



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 wendy.thomas@crete.ne.gov
- Print, write responses, scan, and email to wendy.thomas@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

Applications are due no later than 5:00PM on May 14, 2021. The City will not accept application packets after that time. 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,

Wendy Thomas
Human Resources Coordinator
City of Crete

Enclosures:

- 1) Employment application
- 2) Basic qualifications checklist
- 3) Authorization and release form
- 4) Investigative 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 US? (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
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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 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 Mayor of Crete 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
INVESTIGATIVE SERGEANT**

Job Status: Full-time
Reports to: Lieutenant
Supervisory Responsibilities: Succession of Command

I. GENERAL FUNCTIONS

Under the direction of the Police Lieutenant, identify, prioritize, manage and direct criminal investigations case work. Leverage technology to assist in criminal investigations and develop intelligence information. Report to the Police Lieutenant.

II. ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Reports to the Police Lieutenant;
2. Investigates violations of federal, state, and local criminal law;
3. Apprehends and arrests law violators;
4. With the Police Lieutenant, identifies, prioritizes, manages, and directs active criminal investigative case work;
5. Assists, coordinates and cooperates with federal, state, local, and tribal law enforcement agencies as well as Regional Information Sharing Systems as part of a criminal investigation or to develop intelligence information;
6. Gathers and submits intelligence information to other law enforcement agencies;
7. Disseminates intelligence information to sworn officers within the Department;
8. Prepares and presents briefings as part of law enforcement operations;
9. Aids other Department employees in the collection and management of crime data;
10. Represents the Department as part of, and in cooperation with, regional criminal investigations task forces;
11. Interprets, adapts to, and applies new information;
12. Manages crimes scenes;
13. Identifies, collects, preserves, processes, interprets, and manages physical and digital evidence of criminal activity;
14. Leverages available technologies to develop digital information into useful intelligence and evidence of criminal activity;

15. Interacts with public communication service providers to obtain data related to the transmissions, receptions, and locations of various devices;
16. Takes digital photographs and digital video records as evidence;
17. Operates equipment associated with surveillance operations (e.g., night vision devices, binoculars, etc.);
18. Manages surveillance operations and conducts surveillance associated with criminal investigations;
19. Communicates effectively both orally and in writing, to include relating auditory and visual observations;
20. Prepares and submits detailed reports of criminal investigations;
21. Prepares affidavits for subpoenas, search warrants, and other orders from the Court or appropriate authorities, and executes the same;
22. Coherently testifies in court, or other proceedings;
23. Conducts searches of and collects digital information found on a variety of devices (e.g., computers, tablets, telephones, etc.) as part of criminal investigations;
24. Interviews witnesses;
25. Interrogates suspects;
26. Conducts initial and subsequent criminal investigations;
27. Conducts in-service training on matters related to criminal investigations;
28. Directs and supervises the actions of subordinate officers, as required by superiors;
29. Assists and coordinates with the Police Lieutenant and other Sergeants to develop and maintain situational awareness of and attention to matters of Community interest;
30. Offers input to the Police Lieutenant and other Sergeants regarding the performance of subordinate officers;
31. Advises the chief of police and other sworn officers on matters related to criminal investigations;
32. Respond to calls for service, as required by superiors; and
33. Performs other tasks as required by superiors.

III. OTHER NON-ESSENTIAL DUTIES

- Other duties as assigned

IV. REQUIRED KNOWLEDGE, SKILLS AND 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.

V. DESIRED TRAINING & 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, Supervision, and Field Training Officer training.

VI. 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.

VII. NECESSARY SPECIAL REQUIREMENTS

1. Must maintain a functioning telephone.
2. Evening and weekend hours required.
3. Extensive travel may also be required.

VIII. 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 100 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), operation of 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.

IX. 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. Duties, responsibilities and activities may change at any time with or without notice.

Employee Acknowledgement 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 Personnel Manual is a contract for employment. By signing below acknowledge that I have read and understand the essential functions for the Investigative Sergeant position and can perform the essential functions with or without accommodation.

Employee Signature

Date

Supervisor Signature

Date