



Dear Applicant,

On behalf of the City of Crete, thank you for your interest in employment with us! This letter of instruction provides guidance and direction regarding your initial responsibilities as they relate to completing and returning an application packet.

I have enclosed materials you must fully and truthfully complete. Be sure to sign and/or initial where indicated and submit the completed application (along with a resume if you wish) in one of the following ways:

- Download the application packet, type responses, print as PDF and email to jobs@crete.ne.gov
- Print, write responses, scan, and email to jobs@crete.ne.gov
- Fax to 402-826-4334
- Mail to my attention at PO Box 86, Crete, NE 68333-0086
- Drop off at Crete City Hall - 243 E. 13th St., Crete, NE 68333-0086

Please note, failure to fully and truthfully complete, sign, and submit the documents before the aforementioned date/time shall result in disqualification and your application will not receive further consideration.

The Crete Civil Service Commission will evaluate the information you provide.

I look forward to receiving your application packet and wish you the best of luck!

Sincerely,

Savannah Anderson
Human Resources Coordinator
City of Crete

Enclosures:

- 1) Employment application
- 2) Basic qualifications checklist
- 3) Authorization and release form
- 4) Sergeant Essential functions



APPLICATION FOR EMPLOYMENT

We are happy to see that you are interested in employment with the City of Crete. Please complete the below application to be considered. All information contained or connected to this application will be considered personal and confidential and will only be used for this application process. You are encouraged to supply a resume or other additional information to assist us in evaluating your qualifications.

Application Information

Position you are applying for: _____

Employment type: (check one) ☐ Permanent ☐ Temporary ☐ Part-time ☐ Seasonal

Desired Salary or Hourly Wage: \$ _____ Date available for work: _____

Personal Information

Name: _____
(Last) (First) (M.I.)

Permanent Address: _____
(Street) (City) (State) (Zip Code)

Home Phone Number: _____ Cell Phone Number: _____

Email address: _____

Do you have a valid driver's license? (check one) Yes ☐ No ☐

Are you eligible for employment in the U.S.? (check one) Yes ☐ No ☐

Referred by: (Newspaper, agency, employee, other) _____

Personal References (please list 3 references, other than family, below)

_____	_____	_____
Name	(Phone)	(Relationship to Applicant)

_____	_____	_____
Name	(Phone)	(Relationship to Applicant)

_____	_____	_____
Name	(Phone)	(Relationship to Applicant)

Educational Information

Highest Educational Level Completed: _____

Name and Address of last High School: _____

Have you passed the GED: (check one) Yes _____ No _____ N/A _____

College, University, Technical, or Trade Education:

_____	_____	_____	_____
(Name and Address of School)	(# of Credits)	(Degree)	(Major)

_____	_____	_____	_____
(Name and Address of School)	(# of Credits)	(Degree)	(Major)

Please list any skills or knowledge you possess that might relate to this position. Examples include courses, licenses, certificates, computer programs, languages, etc.

Employment History

Please start with your present or last job and work back. Include all full or part-time, military, summer jobs, etc.

Job Title		Employer Name & Phone Number
Start Date	End Date	Reason for Leaving
Summarize Duties & responsibilities:		

Job Title		Employer Name & Phone Number
Start Date	End Date	Reason for Leaving
Summarize Duties & responsibilities:		

Job Title		Employer Name & Phone Number
Start Date	End Date	Reason for Leaving
Summarize Duties & responsibilities:		

Why are you interested in this position with the City of Crete?

Military Service Record

Have you ever served in the Armed Forces? Yes _____ No _____

If yes, which status and branch? _____

Dates of Service (if applicable): _____

Reference Check Data

Is any additional informational relative to change of name, use of an assumed name or nick-name necessary to enable a check on your educational record or previous employment record? (check one) Yes _____ No _____

If yes, please list: _____

Employees hired are subject to satisfactory completion of a probationary period and employment physical (if required for position) before obtaining permanent status.

If offered a position, I authorize the City of Crete to conduct a criminal record check to determine any criminal record and an employment history check to verify the information contained in this application. I agree to sign any and all documents that may be necessary for said criminal records check.

I hereby certify that all answers to the above questions are true and I agree and understand that any false statements contained in this application may cause rejection of this application or termination of employment.

Signature

Date

Please return completed application to:
City of Crete
ATTN: Human Resources
243 E 13th St.
Crete, NE 68333

BASIC QUALIFICATIONS

1. Are you a citizen of the United States or will you be a citizen prior to law enforcement certification?	Yes ____ No ____
2. Are you able to read and write the English language at the eleventh grade level?	Yes ____ No ____
3. Will you be older than age 20 and six months at the application closing date?	Yes ____ No ____
4. Do you possess a valid motor vehicle operator or chauffeur's license?	Yes ____ No ____
5. Have you been convicted by any state or the United States of a crime punishable by imprisonment in a penitentiary for a term of one (1) year or more or by any foreign government of a crime which would be punishable by imprisonment for a term of one (1) year or more if committed in Nebraska?	Yes ____ No ____
If "Yes" to #5, has the conviction for this offense been overturned or reversed by a court of competent jurisdiction?	Yes ____ No ____
If "Yes" to #5, were you pardoned for this offense?	Yes ____ No ____
6. Do you possess, at a minimum, a high school diploma or a general educational development certificate?	Yes ____ No ____
7. Have you been convicted of driving while intoxicated or under the influence in the two (2) years previous to the application closing date?	Yes ____ No ____
8. Have you received a punitive (dishonorable or bad conduct) discharge from the United States Armed Forces?	Yes ____ No ____
9. Have you been denied law enforcement certification status or had certification revoked or is your certification currently suspended in Nebraska or any other jurisdiction?	Yes ____ No ____
10. Have you been convicted of any crime involving the threat or actual use of physical violence that would constitute a Class I misdemeanor in Nebraska?	Yes ____ No ____
11. Have you been convicted of any crime involving the threat or actual sexual assault or abuse?	Yes ____ No ____
12. Have you been convicted of any crime of physical violence or sexual abuse against a child or children?	Yes ____ No ____
13. Have you been adjudicated or convicted of a crime of domestic violence as defined in United States Code, 18 U.S.C. 922(g)(9), that would disqualify you from possessing a firearm?	Yes ____ No ____
14. Have you been adjudicated as a mental defective or committed to a mental institution as defined in United States Code, 18 U.S.C. 922(g)(4), that would disqualify you from possessing a firearm?	Yes ____ No ____

15. Have you been the subject of a domestic restraining order or had an order prohibiting specific conduct against an intimate partner or a child of either the intimate partner or person subject to the order?	Yes ____ No ____
16. Have you ever fled any state or country to avoid being prosecuted or to avoid testifying in any criminal proceeding?	Yes ____ No ____
17. Have you illegally sold, produced, cultivated or transported marijuana or other controlled substance for sale?	Yes ____ No ____
18. Have you used marijuana, for any purpose, in the two (2) years previous to the application closing date?	Yes ____ No ____
19. Have you used marijuana or other controlled substance, other than one prescribed by a physician, while employed or appointed as a peace officer or law enforcement officer?	Yes ____ No ____
20. Have you illegally used any dangerous drugs or narcotics, other than marijuana, for any purpose in the five (5) years previous to the application closing date?	Yes ____ No ____

I understand that applicants who are to be considered for any position must first be placed on an eligibility list created and maintained by the Crete Civil Service Commission. I further understand that, to attain this, applicants must meet basic job qualifications established by Nebraska State Statute, the Crete Municipal Code and the Appointing Authority and successfully complete initial examinations and other screening as may be determined by the Civil Service Commission.

I understand that eligibility lists remain valid for no more than one year and that only the City Administrator (Appointing Authority) may make a conditional job offer to a person listed on the current eligibility list. Any reference to employment made by a member of the Commission or an employee of the City of Crete prior to such an offer is merely part of the process necessary to establish an eligibility list.

I agree to submit four (4) full sets of my fingerprints, along with relevant personal information, when and where directed by the Crete Civil Service Commission or the City of Crete and authorize the City to forward such fingerprints for identification.

I understand that if I am hired and employed by the City of Crete my continued employment is subject to satisfactory completion of a probationary period before obtaining permanent status.

I certify that all information provided in this application is true and complete. I understand that omissions or false information in this application shall be cause for disqualification from consideration/testing or, once employed, be cause for disciplinary action up to and including termination of employment.

Printed Name

Signature

Date

City of Crete
AUTHORIZATION FOR RELEASE OF INFORMATION



Applicant's Printed Last Name	First	Middle
Applicant's Address		Telephone

I hereby authorize the review/release and full disclosure of all records and information, or any part thereof, concerning myself to any duly authorized agent of the Crete Police Department.

I further authorize the full and complete disclosure of the records of and information pertaining to educational and training institutions, employment and pre-employment records including background investigation reports, complaints or grievances filed by or against me, records of complaints of a civil nature made by or against me, disciplinary actions taken, and including but not limited to the records and recollections of attorneys at law, or other counsel representing or having represented me, and any records of any type whatsoever which concern any criminal charges involving me.

I further authorize the release of information concerning all of the above-mentioned areas, or any other information which has a bearing on my fitness or ability to become/be an employee of the City of Crete and performing duties under the direction of the Crete Police Department, even though such information is not contained in written records and regardless of whether such information is considered privileged or confidential in nature.

I release all individuals, educational and training institutions, corporations, government and nongovernmental agencies and any other organizations from any liability for furnishing information, statements, or records to the City of Crete. I further hold the City of Crete and all of its employees harmless for acquiring information and/or for all actions resulting from the information or statements received.

A photocopy of this release form will be valid as an original, even though the photocopy does not contain my original signature.

I submit this release as part of my application for employment with the City of Crete and intend it to be used to obtain and develop employment investigative material.

I understand that this Authorization shall remain in effect for one (1) year from the date below unless earlier revoked by me. The revocation shall be in writing, dated, and signed and shall be effective upon receipt by the City of Crete.

Applicant's Signature

Date



CITY OF CRETE
POLICE PATROL SERGEANT
January 2, 2023

Job Status:	Non-Exempt; Full-time
Reports to:	Police Captain and Police Chief
Supervisory Responsibilities:	Supervise subordinate police officers, other employees, interns and volunteers.

I. GENERAL FUNCTIONS

Assist the Police Captain. Anticipate, plan, develop, organize, implement, and supervise the police patrol services of the city. Supervise subordinate police officers, other employees, interns and volunteers. When necessary, fulfill the administrative and leadership duties of Captain and/or Chief in their absence. Report to the Captain. A full-time hourly position, subject to shift rotation status and being recalled to duty to meet essential government needs.

II. ESSENTIAL DUTIES & RESPONSIBILITIES

1. Effectively assist the Captain in the management and supervision of patrol officers to achieve city and department goals, objectives, and other requirements. This includes, but is not limited to: Directing action; developing and revising work schedules; planning, preparing, coordinating, directing, supervising and evaluating training, work assignments and performance; reviewing and finalizing employee time cards; resolving conflicts; solving problems; recommending awards; etc.
2. Effectively assist the Captain in the management and supervision of Department logistical resources related to patrol operations. This includes: the use, maintenance and accountability of patrol vehicles, weapons and related equipment and those select areas of the police station primarily used by members of patrol.
3. Effectively supervise, guide and develop junior Field Training Officers (FTOs) in the conduct of FTO operations. This includes, but is not limited to: FTO certification and personally validating each trainee officers' successful completion of the training before making recommendation to the Captain, etc.
4. Effectively supervise and participate in patrol functions (direct and control traffic, enforce laws, write citations, make arrests, transport arrestees, quickly respond to reported crimes/accidents/emergencies, investigate crimes/accidents, develop and maintain records and reports, monitor and use communications equipment, operate a motor vehicle, utilize warning/speed detection equipment, adhere to law and accepted procedures, etc.).

5. Effectively assist the Chief in the preparation of fiscal budgets, development of policies and procedures, refinement of job descriptions and essential functions, production of reports and briefings, etc.
6. Effectively review audio and video recordings to assess the performance of subordinates.
7. Effectively supervise and participate in comprehensive criminal investigations.
8. Effectively receive, comprehend and relate directions, policies, and procedures to subordinates.
9. Effectively receive, comprehend and relate employee questions and concerns to superiors.
10. Effectively evaluate, affirm and/or correct the work performance of subordinates.
11. Effectively supervise and participate in crime prevention and community engagement activities which include, but are not limited to: Developing, organizing, implementing, presenting, and supervising programs, demonstrations, facility tours, etc.
12. Effectively anticipate, identify, prepare for and respond to, and resolve problems and challenges within the community and department, within the scope of granted authority and availability of resources.
13. Effectively communicate citizen concerns to the Captain and the Chief and utilize available resources to immediately resolve such concerns, when practical.
14. Effectively delegate tasks to subordinates as necessary.
15. Effectively suggest policy and procedural changes to the Captain and Chief.
16. Effectively perform the administrative and leadership duties of the Captain and/or Chief in their absence and in the absence of senior sergeants, as identified in the line of succession.
17. Effectively work with peer city government supervisors to identify and resolve potential, emerging, current, and reoccurring problems and challenges within the community and city government.
18. Effectively act as the Incident Commander or other assigned position with an Incident Command System (ICS) structure in preparation for, response to, or recovery from, an incident or event.

19. Effectively represent the department to outside law enforcement agencies and coordinate support with supervisors from such agencies according to law and established mutual aid agreements.
20. Effectively testify in court.
21. Accurately maintain time keeping information.
22. Effectively participate as a member of the Command Group.
22. Effectively represent the department during City Council or other meetings, as approved by the Chief or Captain.
23. Effectively assist in hiring processes, as directed by the Chief.
24. Effectively advise the Captain and Chief on all matters related to patrol operations.
25. Effectively respond to directions and assignments from the Captain and Chief and senior sergeants, as identified in the line of succession.

III. REQUIRED KNOWLEDGE, SKILLS, ABILITIES

1. Thorough knowledge of, skill within, and ability to apply and relate laws and city and department goals, objectives, values, policies, and procedures, as well as modern law enforcement regulations, principles, practices, equipment, weapons, and procedures.
2. Ability to work with, guide, mentor, train, and supervise people of all ages and backgrounds.
3. Ability to communicate effectively orally and in writing, in diverse situations.
4. Ability to effectively operate telecommunications equipment and follow regulated procedures.
5. Ability to develop and maintain legal and accurate reports and records.
6. Ability to effectively manage and supervise law enforcement operations and personnel.
7. Ability to effectively operate computers and demonstrate proficiency in applicable computer software.
8. Ability to conduct analyses and make decisions.
9. Ability to work outdoors in all types of weather conditions.

10. Ability to adapt to rapidly changing situations and conditions.
11. Knowledge of and ability to apply practices to safely work with and handle body fluids.
12. Ability to understand and comply with fiscal budgeting processes and practices.
13. Ability to effectively, safely, and efficiently use available fiscal and other resources.
14. Ability to concentrate on all responsibilities and duties when performing in environments and situations creating multiple potential distractions and/or physical dangers.
15. Ability to project professional and personal integrity and develop and maintain positive community relations.

IV. DESIRABLE TRAINING AND EXPERIENCE

Any combination of work experience and training that allows the duties and responsibilities of this position to be achieved. Sanctioned by the State of Nebraska to act as a peace officer according to law.

Preference will be given to job applicants documenting successful experience in like or similar positions who are proficient in applicable computer software and who are certified by the State of Nebraska through Basic and Supervision training.

V. MINIMUM QUALIFICATIONS

1. Possess a valid Nebraska driver's license.
2. Must be at least 21 years of age.
3. Must be a certified law enforcement officer with the State of Nebraska.
4. If not Supervision certified, must complete the NLETC Supervision course (as offered) within one (1) year of hiring.
5. Must have a minimum of five (5) years law enforcement experience.
6. Must be able to legally work in the United States.
7. Must meet all other requirements identified in the Crete Civil Service Rules and Regulations.

VI. NECESSARY SPECIAL REQUIREMENTS

1. Must maintain a functioning mobile phone.
2. Evening, weekend and holiday hours required.
3. Rotating shifts may be required.
4. Travel for government purposes may be required.

VII. WORKING CONDITIONS & PHYSICAL EFFORT*

This role occasionally exposes the employee to wet and/or humid conditions, moving mechanical parts, high, precarious places, fumes or airborne particles, toxic or caustic chemicals, outside weather conditions, extreme cold and/or extreme heat, risk of electrical shock, explosives, risk of radiation and vibration, and possible physical exposure to communicable diseases and hazardous substances. The noise level in the work environment is usually moderate. There may be periodic contact with angry and upset individuals.

This role requires the employee to stand and sit for long periods of time, use hands to finger, handle, or feel, taste or smell, speak and hear to communicate in person and on the telephone, specific vision abilities of this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. This role also requires occasional lifting and/or moving of objects weighing up to 200 pounds, moving from place to place within an office, occasionally stand, walk, reach with hands and arms, climb or balance and stoop, kneel, crouch, or crawl, reach for items above and below desk level, operate detention and/or law enforcement emergency vehicles, operate firearms and related use of force and restraint equipment (i.e., electronic stun devices, handcuffs, baton, and chemical spray), electronic security devices, control systems, keyboards, and monitors.

The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

* See the separate document entitled, "Essential Job Functions" for a more detailed list of working conditions and physical effort.

VIII. OTHER

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Employees are expected to perform other duties as assigned. Duties, responsibilities, and activities may change at any time with or without notice.

Employee Acknowledgment of Job Description

This job description supersedes all previous job descriptions written for this position. I understand that this is a description of my current job duties and responsibilities. I understand that neither this nor the City's Employee's Rules and Regulations is a contract for employment.

Employee Signature

Date

Supervisor Signature

Date