

**ADDENDUM TO SANDY CITY
EMPLOYMENT APPLICATION FORM
“For Animal Service Officer Applicants Only”**

Name: _____

AUTOMATIC DISQUALIFIERS

A “Yes” answer in this section is an ***automatic disqualifier*** from consideration for any position in the Sandy Police Department based on Sandy Police Department Policy and Utah State Law; your application will not be reviewed. **These questions include any juvenile charges or charges which may have been sealed or expunged.**

- Yes No Any adult conviction of a felony crime?
- Yes No Prohibited from possessing a dangerous weapon under Utah Code / Federal Law?
- Yes No Conviction of any Class A misdemeanor within three years of application or Class B misdemeanor within two years prior to application?
- Yes No Two or more D.U.I. convictions?
- Yes No Three or more moving traffic citations within three years prior to application?
- Yes No Two or more “at fault” traffic collisions within two years prior to application?
- Yes No Any driver’s license suspension within two years of application?
- Yes No Used/experimented with marijuana within two years of application?
- Yes No Used/experimented with any other illegal drugs listed in Utah Code, including but not limited to: Cocaine, Heroin, LSD, Hashish, Mescaline, PCP, Opium, Peyote, Methamphetamine, Barbiturates, Methadone and Mushrooms, with five years prior to application?
- Yes No Unlawful use/purchase of a schedule I or II prescription medication within five years prior to application?
- Yes No Unlawful use/purchase of a schedule III – V prescription medication within two years prior to application?
- Yes No Being dismissed from the armed services under dishonorable conditions?
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When answering questions throughout the selection process, it is extremely important for you to be honest and accurate. Although your past behavior may or may not disqualify you, dishonesty will. Integrity is an essential attribute for a Police Department employee and it is imperative that you take the time to complete all forms in the hiring process thoroughly. Answer all questions; if a question does not apply, write N/A in the space provided.

- 1) An Animal Services Officer applicant must be at least 18 years of age at time of application. Are you at least 18 years of age?
 Yes
 No

- 2) Are you a high school graduate, or have you passed the General Education Development (GED) Test indicating high school graduation level?
 Yes
 No

- 3) Are you a U.S. Citizen?
 Yes
 No

- 4) Do you have a valid driver's license?
 Yes
 No

- 5) Job related certifications:
Do you have a Tranquilizer Gun Certification? Yes No

Do you have a Euthanasia Certification? Yes No

Will you obtain the above certifications as required? Yes No

- 6) I understand that the information in this form is required of all persons seeking employment as an Animal Services Officers. I understand that a thorough investigation will be made of my background. I hereby certify that I have personally completed each question and that all statements are true and complete. I understand that any omission or misstatement of fact may be considered deliberate falsification, which will subject me to disqualification or, if discovered after my employment, to immediate termination.

By typing your full name below, you certify that your answers are true and complete.

- 7) Date application submitted: _____

Special Notice to Animal Services Officer Applicants

All Applicants will be required to submit the following documents at the time of application. **DO NOT ADD ADDITIONAL DOCUMENTS AND CERTIFICATES TO YOUR PACKET:**

- Completed Sandy City Application for Employment
- Sandy City Police Department addendum for Animal Service Officer
- Current Resume

Sandy City only accepts applications during an advertised testing process. After initial application, you **will be notified by e-mail** of how the testing process will continue. You will not receive any additional information until after recruitment has officially closed.

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SANDY CITY DEPARTMENT APPLICANT INFORMATION SHEET

This information sheet is intended to guide you in the application, screening and hiring process of the Sandy City Police Department for the position of Animal Services Officer.

Applicants must meet the following minimum requirements to proceed in the testing process:

- Be a United States Citizen.
- Be at least 18 years old at the time the position closes.
- Not have been convicted of a crime for which the applicant could have been punished by imprisonment in the penitentiary of this state or another state.
- Not have been convicted of an offense involving dishonesty, unlawful sexual conduct, physical conduct, physical violence, or domestic violence.
- Not have been convicted of an offense involving the unlawful use, sale, or possession of a controlled substance within the last 5 years.
- Be a high school graduate or furnish evidence of equivalent achievement.
- Must demonstrate good moral character as determined by a background investigation.
- Be free of physical, emotional, or mental conditions that might affect adversely the performance of duty as an animal services officer.

Application and Screening Process

Note: All applicants become equal at the start of the next phase

Phase 1 **Application**

The Sandy City Police Department accepts applications from all candidates who meet the minimum qualification for employment during each testing process. All interested applicants must submit (1) a Sandy City application, (2) Animal Services Officer Addendum (attached), and (3) a current resume.

Applicants will be invited to test based on a review of the application, addendum and resume. Specifically, we will evaluate your addendum for automatic disqualifiers, for this position. Additionally, we will evaluate your education and training, work history, and other related experience for this position. Sandy City Police Department may give selection preference for college, business or trade school attendance and prior animal services experience and/or certifications.

Phase 2 **Initial Testing – 3 parts**

Written test: All applicants must complete the written standard test presented by the Sandy Police Department. All applicants who achieve above a minimum score will move on to the next testing portion.

Typing test: All applicants will be required to take a typing test in which they must be able to type 30 words per minute. This test will be done in the presence of Sandy Police proctors.

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Physical

Ability: All applicants must be able to pass the listed physical ability course in a set time period of 2:08.

1. Start seated in a patrol vehicle, seatbelt on, hands on the steering wheel
2. Exit the vehicle and run up east walkway which includes one step to the northeast doors of the Parks and Recreation building.
3. Enter the doors and run up the stairs to the gymnasium.
4. Immediately turn to the right after entering the gymnasium doors and run to the north end of the gym.
5. Applicants will run the length of the gym, back and forth completing the obstacle in front of them.
6. Leg 1 will contain the 4' wall, at the end of the leg the applicant will go around a cone and enter leg 2. (Applicants are NOT allowed to use the side braces to get over the wall)
7. Leg 2 will consist of the agility ladders that will be set up offset each other and side-by-side, at the end of the leg the applicant will go around the cone and enter leg 3.
8. Leg 3 will consist of the balance beam, at the end of the leg the officer will go around the cone and enter leg 4.
9. Leg 4 will consist of an obstacle that is 24" in height for the applicant to go under, then weave through 4 cones, and then go under another obstacle set at 24". At the end of the leg the applicant will go around the cone and enter leg 5.
10. Leg 5 will consist of a 4' long jump and a 2' vertical jump over a wall, at the end of the leg the applicant will go around the cone and enter leg 6.
11. Leg 6 will consist of a 50' dummy drag (145 lbs), at the end of the leg the applicant will go around the cone and enter leg 7.
12. Leg 7 will consist of the weight bench where the applicant will complete 5 pulls and 5 bench presses. Current weight of the bar and weights is 55 lbs., at the end of the leg the applicant will go around the cone and enter the last leg.
13. The last leg will consist of a training handgun and "Smurf" type target at 7 yds. Applicant will fire the training handgun, which emits a laser, and strike the target two times in the center "bowling pin" area. The course will not be complete until two hits are called out by the person timing the course and the time will not stop until both hits are made.

(Only applicants passing all tests will move forward in the testing process.)

Phase 3: Oral Board:

Based on testing you may advance to an oral board. The selection board will conduct an interview with each applicant to assess which applicants will best complement the goals and philosophy of the Department.

Phase 4 Background Investigation

When a position becomes available and prior to offering a position, police investigators will conduct a thorough investigation on the top applicants. A pre-employment polygraph or CVSA test may be included as part of the background investigation.

Phase 5 Job Offer/Medical Assessment/Drug Screening

Each new employee will be given a physical assessment and a drug screening by the City's provider. They will also attend new employee orientation.

Phase 6 Chief's Interview

The Chief of Police will conduct an interview with each applicant as a final determination in offering a position. All final hiring decisions are made by the Chief of Police following a recommendation of the selection committee.

Phase 7 Field Training

Newly hired officers will go through a 19-week field training and evaluation under the direct supervision of field training officers.

Phase 8 Probation

Each new officer will be in a probationary status for a period to be determined at the completion of the field training and based upon that officer's performance. This is generally one year from date of hire.

A complete list of essential functions and minimum requirements of the position may be obtained from the Human Resources Office. Sandy City will provide reasonable accommodations for any applicant during the examination and selection process. If you have special needs, please call (801) 568-7151. Sandy City does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, genetics, protected veteran's status or any other class protected by applicable federal, state and local employment law. Sandy City is a drug-free workplace and an Equal Opportunity Employer. If you have any questions at any phase of the process, please contact the Human Resources Office.

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Para información en español, visite www.ftc.gov/credit o escriba a la FTC Consumer Response Center, From 130-A 600 Pennsylvania Ave. N.W., Washington, D.C. 20580

FCRA – Summary of Rights

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 identity 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.

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- **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:

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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

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