

**ADDENDUM TO SANDY CITY
EMPLOYMENT APPLICATION FORM
“For Police 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 or Federal law?
- Yes No Conviction of any Class A misdemeanor within three years prior to 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/revocation 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, within 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?
-

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) A Police Officer applicant must be at least 20 1/2 years of age at time of application. Are you at least 20 1/2 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 possess a valid driver's license?
 Yes
 No

- 5) Are you P.O.S.T. certified in the State of Utah?
 Yes
 No

- 6) If you answered "yes" to Question 5, please list level and date of certification (for example: Special Functions Officer on December 1, 2014 or Law Enforcement Officer on December 1, 2014).
 - If you answered "no" to Question 5, please answer "Not Applicable."

- 7) Have you tested with the Sandy Police Department within the prior two years prior to this application?
 Yes
 No

- 8) If you answered “yes” to Question 7, please list when you applied and what phase of testing you completed.
- If you answered “no” to Question 7, please answer “Not Applicable.”

9) I understand that the information in this form is required of all persons seeking employment as a Police Officer. 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.

Date application submitted: _____

Special Notice To Police Officer / Auxiliary Police Officer

Applicants for the Sandy City Police Department must pass the written standard test (N.P.O.S.T.) now required for acceptance to Utah Peace Officers Standard and Training (POST). Acceptable score for Sandy City is 80 percent. Written test scores will be used to screen for Police Officer/Auxiliary Officer positions with Sandy City.

**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 Police Officer
- Current Resume
- Current Utah P.O.S.T. Certificate **OR**
- Original Test score from Peace Officer P.O.S.T. standard entrance examination (min. Score of 80%) or a receipt showing the P.O.S.T. entrance examination was taken and then providing the test results to the police department administrative sergeant within two weeks after submitting the application.

Reminder: The listed testing centers require a two-week period to score P.O.S.T. examinations.

Out of State Candidates: Must come to Utah to take the N.P.O.S.T. at one of the test sites and turn in their scores. (Locations listed on next page)

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 a job recruitment has officially closed or the review of your application if the posting is listed open until filled.

Eligibility to re-test in hiring process:

Candidates not qualifying during the written, typing, or physical testing may reapply and test for a position after a six month period from the original job posting date.

Candidates not passing any other phase of testing, excluding the psychological, may reapply and test for a position after a one year period from the original job posting date.

Candidates not passing the psychological assessment will not be allowed to re-take the psychological test for a minimum two year time period from the original job posting date. This would disqualify the applicant from any testing processes during the same time period.

(This page is informational only; please do not submit with application)

The N.P.O.S.T. test is administered at the following locations on an on-going basis:

Salt Lake Community College School Of Applied Technology Testing Center

1575 South State W-124
Salt Lake City, UT 84115
Phone: (801) 957-3257 Automated Service
Fax: (801) 957-3315
Testing: First Come First Served Basis (19 spots for testing)
Website: www.slcc.edu/sat/testing-services/post.aspx

Utah Valley University

800 West 1200 South
Orem, UT 84058
Phone: (801) 863-8269
Fax: (801) 764-7076
Testing: Contact testing center for an appointment.

Weber State University Testing Center

1112 University Circle
Ogden, UT 84408
Phone: (801) 626-6803
Fax: (801) 6267812
Testing: Contact testing center for an appointment.

College Of Eastern Utah – San Juan Campus

639 West 100 South
Blanding, UT 84511
Phone: (435) 678-2201 Ext. 171
Fax: (435) 678-2220
Testing: Contact testing center for an appointment.

Southern Utah University

351 West Center Street #169
Cedar City, UT 84720
Phone: (435) 586-5419
Fax: (435) 865-8055
Testing: Contact testing center for an appointment.

Bridgerland Applied Technology Center

1301 North 600 West
Logan, UT 84321
Phone: (435) 750-3188
Fax: (435) 750-3046
Testing: Contact testing center for an appointment.

Dixie College Admissions Testing Center

225 South 700 East
St. George, UT 84770
Phone: (435) 652-7692
Fax: (435) 656-4016
Testing: Contact testing center for an appointment.

College of Eastern Utah Testing Center

451 East 400 North
Price, UT 84501
Phone: (435) 637-2120, Ext 5325
Fax: (435) 613-5112
Testing: Contact testing center for an appointment

Davis Applied Technology Center

550 East 300 South
Kaysville, UT 84037
Phone: (801) 593-2361 or 593-2336
Testing: Contact testing center for an appointment

Uintah Basin Applied Technology Center

1100 E. Lagoon Street (124-5)
Roosevelt, UT 84066
Phone: (435) 722-4523
Fax: (435) 722-5804
Testing: Contact testing center for an appointment

(This page is informational only; please do not submit with application)

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 positions of Police Officer and Auxiliary Officer.

Utah State Statutes require a Peace Officer must be “certified” by P.O.S.T. prior to exercising peace officer powers. Before being accepted to a training program for the purpose of achieving that certification, an applicant must:

- Be a United States Citizen.
- Be at least 21 years old at the time of appointment as a peace officer.
- 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 a peace officer.

Application and Screening Process

Note: All applicants become equals 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) Police Addendum (attached), (3) a current resume and, and (4) a test score from Peace Officer (POST) standard entrance examination (minimum score for Sandy City of 80%).

Applicants will be invited to test based on a review of the application 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 law enforcement related experience. Sandy City Police Department may give selection preference for college, business or trade school attendance and prior police officer experience and/or certification. Ability to understand and follow verbal and written instructions along with the ability to communicate in writing by completed all hiring forms in a thorough, legible and professional manner.

Phase 2 **Initial Testing Day – 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.

(This page is informational only; please do not submit with application)

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.

Physical test- All applicants must be able to pass the P.O.S.T. physical standards at the P.O.S.T. entry level requirement.

- Vertical jump – 15 inches
- 300 meter run – 70 seconds
- 1½ mile run – 15:37
- push-ups – 16 continuous with no time limit
- Sit-ups – 25 in one minute.

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

Phase 3 Oral Board

Based on testing you may be scheduled for 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 Initial Screening of Personal History Statement

Applicants will complete a Personal History Statement. A preliminary screening of the Personal History Statement will be done to ensure applicant meets qualification standards.

Phase 5 Background Investigation

When a position becomes available and prior to offering a position, police investigators will conduct a thorough investigation on the top applicants.

Psychological Evaluation

Assuming you have been successful in all previous stages, you will take a psychological test which will take approximately 4-6 hours. You will then be scheduled for an assessment by a licensed psychologist. **Note:** All psychological examination results will be valid for two years from the date of testing.

Phase 6 Pre-employment Polygraph

You will be requested to take a pre-employment polygraph or CVSA test.

(This page is informational only; please do not submit with application)

Phase 7 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 8 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 9 Police Academy

Those new officers not currently state certified as peace officers will be enrolled in the State's Academy at the first available time. The first day of employment may be contingent on that enrollment.

Phase 10 Field Training

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

Phase 11 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, sexual orientation, gender identity, 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.

(This page is informational only; please do not submit with application)

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.

(This page is informational only; please do not submit with application)

- **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:

(This page is informational only; please do not submit with application)

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

(This page is informational only; please do not submit with application)