Job Duties _____
 Job Title _____ Reason for Leaving _____
 Supervisor(s) Name _____ Telephone # _____

May we contact the employers listed above? Yes No

If not, which company do you not wish us to contact _____

Explain _____

CO-WORKERS/FORMER CO-WORKERS

Name	Address	Telephone No.	
		W	H
		W	H
		W	H
		W	H

PERSONAL REFERENCES (No relatives or former employers)

Name	Occupation	Address	Telephone no.

NEIGHBORS

Name	Address	Telephone No.	
		W	H
		W	H
		W	H
		W	H

BIOGRAPHICAL DATA

1. Name _____
Last First Middle Maiden Nickname

a. Have you ever used another name? Yes No

If yes, what name _____

b. Has your name been legally changed? Yes No

If yes, list former name _____

2. Age _____ DOB _____ Place of Birth _____

Has your date of birth ever been changed on a legal document? If yes, explain. _____

3. Residence _____
Number Street City State Zip

a. How long have you lived at this address? _____

b. What is your telephone number?

Home _____ Business _____ Other _____

c. List previous addresses in the past 10 years.

Number Street City State Zip

Number Street City State Zip

Number Street City State Zip

Number Street City State Zip

Number Street City State Zip

5. **Military Service:** Yes No Branch _____

Total years _____ Highest grade _____

Type of discharge _____ Court martial/punishment _____

a. Are you registered for Selective Service? Yes No

b. What is the date and location of your last discharge? _____

c. List all medals and decorations awarded you during your military service _____

d. If you are presently a member of the National Guard or any military reserve, give the unit, location, and describe your obligation and time left to serve.

6. **Personal History:**

a. In the back of this application is a statement of the essential functions of the Iowa Tribal Police Department employees. Read the functions of the position for which you are applying and answer the following :

1. After training, could you perform the essential functions of the job for which you are applying?

Yes No

If no, explain _____

2. If no, what, if any, accommodations could be made so that you could perform the essential functions?

b. 1. Do you illegally use any of the following drugs? Yes No

2. Have you ever illegally possessed or sold any amount of the following drugs? Yes No

- | | | |
|---------------|-----------|----------------|
| Amphetamines | Hashish | Nerve Medicine |
| Barbiturates | Heroin | Pep Pills |
| Cocaine | Marijuana | Sleeping Pills |
| Hallucinogens | Morphine | |

3. If yes to 1 or 2, explain. _____

c. Do you drink alcoholic beverages? Yes No If yes, how often and how much?

d. Do you use any form of tobacco? Yes No List form _____

7. Financial Status:

a. List income other than salary (including salary of spouse). _____

b. How many persons do you support? _____

c. Have you ever been sued? Yes No If yes, give details. _____

d. What is the total amount of your debts at present? _____

e. List credit references, including businesses to which you make monthly payments.

Name of Business	Street	City	State	Zip	Phone

8. Work History:

a. Have you ever been or are you now engaged in a private business? Yes No

If yes, list your capacity and give name of business _____

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

If yes, explain _____

c. Do you object to wearing a uniform? Yes No

d. Do you object to working overtime? Yes No

e. Do you object to being away from home for long periods of time due to official duties? Yes No

If yes, explain _____

f. Do you object to working regular shifts? Yes No

g. Do you object to working rotating shifts? Yes No

h. Do you object to working holidays? Yes No

9. **Criminal Records:**

a. Have you ever been arrested by law enforcement? Yes No

If yes, Give details:

Offense Charged	Police Agency	State	Date	Disposition

b. Have you ever been convicted of a felony? Yes No

If yes, give details _____

c. Have you ever been bonded? Yes No If yes, list jobs _____

d. Have you ever been placed on probation? Yes No

If yes, explain _____

e. Have you ever had any traffic violations? Yes No

If yes, list the violation, police agency, date and disposition _____

f. Have you ever stolen anything? Yes No If yes, explain _____

g. Have you ever been court-martialed or a subject of disciplinary action while a member of the armed forces?

Yes No If yes, explain _____

h. List any disciplinary action taken against you in the National Guard or other reserve unit _____

i. Do you possess a valid Kansas or Nebraska driver's license? Yes No

j. Driver's license number _____ State _____ Date issued _____

k. Do you possess a driver's license issued by another state? Yes No

If yes, give state and number _____

l. Was your license ever suspended or revoked? Yes No

State	Reason	Date
If yes, give details _____		

m. Was your license restored? Yes No Date restored _____

n. Are your driving privileges restricted? Yes No

List restrictions _____

o. Are you attempting to conceal any information about your background? Yes No

Iowa Tribe of Kansas & Nebraska

Iowa Tribal Police Department

The above information is true and correct. I understand that the hiring process will be terminated, or in the event of my employment by the Iowa Tribal Police Department, I shall be subject to dismissal, if any information that I have given is this application, the background release form, in any resume or interview or any part of this hiring process is false or misleading, or if I have failed to give any information herein requested, or if I have withheld relevant information, regardless of the time elapsed after discovery.

I authorize the Iowa Tribal Police Department to inquire into my educational, professional and past employment history references as needed to research my qualifications for this position. I hereby give my consent to any former employer to provide employment-related information about me to the Iowa Tribal Police Department and will hold the Iowa Tribal Police Department and my former employer harmless from any claim made on the basis that such information about me was provided or that any employment decision was made on the basis of such information. I further authorize the Iowa Tribal Police Department to obtain any credit and consumer check. I understand that the Iowa Tribal Police Department will provide a separate Disclosure and Release required by law that will permit the Iowa Tribal Police Department to make such inquires through the services of a third party.

I understand that nothing in this employment application, the granting of an interview or my subsequent employment with the Iowa Tribal Police Department is intended to create an employment contract between myself and the Iowa Tribal Police Department under which my employment could be terminated only for cause. On the contrary I understand and agree that, if hired; my employment will be terminated at will and may be terminated by me or the Iowa Tribal Police Department at any time and for any reason. I understand that no person has any authority to enter into any agreement contrary to the foregoing.

If employed, I will be required to provide original documents which verify my identity and right to work in the United States under the Immigration Reform and Control Act (IRCA) of 1986. The document(s) provided will be used for completion of Form I-9.

This is _____ day of _____, _____

Full Signature of Applicant

Notary Seal

Notary

Signed before me on this _____ day of _____, _____

My commission expires on _____ day of _____, _____

Police Officer Duties

Patrols the reservation in a patrol vehicle on assignment for the purpose of observing the area for possible criminal activity or other conditions that might endanger public safety, to investigate complaints, and to enforce State and Federal laws. Must have the ability to safely operate a vehicle both day and night and observe criminal activity. Must have hearing ability sufficient to hear radio transmissions, in-person conversations and telephone conversations. Must be able to lift or move heavy objects/people in rescue activities. Apprehends, arrests, and detains criminal suspects and law violators when necessary; follow proper procedures when making arrests. Must be able to physically restrain arrestees and to chase on foot in the course of apprehension activities. Must be able to withstand working outside in all extreme weather conditions. Prepares court folders for court cases, serves as witness in court, provides evidence in the court and provides court security. Cooperates with other police jurisdictions on matters of mutual interest. Check residential and commercial property for security as requested. Transports prisoners to courtrooms, doctors' offices, hospitals, courts, and other designated locations; transports individuals to mental health center, maintaining custody of individuals. Communicates with supervisors and fellow officers all information obtained which is relevant to investigations or daily activities. Must have sufficient speaking ability to communicate effectively in person, over a telephone and on a radio. Serves warrants, summonses, subpoenas, civil and other official papers. Provides traffic escorts as public as public service. Makes crime prevention presentations to civic and public groups, works closely with the businesses, attorneys, public organizations, etc., in performing duties. Records information concerning events that have taken place during tour of duty and records such activity in a manner prescribed by the department. Must have ability to read and write reports. Maintains weapons and equipment in functional and presentable condition. Must have strength, coordination, and visual ability to effectively shoot a handgun, shotgun and rifle. Accounts for and transports evidence coming into custody. Answers questions asked by the general public, works with juveniles and adults in related matters; refers them to persons or agencies where they can obtain further assistance as requires. May perform duties of telecommunications officer when necessary. Works in stressful, high risk situations. Must be able to handle stress, noise, crowds, fights, gunfire, and disciplinary action without emotional interference. Attends required periodic training sessions and seminars; participates in required physical fitness activities. Maintains required level of proficiency is use of firearms, and evasive action/driving skills. Takes active charge in serious or unusual situations. Makes decisions at crime scene which may be centered around life or death situations; decisions are based on the safest procedures to be followed to ensure safety to individuals involved and fellow officers/ members of a rescue team. Must have basic knowledge and computer skills.

General Clerical

Answers telephones, screens and refers callers as appropriate and assists callers when possible by answering inquiries and providing general information concerning the Police Department. Must have hearing and speaking ability sufficient to communicate by telephone, in person and by radio transmission with various persons. Type correspondence and other documents. Enters data from various sources into computer. Drafts and transcribes letters. Makes appointments and maintains daily calendars of superiors. Must have ability to sit at a desk, computer terminal or reception station for a long period of time. Maintains filing system. Must have ability to open and reach into standard four or five drawer filing cabinets. Receives, opens, sorts and distributes mail as appropriate. Maintains constant communication with officers and superiors by radio and telephone. May assist in preparation of news releases as necessary. May assist in coordination of training activities. Provides information and directs visitors to appropriate offices or locations. Receives, reviews, and transmits time cards, vacation requests, teletypes, weekly reports, etc. Prepares, processes and transmits investigative and incident reports. Operates CRT TO INPUT/DELETE DATA. Must have the ability to operate standard office equipment, including copier, typewriter, and computer and fax machine. Must also have visual ability to operate such machines. Works under stressful conditions. Must have the mental capacity to handle stress, noise, multiple tasks, presence of criminals and disciplinary action without emotional interference.

THESE JOB DESCRIPTIONS ARE MEANT TO PROVIDE THE ESSENTIAL FUNCTIONS OF EACH GENERAL JOB. THE POSITION FOR WHICH YOU ARE APPLYING MAY REQUIRE SOME SPECIALIZED EDUCATION OR EXPERTISE, WHICH IS NOT LISTED HERE. IF YOU WOULD LIKE FURTHER INFORMATION, PLEASE CONTACT THE POLICE DEPARTMENT.

IOWA TRIBAL POLICE DEPARTMENT BENEFITS INFORMATION

The Iowa Tribal Police Department provides law enforcement services for the Reservation of the Iowa Tribe of Kansas & Nebraska and surrounding counties. The department currently has 6 full time enforcement employees.

The following is some information about the department that you might find beneficial:

STARTING SALARIES

Depends on the Entry Level with the Department;

Level I – Non Certified

Level II – Certified

Level III – Certified and employed with the department for at least 1 year.

WORK SCHEDULES

All patrol officers work shifts that rotate every 8 weeks; shifts are 8, 10, or 12 hour shifts.

ANNUAL LEAVE

Annual leave is accrued at 4 hours per pay period for those employees with up to 5 years of service with the Iowa Tribal Police Department and 6 hours per pay period with 5 and over years of employment.

SICK LEAVE

Sick leave is accrued at 4 hours per pay period for all employees no matter the length of service.

HEALTH INSURANCE

The Iowa Tribal Police Department provides medical insurance for its employees through Blue Cross/Blue Shield of Kansas. Basic coverage is provided at no cost to the employee. Employees who wish to cover members of their family may do so through payroll deductions.

LIFE INSURANCE

The Iowa Tribal Police Department provides life insurance for its employees. Basic coverage is provided at no cost to the employees. Additional coverage on the employee or his or her dependants is available and can be paid through payroll deduction.

TYPES OF RETIREMENT – (see Compensation Plan below)

All full time employees of the Iowa Tribal Police Department have the option of a personal 401K plan at the employees expense, which will be deducted through payroll by the Tribe's Accounting Department.

WORKERS' COMPENSATION

The police department operates under and is subject to the Workers Compensation Act of Kansas.

OVERTIME

Any hours to be considered overtime will be compensated.

COMPENSATION PLAN

Employees are eligible to participate in the Iowa Tribe of KS & NE Compensation Plan, 401K. The employee determines the amount deposited and participation is optional. This is a tax deferred savings program and is handles automatically by payroll deduction.

VEHICLES

Vehicles are the property of the Iowa Tribal Police Department. Employees will not abuse or present an unprofessional, sloppy or unkempt vehicle in public. Vehicles are to be used for departmental business ONLY.

EQUIPMENT

Employees are issued equipment that is necessary for the position for which they are hired. All equipment issued becomes the responsibility of the employee to whom it is issued, both in terms of accountability and care.

**IOWA TRIBAL
POLICE DEPARTMENT**

**3313 Thrasher Road
White Cloud, KS. 66094
785-595-6614 FAX 785-595-5995**



Drug Testing

I understand and agree to undergo a drug test prior to employment with the Iowa Tribal Police Department. I further understand that if I fail said drug test, I will not be considered for employment. If I pass said test and am offered a job and accept said position, I understand that at any time I may be requested to undergo additional (random) drug testing, to which I must pass in order to retain my employment with the Iowa Tribal Police Department. I understand that failure of the drug test is grounds for immediate dismissal from employment with the Iowa Tribal Police Department.

Signature: _____

Date: _____

Witness: _____

Date: _____

Iowa Tribal Police Department
Pre-Employment Questionnaire

1. Briefly describe yourself, family, hobbies, etc. _____

2. What qualities do you possess that would be beneficial to the Iowa Tribal Police Department ? _____

3. Why do you want to be a Police Officer? _____

4. What do you think a Police Officer’s job is? _____

5. How long have you wanted to be a Police Officer? _____

6. What is one thing you dislike about your present job? _____

7. What is one thing you like about your present job? _____

8. What is your definition of “chain of command”? _____

9. Do you have a problem with constructive criticism? _____

10. What action might you take if someone were to call you a "Pig"? _____

11. What are your plans and goals and where do you see yourself in 5 years? _____

12. Have you ever been fired or asked to resign from any previous employer? If so,
Please explain. _____

13. Do you have a problem with random drug testing? _____

14. While on patrol, you come upon an elderly couple with a flat tire. What would you
do? _____

15. Should or would your moral conduct change while you are on or off duty? _____

**OFFICE OF
DONIPHAN COUNTY SHERIFF**

P.O. BOX 32

TROY, KANSAS 66087

DRIVER'S LICENSE HISTORY RELEASE FORM

DATE: _____

(Please Print the below information)

I, _____, hereby authorize the Doniphan County Sheriff's Office to release my Driver's License History to _____.

Person/Business Authorized to receive this Driving History

_____. I also understand and will not hold the Doniphan County

Reason for the History Request (I.E., Business Vehicle Insurance)

Sheriff's Office liable for the release of this information.

NAME: _____

ADDRESS: _____

CITY: _____ STATE _____ ZIP _____

RACE: _____ SEX _____ DOB: _____

SSN: _____ DL/STATE: _____ NUMBER: _____

Signature of Person giving Release

Date

Signature of Person Requesting History

Date

OFFICE OF
DONIPHAN COUNTY SHERIFF
P.O. BOX 32
TROY, KANSAS 66087

CRIMINAL HISTORY RELEASE WAIVER

DATE: _____

NAME: _____

ADDRESS: _____

CITY: _____ STATE _____ ZIP _____

RACE: _____ SEX: _____ DOB: _____

HGT: _____ WGT: _____ HAIR: _____ EYE: _____

SSN: _____ DL/STATE: _____ DL# _____

I, the above person, hereby release my criminal history information to _____
_____. For the purpose of _____. I also understand and hold the
Doniphan County Sheriff's Department not liable for the release of this information.

SIGNATURE OF ABOVE PERSON

DATE

RECEIVING OFFICER'S SIGNATURE

DATE

OFFICE USE ONLY

INVESTIGATING OFFICER: _____ RADIO #: _____

DATE: _____ TIME: _____

Above subject's identification verified / (YES) (NO) BY: _____

TRAFFIC HISTORY LOCATED / (YES) (NO)

CRIMINAL HISTORY LOCATED / (YES) (NO)

STATE HISTORY / (YES) (NO) KS #: _____

FEDERAL HISTORY / (YES) (NO) FBI # _____

DISTRICT COURT RECORDS LOCATED / (YES) (NO)

ACTIVE WARRANT LOCATED / (YES) (NO)

COPY OF HISTORY PROVIDED TO SUBJECT / (YES) (NO)