

Police Officer Recruit

Testing Date: _____

Legal Full Name: _____

Date of Birth: _____ SSN: _____

Address: _____

Primary Phone Number: _____ Alternate Phone Number: _____

Email Address: _____

Veteran's Preference

In order to qualify for Veteran's Preference, you must be a North Dakota resident and have served in the active military forces during a period of war or received the armed forces expeditionary or other campaign service medal during an emergency condition, and must be released under other than dishonorable conditions. (NDCC 37-19.1)

Would you like to claim veteran's preference? Yes ☐ No ☐

(If yes, you shall provide a copy of report of separation DD-214)

For Department use only:

Date background assigned: _____ Date background due: _____

Name of Background Investigator: _____

Date background completed: _____ Pass ☐ Fail ☐

Instructions to the Police Officer Applicant

The information you provide in this Personal History Information (PHI) Packet will be used in the investigation into your background, which will assist in determining your suitability for the position of Police Officer. Please fill out this PHI completely and accurately. Keep in mind that:

1. The completion of this questionnaire is mandatory.
2. All statements are subject to verification.
3. Deliberate inaccuracies or omissions may bar or remove you from further testing and employment.
4. All time periods in your background must be accounted for.
5. All information contained on the PHI and any information you provide will be reviewed with you during your pre-employment interview.
6. You must list all arrests and/or convictions even if you received a release, a pardon, or the case has been sealed or expunged. You must also list the time(s) you were detained by law enforcement for any reason.

Please print in black ink or type your response on this PHI. If a question does not apply to you, write "N/A" (not applicable) in the space provided for your answer. If you need more space to respond to a question, use the continuation sheets provided and indentify the additional information with the questions number.

The Fargo Police Department may reject any application if the applicant does not possess the minimum qualifications required for the position; the application is not filed within the period specified in the examination announcement or was not filed in the prescribed manner; or the applicant has made a false statement of a material facet, or practiced or attempted to practice any fraud or deception in the PHI or during any part of the hiring process.

All information provided in the PHI is subject to the North Dakota Open Records Law. If you have any questions, please contact the City of Fargo Human Resource office at (701) 241-8162.

Minimum Requirements and Disqualification Criteria

Before you being to fill out the PHI, please ensure that you meet the following minimum requirements:

- The applicant shall be a citizen of the United States or have in-resident alien status as defined by federal law.
- The applicant must have vision corrected to 20/20.
- The applicant shall possess a valid driver's license.
- By the date of hire, the applicant must have completed the equivalent of a two year education at an accredited college or university. An Associate's Degree, 60 semester credits or 90 quarter credits will fulfill this requirement.
- The applicant must be at least 21 years old at the time of hire.
- The applicant shall not have been convicted of a felony or Class A misdemeanor in this state, in any other state or federal jurisdiction that would have been a felony or Class A misdemeanor if committed in North Dakota within three years of the date of application.
- The applicant must have received an honorable discharge from the United States armed forces if he or she has been in the military service.
- The applicant must not have any tattoos that are visible when the applicant is in a standing or sitting position of rest, and must further conform to all other appearance standards established by department policy.

Applicants for the position of police officer must be of strong character and unmitigated integrity. Therefore, the Fargo Police Department performs an in-depth investigation into the background of all police officer applicants to ensure those selected for employment are of the highest caliber.

Outlined below are examples of conduct and/or other criteria which will be grounds for an applicant's automatic disqualification from the police officer hiring process. The examples provided are not intended to be an all inclusive list of disqualifiers that result in a police officer applicant's elimination from further consideration for employment with the Fargo Police Department. However, the discovery of any of the examples listed below shall be sufficient to automatically disqualify an applicant from further consideration. In addition, an applicant's failure to disclose any such conduct and/or criteria shall also result in the candidate's automatic elimination from further employment consideration.

Criminal Conduct Disqualifying Criteria

- Any conviction or plea of guilty after the age of 18 for any criminal offense classified as a felony within the state of North Dakota or any other United States state or territory, or any criminal offense that would be considered a felony if committed in the state of North Dakota.
- Any conviction or plea of guilty within three years of the date of application for the position of police officer with the Fargo Police Department, for any criminal offense classified as a Class A misdemeanor within the state of North Dakota or any other United States state or territory, or any criminal offense that would be considered a Class A misdemeanor if committed within the state of North Dakota.
- Any conviction or plea of guilty within one year of the date of application for the position of police officer with the Fargo Police Department, for any criminal offense classified as a Class B misdemeanor within the state of North Dakota or any other United States state or territory, or any criminal offense that would be considered a Class B misdemeanor if committed within the state of North Dakota.
- Any conviction or plea of guilty after the age of 18 for the unlawful possession, sale, delivery, or manufacture of any controlled substance (excluding marijuana or its derivatives) or unlawfully conspiring to possess, sell, deliver, manufacture any controlled substance (excluding marijuana or its derivatives).
- Any unlawful sale, purchase, manufacture, or possession with the intent to distribute any controlled substance after the age of 18.
- Any unlawful use or possession of marijuana or its derivatives within one year of the date of application for the position of police officer with the Fargo Police Department.
- Any conviction or plea of guilty after the age of 18 for any domestic violence related criminal offense as defined by the State of North Dakota or any other United States state or territory, to include any offense associated with the violation of a domestic violence related protection order, restraining order, or other associated court order.
- Any conviction or plea of guilty within two years of the date of application for the position of police officer with the Fargo Police Department for any offense associated with impaired driving (to include any offense associated with refusing to submit to a chemical test or tests associated with any such impaired driving offense), operating a motor vehicle with a suspended or revoked drivers license, or any other criminal driving offense as defined by the state of North Dakota.

Dishonesty, Failure to Disclose, and Lack of Integrity Disqualifying Criteria

- Any willful failure to disclose or acknowledge involvement in any conduct, both past and present, which is a violation of the laws of the state of North Dakota, the United States state or territory.
- Any willful attempt to distort information provided or discovered during the employment consideration process or intentionally misleading any person representing the Fargo Police Department during the hiring process.
- Any refusal to answer or respond to any oral or written question presented by any person representing the Fargo Police Department during the hiring process.
- Any use, or attempt to use, any political influence to secure employment with the Fargo Police Department.

Other Disqualifying Criteria

- The applicant does not possess the minimum qualifications required for the position of police officer with the Fargo Police Department as described within the job description.
- The applicant cannot lawfully own or possess a firearm.
- The applicant is considered a fugitive from justice.
- The applicant is in the United States unlawfully or otherwise has their immigration, naturalization, or status as a United States citizen in question by the United States government.
- The applicant has, after the age of 18, renounced their United States citizenship.
- The applicant is presently the subject of any domestic violence related protection order, restraining order, or other associated court order.
- The applicant's employment with previous employers has been involuntarily terminated on two or more occasions with the past five years. This does not include any involuntary termination resulting from the employing ceasing their business operation or where employment ended as a result of a temporary layoff.
- The applicant has failed to comply with any court order or legal contract to provide and maintain child support, alimony, or other financial obligations within the past five years.
- The applicant received a dishonorable discharge after serving with a branch of the United States military.

- The applicant is or has been, after the age of 18, involved with any seditious or terrorist activity or any other activity whereby the functions of the United States government and/or the contents of the United States Constitution were threatened.
- The applicant is a previous employee of the City of Fargo and/or the Fargo Police Department and was dismissed from any such employment for cause, or resigned under conditions deemed by the City of Fargo and/or the Fargo Police Department to be less than in good standing.
- The applicant fails or otherwise refuses to appear or participate in any scheduled oral interview, polygraph examination, medication examination, psychological examination, or other component of the Fargo Police Department's hiring process.
- The applicant fails or otherwise refuses to provide any person representing the Fargo Police Department during the hiring process with a current mailing address and telephone number, or respond to any request for information or communication received from any such representative.
- The applicant expresses, either verbally or in writing, their desire to no longer be considered for employment with the Fargo Police Department.
- The applicant's application is not filed within the period specified in the examination announcement or was not filed in the prescribed form.

Police Officer Applicant Personal Information

Information provided in this section is used for identification purposes only.

Full Name		
Known Alias		
Date of Birth	Social Security Number	
Street Address		
City	State	Zip Code
Primary Contact Number	Secondary Contact Number	
Email Address		
Social Media Usernames/Handles		

Are you:

Single Married Relationship Engaged Roommate

Significant Other or Roommate Information

Full Name	
Known Alias	
Date of Birth	If applicable, date of marriage
Employer	
Primary Contact Number	Secondary Contact Number

Have you been separated, divorced, or had a marriage annulled? Yes No

Date of Marriage	Date of Separation	Date of Divorce	Date of Annulment
Court or State Issued			
Name of Spouse			
Spouse Date of Birth		Spouse Contact Number:	

Family Information

Identify children related to you or your spouse (biological, step-children, adopted or foster children)

Full Name	
Date of Birth	Relation

Full Name	
Date of Birth	Relation

Full Name	
Date of Birth	Relation

Full Name	
Date of Birth	Relation

Identify the following relatives, including step parents and step siblings.

Father's Full Name	
Address	
Contact Number	Date of Birth

Mother's Full Name	
Address	
Contact Number	Date of Birth

Brother/Sister's Full Name	
Address	
Contact Number	Date of Birth

Brother/Sister's Full Name	
Address	
Contact Number	Date of Birth

Full Name and Relation	
Address	
Contact Number	Date of Birth

Residences

Identify all residences where you have lived in the last 10 years, beginning with the most recent including your present address. Include military assignments (No TDY's).

(Make additional copies if more space is needed.)

Address		
City	State	Zip Code
From	To	

Address		
City	State	Zip Code
From	To	

Address		
City	State	Zip Code
From	To	

Address		
City	State	Zip Code
From	To	

Personal References

List five persons who know you well enough to provide current information about you. Do not list relatives, former or present employers or supervisors.

Full Name			
Relationship	Years Known	Primary Number	Secondary Number

Full Name			
Relationship	Years Known	Primary Number	Secondary Number

Full Name			
Relationship	Years Known	Primary Number	Secondary Number

Full Name			
Relationship	Years Known	Primary Number	Secondary Number

Full Name			
Relationship	Years Known	Primary Number	Secondary Number

Law Enforcement References

List three law enforcement officers with whom you are acquainted.

Full Name		
Position	Department	Years Known
Primary Contact Number	Secondary Contact Number	

Full Name		
Position	Department	Years Known
Primary Contact Number	Secondary Contact Number	

Full Name		
Position	Department	Years Known
Primary Contact Number	Secondary Contact Number	

Education History

Name of High School	Dates Attended
Address	Diploma or GED

Have you ever been suspended or expelled from school? Yes No

If yes, please provide details:

List all awards, honors, scholarships, and clubs you received or were associated with during high school:

Identify all colleges, universities or technical schools you have attended. Make additional copies if more space is needed.

Name		Dates Attended
Address		
Major/Course of Study	Hours/Credits Completed	Degree

Name		Dates Attended
Address		
Major/Course of Study	Hours/Credits Completed	Degree

Name		Dates Attended
Address		
Major/Course of Study	Hours/Credits Completed	Degree

List all awards, honors, scholarships, and clubs you received or were associated with during high school:

Peace Officer Information

Identify any law enforcement skills training you have attended.

Name	Dates Attended
Address	

Are you currently licensed as a Peace Officer? Yes No

If yes:

License Number	State of Issue	Date of Issue	Date of Expiration
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If your license is anything but valid, please choose the following:

Valid-Active Status Valid-Inactive Status Lapsed Suspended
Surrendered Revoked

Has the P.O.S.T. board ever taken disciplinary action against your license? Yes No

If yes, please explain:

List any additional law enforcement continuing education training you have completed:

Employment History

Beginning with your present or most recent job, list all employment including full time, part time, temporary, seasonal, military assignments, unpaid internships, etc., including all periods of unemployment. Make additional copies if more space is needed.

If you are currently employed here may we contact your employer? Yes No

Name of Employer		Dates of Employment
Begging Job Title	Ending Job Title	
Address		
Name of Supervisor	Supervisor Title	Contact Number
Name of a Co-Worker		Contact Number
Name of a Co-Worker		Contact Number
Job Responsibilities		
Reason for Leaving		

Have you ever received a verbal or written warning or reprimand? Yes No

If yes, please explain:

Was there an unemployment period between previous employment and the one listed above?

Yes No

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Employment History

Name of Employer		Dates of Employment
Begging Job Title	Ending Job Title	
Address		
Name of Supervisor	Supervisor Title	Contact Number
Name of a Co-Worker		Contact Number
Name of a Co-Worker		Contact Number
Job Responsibilities		
Reason for Leaving		

Have you ever received a verbal or written warning or reprimand? Yes No

If yes, please explain:

Was there an unemployment period between previous employment and the one listed above?

Yes No

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Military History

If you have ever served in the United States Armed Forces you must provide a DD-214.

If you are male, are you registered with the Selective Service System? Yes No

Have you ever applied for the United States Armed Forces and been denied? Yes No

If yes, please explain:

If you have served or are serving in the United States Armed Forces please complete the following information:

Branch of Service		Dates of Service
Location of Assignment		
Position	Title/Rank	Date of Title/Rank
Supervisor		Contact Number

List all deployments and dates of deployments

Deployment	Dates of Deployment
Deployment	Dates of Deployment
Deployment	Dates of Deployment

List all awards, accommodations, and special trainings/qualifications you hold:

Special Skills

Identify any special license you hold (i.e. pilot license)

Identify any foreign languages you understand, speak, read or write fluently

Memberships and Organizations

Identify any organizations, societies, clubs, offices and associations in which you hold

Are you now, or have you ever been a member of any organization, association, movement, group, or combination of persons which advocates the overthrow of our constitutional form of government, or which has adopted a policy of advocating or approving the commission of acts of force or violence to deny other persons their rights under the Constitution of the United States, or of seeing to alter the form of government of the United States by unconstitutional means? Yes No

If yes, please explain

Credit History

If you answer yes to any of the following questions, please explain in the space provided below.

- Have you ever filed bankruptcy personally or on behalf of a business?
- Have you ever had any personal or real property repossessed or foreclosed?
- Have you ever failed to pay federal, state or other taxes?
- Have you ever failed to file a tax return when required by law?
- Have you ever had a lien placed against your property for failing to pay taxes or other debt?
- Have you ever had a judgment entered against you?
- Have you ever defaulted on any type of loan?
- Have you ever had bills or debts turned over to a collection agency?
- Have you ever had any credit account suspended, charged off, or cancelled for failure to pay?
- Have you ever written a check that was later returned for non sufficient funds?
- Have you ever been delinquent on court imposed alimony or child support payments?
- Have you ever been disciplined regarding the use of a travel or credit card provided by an employer?
- Are you currently more than 60 days delinquent on any debts?
- Have you ever applied for unemployment compensation?
- Have you ever received unemployment compensation?

Traffic History

Drivers License Number	Drivers License State of Issue
Restrictions	Endorsements

If you have possessed a driver's license issued by another state other than North Dakota please complete the following:

Drivers License Number	Drivers License State of Issue
Restrictions	Endorsements

Drivers License Number	Drivers License State of Issue
Restrictions	Endorsements

If you ever had your driver's license suspended or revoked, complete the following:

Reason	
Date of suspension/revocation	Date of reinstatement

Identify all vehicles that are in your name, or are in joint ownership of:

License Plate Number	State of Registration

If you have ever been refused auto insurance or your auto insurance has ever been revoked, please explain:

Identify all motor vehicle crashes you have been involved in.

Date	Location	Reporting Agency
Details		
Date	Location	Reporting Agency
Details		
Date	Location	Reporting Agency
Details		

Identify all traffic citations and warnings you have received, excluding parking tickets.

Date	Violation	Agency Involved	Disposition

Have you ever been convicted of, charged with, investigated, or accused of any violations of criminal traffic law? Yes No

If yes, please explain:

Criminal History

If you have ever been arrested or charged with a criminal offense, please complete the following:

Date	Agency	Offense
Outcome		

Date	Agency	Offense
Outcome		

Have you ever committed an act of domestic violence as defined by the N.D.C.C. 14-07.1?

Yes No

If yes, please explain:

Have you ever assaulted another person since the age of 17 as defined by the N.D.C.C 12.1-17-01.1.01?

Yes No

If yes, please explain:

Have you ever been considered or named a suspect in a criminal investigation or criminal offense?

Yes No

If yes, please explain:

Other than crimes that would have been sealed by juvenile records, have you ever committed or assisted another person in the commission of a felony crime, Class A misdemeanor crime or a crime involving moral turpitude that went undetected or unreported to law enforcement?

Yes No

If yes, please explain:

Civil History

Have you ever been party to a civil suit or action? Yes No

If yes, please explain:

Do you anticipate being sued or named in any type of lawsuit or proceeding? Yes No

If yes, please explain:

Have you ever been fingerprinted? Yes No

If yes, complete the following:

Date	Agency	Reason

Alcohol and Drug History

If you consume alcoholic beverages, how much and how often:

Have you ever consumed and/or purchased alcoholic beverages while under the age of 21?

Yes No

If yes, please provide how old you were, how often, and the circumstances around the incident(s)

Have you ever purchased or provided alcohol to anyone under the age of 21?

Yes No

If yes, please provide how old you were, how often, and the circumstances around the incident(s)

Have you ever unlawfully sold, purchased, manufactured, facilitated the sale or possessed with or without the intent to distribute any controlled substance?

Yes No

If yes, please provide how old you were, how often, and the circumstances around the incident(s)

Have you ever unlawfully sold, purchased, manufactured, facilitated the sale or possessed with or without the intent to distribute marijuana or its derivatives?

Yes No

If yes, please provide how old you were, how often, and the circumstances around the incident(s)

Have you ever unlawfully used or possessed a controlled substance, excluding marijuana and its derivatives?

Yes No

If yes, please provide how old you were, how often, and the circumstances around the incident(s)

Have you ever unlawfully used or possessed marijuana or its derivatives?

Yes No

If yes, please provide how old you were, how often, and the circumstances around the incident(s)

Have you ever been treated for drug or alcohol use or addiction? Yes No

If yes, when? _____

Other Law Enforcement Agencies You've Applied For

Identify all law enforcement agencies you have applied for. Make additional copies if more space is needed.

Name of Agency	Date of Application	
Address		
Background Investigator	Contact Number	Status

Name of Agency	Date of Application	
Address		
Background Investigator	Contact Number	Status

Name of Agency	Date of Application	
Address		
Background Investigator	Contact Number	Status

Name of Agency	Date of Application	
Address		
Background Investigator	Contact Number	Status

Are there any incidents in your life, or details not mentioned herein, which may influence the Fargo Police Department's evaluation of your suitability for employment as a police officer?

Yes No

If yes, please explain:

Identify any additional information you think should be considered in your application for the position of police officer, and/or any further explanation of answers to previous questions.

Attached is a copy of the job description for the position of police officer. Will you be able to perform all functions for this position, with or without reasonable accommodation?

Yes No

If you feel accommodation is necessary, what accommodations would you need to perform the functions of a police officer?

Conduct Unbecoming

The Fargo Police Department's policy regulating the conduct of its police officers states:

"Department employees shall conduct themselves at all times, both on and off duty, in a manner which does not discredit or reflect poorly upon themselves and/or the Department. Unbecoming conduct includes, but is not limited to any conduct that adversely impacts or impairs, or could adversely impact or impair the operation, efficiency, or the professional image of the employee of the Department."

Please share any and all activities that would be criminal acts, including sexual in nature, or any other acts that would be considered unbecoming conduct per our department policy. This is to include activities you were not held accountable for at the time of the offense or potentially not even witnessed by others (i.e. driving under the influence, open containers, voyeurism, fraud, cheating.)

Statement of Acknowledgment

I certify that all the statements by me in this application are true, complete and correct to the best of my knowledge and belief, and are in good faith. I understand that any false information or omission of information from this application may be cause for rejection or dismissal if employed.

I hereby authorize the City of Fargo to make a thorough investigation of all statements contained in this application, my past employment, education, and other activities. I release from all liability all persons, companies and corporations supplying such information. I indemnify the City of Fargo against any liability which might result from making such investigations. I also agree that if any misrepresentations that have been made by me herein, or the results of that investigation are not satisfactory for any reasons, any offer of employment to me by the City of Fargo may be terminated immediately without any obligation or liability to me other than payment at the rate agreed upon, for service actually rendered if I had begun work for the City of Fargo.

Additionally, I understand that nothing contained in this employment application or in the granting of an interview or in any policies, procedures, or handbooks that I might receive is intended to create an employment contract between the City of Fargo and myself for either employment or for the providing of a benefit. No promises regarding employment have been made to me, and I understand that no such promise or guarantee is binding upon the City of Fargo unless made to me. I understand that I have the right to terminate my employment at any time for any reason, and the City of Fargo retains similar right regarding the discontinuation of my employment.

I hereby certify that there are no misrepresentations, omissions, or falsification in the foregoing statements and answers to the above questions. I fully understand that any misrepresentation, omission, or falsification may deem me permanently unsuitable, or if hired, may lead to the termination of my employment.

Signature of Applicant

Date

The City of Fargo provides equal employment opportunity for all individuals without regard to race, religion, color, sex, age, national origin, sexual orientation, disability, veteran status or any other status or condition protected by applicable federal and state laws, except where a Bona Fide Occupational Qualification applies.

Updated on 12/20/2016

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General Authorization and Release of Information

I, _____, hereby authorize and grant my informed consent to permit a representative or agent of the Fargo Police Department to collect data classified as private which concerns me and which may be in your possession. The data I authorize to be released consists of private data and has been collected by you as a result of my contacts and associations with you and/or your agents and representatives. The information for which release is authorized includes all data that has been collected, created, received, retained or disseminated in whatever forms that in any way related to my dealings with you or your agency. I understand the purpose of permitting the Fargo Police Department to have access to this information is to determine my suitability for employment as a police officer with the Fargo Police Department, including verification of my records and analysis by consultants to the department who may review my suitability for employment.

This authorization shall be valid for a period of two years, and I reserve the right to, at any time, prior to that expiration, cancel the written authorization by providing written notice to the department or to you of that fact.

Signature of Applicant

Date



Consumer Report Consent and Release

The following release permits the Fargo Police Department or its representative to request a consumer report from a consumer reporting agency. This report is in accordance with the Fair Credit Reporting Act (Public Law 91-508, paragraphs 604 and 605.)

A consumer report is defined as any written, oral, or other communication of any information by a consumer reporting agency bearing on a consumer's credit worthiness, credit standing, credit capacity, character, general reputation, personal characteristics, or mode of living which is used or expected to be used or collected in whole or in part for the purpose of serving as a factor in establishing the consumers eligibility for employment.

The Fargo Police Department's request for a consumer report is only for the purpose of employment, and the information will be kept confidential. Should the report result in adverse actions, as defined in paragraphs 604 and 605, a copy of the report and a description of your rights will be provided to you.

Your consent to have the Fargo Police Department request a consumer report is supported by the following identifying information:

Last Name, First Name, Middle Name		Maiden Name
Address		
City	State	Zip Code
Mailing Address (If different from residence)		
Date of Birth	Social Security Number	Driver's License Number/State

Signature of Applicant

Date

Para información en español, visite www.consumerfinance.gov/learnmore o escribe a la Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20552.

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.consumerfinance.gov/learnmore or write to: Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20552.**

- **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, all consumers are entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See www.consumerfinance.gov/learnmore 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.
- **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.consumerfinance.gov/learnmore 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.consumerfinance.gov/learnmore.
- **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.consumerfinance.gov/learnmore.

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. For information about your federal rights, contact:

TYPE OF BUSINESS:	CONTACT:
1.a. Banks, savings associations, and credit unions with total assets of over \$10 billion and their affiliates	a. Consumer Financial Protection Bureau 1700 G Street, N.W. Washington, DC 20552
b. Such affiliates that are not banks, savings associations, or credit unions also should list,	b. Federal Trade Commission: Consumer Response Center – FCRA

in addition to the CFPB:	Washington, DC 20580 (877) 382-4357
2. To the extent not included in item 1 above:	
a. National banks, federal savings associations, and federal branches and federal agencies of foreign banks	a. Office of the Comptroller of the Currency Customer Assistance Group 1301 McKinney Street, Suite 3450 Houston, TX 77010-9050
b. State member banks, branches and agencies of foreign banks (other than federal branches, federal agencies, and Insured State Branches of Foreign Banks), commercial lending companies owned or controlled by foreign banks, and organizations operating under section 25 or 25A of the Federal Reserve Act	b. Federal Reserve Consumer Help Center P.O. Box. 1200 Minneapolis, MN 55480
c. Nonmember Insured Banks, Insured State Branches of Foreign Banks, and insured state savings associations	c. FDIC Consumer Response Center 1100 Walnut Street, Box #11 Kansas City, MO 64106
d. Federal Credit Unions	d. National Credit Union Administration Office of Consumer Protection (OCP) Division of Consumer Compliance and Outreach (DCCO) 1775 Duke Street Alexandria, VA 22314
3. Air carriers	Asst. General Counsel for Aviation Enforcement & Proceedings Aviation Consumer Protection Division Department of Transportation 1200 New Jersey Avenue, S.E. Washington, DC 20590
4. Creditors Subject to the Surface Transportation Board	Office of Proceedings, Surface Transportation Board Department of Transportation 395 E Street, S.W. Washington, DC 20423
5. Creditors Subject to the Packers and Stockyards Act, 1921	Nearest Packers and Stockyards Administration area supervisor
6. Small Business Investment Companies	Associate Deputy Administrator for Capital Access United States Small Business Administration 409 Third Street, S.W., 8 th Floor Washington, DC 20416
7. Brokers and Dealers	Securities and Exchange Commission 100 F Street, N.E.

	Washington, DC 20549
8. Federal Land Banks, Federal Land Bank Associations, Federal Intermediate Credit Banks, and Production Credit Associations	Farm Credit Administration 1501 Farm Credit Drive McLean, VA 22102-5090
9. Retailers, Finance Companies, and All Other Creditors Not Listed Above	FTC Regional Office for region in which the creditor operates <u>or</u> Federal Trade Commission: Consumer Response Center – FCRA Washington, DC 20580 (877) 382-4357



Job Class: Police Officer
Department: Police
Supervisor: Police Sergeant
FLSA Status: Non-exempt
Grade: 12
Revision Date: September 2015
Prepared by: Trusight

Job Summary:

Police Officers perform general policing functions intended to ensure the safety and security of lives and property within the City. Activities include patrol, traffic enforcement, and investigative duties. Officers work under general supervision of a Sergeant and are assigned to a particular area of the City. Officers may be assigned to special activities or projects on an on-going or short-term basis (e.g., crime prevention, investigations, school resource officer, etc.). The work performed involves a considerable risk to personal safety for self and others and requires quick decision making when determining the appropriate action to take in a given situation. While much of this work is performed independently and without the immediate presence of a supervisor, incumbents are required to draw upon their extensive training and the department procedural guidelines, mandates, and laws governing an officer's response and conduct when determining the appropriate action to take in a particular situation. Officers are subject to call back at most times. Officers may respond to situations outside of Fargo and across state lines when called in for mutual aid.

This job description includes addendums that contain additional essential duties and responsibilities as they relate to the lateral assignments available for police officers. These lateral assignments constitute focus areas in which officers can be assigned for specified time periods.

Scope of Responsibility:

The Police Officer works under general supervision of a Sergeant, who is often not immediately present during events but is typically available by electronic communications media. Work involves taking action in situations where a quick response is needed and there can be considerable risk of harm to persons or property and considerable liability. Responsible for all equipment issued, in accordance with Police Department policy and procedures.

A Police Officer may be assigned to the SWAT Team or the Police Training Officer (PTO) Program.

Essential Duties and Responsibilities:

- 1 Assigned to a designated area of the City to enforce all laws and regulations, to provide security, to detect violators, and to develop positive relationships with residents, businesses, schools, and students in assigned neighborhoods. Coordinates the services of different governmental and private agencies to resolve identified problems.
 - 1.1 Discourages violations by being visible and present in the community;
 - 1.2 Observes unusual activity; attempts to intervene in situations to prevent violations;
 - 1.3 Issues warnings or citations for violations both criminal and non-criminal;
 - 1.4 Detains and conducts interviews and arrests of persons violating the law as indicated by the nature of the offense and as guided by policy and circumstances;
 - 1.5 Enforces traffic laws;
 - 1.5.1 Operates radar or other speed measuring devices;
 - 1.5.2 Administers tests and transports intoxicated persons to jail or a detox facility or a designated facility where blood tests can be obtained;

- 1.5.3 Observes drivers and vehicles and intervenes as necessary to correct illegal or unsafe conditions.
- 1.6 Conducts periodic security checks of businesses and other facilities.
- 2 Receives, prioritizes and responds to non-emergency calls.
 - 2.1 Responds to complaints, accidents, disturbances and/or requests for police assistance;
 - 2.2 Assesses each situation and determines the most appropriate response in order to prevent potentially dangerous or violent situations from occurring or continuing.
- 3 Responds to emergency situations such as accidents, medical emergencies, fire scenes and other emergencies, and performs various other tasks to secure the scene and assist other emergency personnel.
 - 3.1 Provides first aid to injured persons, as necessary, until medical personnel are available;
 - 3.2 Handles crowd control, directs traffic, clears access routes, escorts emergency vehicles, contacts tow trucks, etc.;
 - 3.3 Preserves and/or collects evidence as indicated by the circumstances.
- 4 Conducts detailed investigations of criminal activities and public safety incidents.
 - 4.1 Secures crime scene;
 - 4.2 Gathers, secures, documents, and analyzes evidence; maintains chain-of-custody;
 - 4.3 Interviews witnesses and victims and records pertinent information;
 - 4.4 Provides input and documentation to other investigators as needed;
 - 4.5 Analyzes problems, researches solutions;
 - 4.6 Coordinates investigative information with others both inside and outside the department.
- 5 Participates as a team member with officers, supervisors and citizens to identify and prioritize problems, develop and implement solutions, and evaluate results. Organizes resources within the community, the police department and other agencies to reduce crime and meet the appropriate needs of the community. Works toward building partnerships with citizens, service providers, other agencies, etc.
 - 5.1 Develops and conducts crime prevention activities in assigned neighborhood;
 - 5.2 Serves as a resource to organizations, committees and groups that affect neighborhood issues;
 - 5.3 Conducts presentations on topics identified as concerns or problems to neighborhood and civic groups;
 - 5.4 Researches and develops materials for preparing literature, citizen training programs, in-service training programs, and other educational information.
- 6 Maintains records of activities and prepares reports to provide information to investigators and/or prosecutors.
 - 6.1 Completes reports of accidents, injuries and property damage losses;
 - 6.2 Submits reports for supervisor's review.
- 7 Testifies in court proceedings to present evidence and to give personal account of incident/crime as needed.
 - 7.1 Consults with prosecuting attorneys and investigators regarding cases;
 - 7.2 Prepares necessary reports, logs, and other documents as required.
- 8 Maintains firearms and other equipment issued.
- 9 Attends all required training classes and completes testing, certifications as required.

- 10 Performs all job duties in compliance with safety guidelines and with an ongoing awareness of safety practices.
 - 10.1 Knows and follows department and city policies as well as sound work and safety practices in order to accomplish the job objectives and avoid injury or loss;
 - 10.2 Wears proper protective equipment when policy requires or conditions indicate a need exists and utilizes proper body mechanics and ergonomics while performing work;
 - 10.3 When potentially unsafe conditions are observed makes efforts to avoid or correct them if they are controllable and draws them to the attention of the responsible supervisor or safety representative in a timely manner.
- 11 Communicates courteously and professionally and maintains working relationships with others in carrying out job functions.
 - 11.1 Frequently interacts with others in the work unit, the public or across departments to exchange detailed and/or technical information;
 - 11.2 Successfully negotiates between parties to achieve a work related objective.
- 12 Performs other duties, activities, and/or special assignments as assigned.

Minimum Qualifications:

The job requires sixty semester or ninety quarter credits of post-high school education at an accredited college, university, or technical school to successfully perform the essential duties of the job such as those listed above. Requires passing pre-employment assessments and tests. A valid State of North Dakota peace officer license must be acquired upon hire or as determined by the department and a valid driver's license is also required.

Knowledge, skills and abilities required:

- Knowledge of current police procedures and techniques and their appropriate application in various situations;
- Knowledge of basic first aid/life saving techniques;
- Knowledge of principles of investigation;
- Knowledge of city ordinances, state and federal laws, regulations and codes relating to law enforcement activities and criminal law;
- Specialized certification may be required for specialized areas of training, e.g., State Firearms Certification;
- Skill in effective and proper operation and maintenance of various weaponry/equipment used in police activities and the ability to complete required in-service firearms training and scheduled qualification;
- Basic computer skills;
- Ability to communicate effectively in both verbal and written forms, and have good public relations skills;
- Ability to work independently
- Ability to manage time effectively
- Ability to maintain composure in stressful situations;

Physical Demands & Working Conditions:

Most of the time is spent in the field on patrol. Incumbent is required to carry a firearm, take appropriate safety precautions and wear protective body armor. While on patrol or at crime scenes, incumbent may have exposure to injury, trauma, angry or violent individuals, animal bites, blood-

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borne and air-borne pathogens, traffic accidents, visual and emotional trauma, toxic chemicals, and adverse road and weather conditions.

Incumbent spends a large portion of each day in a patrol vehicle, frequently exiting and entering vehicle.

Must be able to meet the physical demands/requirements of North Dakota Peace Officer Training Board (P.O.S.T.) in order to qualify for and maintain status as a licensed peace officer.

Heavy Work: Incumbents must be able to climb ladders, walk or run on uneven surfaces, drag up to 185 pounds for a distance of 50 feet. Occasional lifting, pushing or pulling of up to 100 pounds, frequent lifting, pushing or pulling of up to 50 pounds and regular moving of objects up to 20 pounds is required.

Incumbents must be able to perform the following physical demands: climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing/listening, seeing/observing.

While on patrol, continual attention to detail in monitoring surroundings is required. Attention to detail and deadlines is required in completing reports and paperwork.

Some requirements in this job description may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees. All requirements are subject to modification to reasonably accommodate individuals with disabilities.

Requirements are representative of minimum levels of knowledge, skills, and experience required. To perform this job successfully, the worker must possess the abilities and aptitudes to perform each duty proficiently.

This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship. The City Administrator retains the discretion to add duties or change the duties of this position at any time.