



GUYMON POLICE DEPARTMENT

**906 NW 5th Street
Guymon, OK 73942
580-338-6525**

<http://police.guymonok.org/>

APPLICATION PACKAGE

The Guymon Police Department is looking for highly motivated individuals who wish to work in the exciting field of Law Enforcement as a Police Officer or Communication Specialist. Individuals must be of the highest moral character and possess skills and abilities to perform the tasks as outlined in the Guymon Police Department Policy Manual concerning the job of Police Officer- Patrolman or Communication Specialist

The Guymon Police Department operates 24 hours a day seven days a week to serve the over 14,000 citizens of Guymon Oklahoma

Attached you will find information on the positions of Patrolman and Communication Specialist (Radio Operator)



EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

It is the policy of the Guymon Police Department that no eligible person shall be denied the right of employment or advancement within the Department, nor shall any person be denied admission or access to any of the Department's programs or activities offered to the public on the basis of political or religious affiliation, race, sex, age, national origin, color, handicap or disability, or veteran status.

The Guymon Police Department will attempt to refrain from contracting or associating with firms, which openly and knowingly practice any form of discrimination in their employment practices.

The Department recognizes the right of all citizens to take part in and to be provided equal opportunities in all public activities carried on by the Police Department. The Department will work toward the following goal and objective as it relates to the Equal Employment Opportunity Policy: To insure an environment that will provide an equal opportunity for public employment to all eligible segments of society.

Guymon Police Department Hiring Process
Enforcement Officer and Communication Specialist (Radio Operator)
General Outline- Subject to change based on information available

Police Officer Process

Application Completed - Search Committee review
Interview board
Comprehensive Background Investigation
Chief's Interview of Applicant
Medical Exam, Physical Testing, and Drug Test (*as part of Oklahoma Police Pension Physical for Retirement*)
Psychological Exam

Communication Specialist Process

Application Completed and search committee review
Employee Interview Board
Comprehensive Background Investigation
Chief's Interview of Applicant
Drug Test

POLICE OFFICER JOB DESCRIPTION

The City of Guymon is accepting applications for the position of a full time police officer.

This is a non-exempt entry-level Law Enforcement Officer position, in the City of Guymon Oklahoma.

Summary of Essential Duties:

Patrol assigned area of City and enforce state and federal laws and city ordinances; patrol and examine buildings and residences to detect suspicious conditions and handle situations accordingly. Direct traffic in congested and emergency areas; report safety hazards; respond to the scenes of accidents, administer first aid, and investigate cause and file accident reports, investigate crimes, issue citations, and perform other pertinent job duties. Visit the scene of crimes and accidents; search for and preserve evidence; investigate and interview victims, witnesses and potential suspects; apprehend those suspected of crimes; participate in line-ups; make oral and written reports; provide testimony in court. Speak before citizens and citizen's groups; participate in various training sessions; relieve communication specialists, animal control officers and jailers in their absence as needed.

Minimum Qualifications:

- Must be US Citizen at least 21 years of age.
- Must have a valid driver's license
- Applicants must have a high school diploma/GED.
- No felony convictions
- Must reside within reasonable response time to the city limits of Guymon

- Must complete 12 months as a probationary officer by completing both written and knowledge requirements and field experience under direct supervision of a field training officer.
- Must be able to qualify with firearms on shooting range.
- Must be able to pass State physical fitness requirements and MMPI exam, be State Certified within 6 months of hire, and pass agility test.
- Ability to operate two-way radio, walkie-talkie in field situations, and to effectively operate radar equipment and other police equipment
- Must be able to perform routine preventive maintenance on vehicle.
- Ability to read, understand and interpret ordinances, laws, and other operating procedures, and communicate orally and in writing
- Ability to investigate crimes and complete reports.
- Ability to deal effectively with the public using tact and diplomacy and remain calm in emergency situations; provide constitutional Miranda warnings.
- Must be able to perform first aid and CPR.
- Ability to make decisions that could affect the well being of the public , Department and fellow employees, as well as the Officer's safety; ability to interface with other law enforcement personnel and safety personnel.
- Ability and willingness to maintain strict confidentiality.

Working Conditions / Physical Requirements:

- Some exposure to unpleasant weather and requires continuous attention to safe working and operating procedures to ensure the safety of one's self and fellow citizens.
- Possibility of physical attacks while making an arrest; severe bodily harm while in the line of duty is a possibility
- Must possess the physical strength and stamina to chase and subdue fleeing persons, to arrest them if necessary, and to bring them into custody. Must respond to varying situations with tact and diplomacy and know how to deal with stressful, hostile or irrational persons.
- Work rotation shifts, extended hours, emergency call out, and testify in court on days off when necessary.
- Must have the physical strength and stamina to rescue victims.
- Must live within a 10 mile radius of the city of Guymon
- Must have the visual acuity to identify suspects, detect danger, read licenses and tags, etc.
- Must possess the aural acuity to understand conversation in quiet and noisy environments, understand radio transmissions,
- Must be able to communicate effectively to transmit information via the radio, talk to victims, suspects, etc.
- Flexibility to bend, twist and lift. Strength to lift on occasions more than 100 pounds.

All applicants will be considered, however preference will be given to CLEET certified Officers.

APPLICANT INFORMATION

The Guymon Police Department employs individuals with the desire to serve and protect our community. These individuals must be highly motivated and willing to work in a fast paced environment that can be both physically and mentally challenging.

The Guymon Police Department has established a standard which requires applicants to meet other criteria above and beyond the state standards. These standards include

- a. no misdemeanor drug convictions / pending cases within the past five years,
- b. no pending case on any felony charge
- c. no active warrant with any jurisdiction
- d. no DWI/DUI related conviction / pending cases within the past five years
- e. no more than one DWI/DUI conviction / pending case
- f. no conviction / pending case for crimes of violence
- g. no conviction / pending case for crimes of sexual nature
- h. no driving license suspension for excessive points within past five years
- i. no conviction / pending case for any crime involving a firearm
- j. no conviction / pending case for any crime classified as a property crime
- k. no conviction for theft or other deceptive crime ie: Fraud, Forgery, Theft by Deception, etc
- l. no felony arrest that results in a misdemeanor court conviction if a preponderance of the evidence indicates a felony was committed

COMMUNICATION SPECIALIST JOB DESCRIPTION

The Guymon Police Department is accepting applications for full-time Dispatching positions. Bilingual preferred but not required.

Job Summary:

Provide emergency and non-emergency communications service to assist in protecting life and property not only of citizens, but firefighters, EMS units, and Police Officers.

Essential Job Functions:

Monitors 911 Emergency, non-emergency, and administration in-coming telephone calls from the general public for Police, Fire, and Medical assistance by determining the nature of the complaint or emergency, the location and other relevant data. Then if needed transfer the 911 call to the proper agency or if non-emergency give the citizen the proper agency's phone number.

Dispatch Guymon Police Department calls over the radio, and monitors radio transmissions over primary radio channel to ensure a response to all transmissions. Correctly document these transmissions in the CAD and Records Management Systems.

Records and retrieves data using departmental, statewide, and national computerized informational systems and/or manual systems dealing with matters such as wanted persons, runaways, missing person, stolen vehicles, weapons, or other property; etc. for local and other police agencies.

Making copies for records following the proper protocol and Open Records Act, and when requested providing reports to the public.

Greet citizens and assist with their request.

Other Job Functions:

Maintaining accurate records on various logs, prisoner checks / prisoner searches, and other assigned duties as requested.

Minimum Qualifications:

- High School education or equivalent (GED) proof required upon hire.
- At least 18 years of age
- Valid Drivers License
- Must reside within reasonable response time to the city limits of Guymon
- Have a Telephone
- Type 35 wpm
- Pass a written test with 70% or higher
- Perform general clerical skills
- Aural acuity to understand conversations in a quiet and noisy environment.
- Communicate in a clear distinct voice
- Work in a stressful environment with possible rotating shifts

GUYMON POLICE DEPARTMENT

Pay and Benefits

Base Pay- Base pay for Patrolmen ranges from \$29,902.15 (uncertified) to \$31,396.15 (certified)

Base pay for Communication specialists starts at \$20,820.80 per year (\$10.01 per hour) and raises to \$21,860.80 (\$10.51) after probation

Holiday Pay- Employees receive a minimum of 11 paid holidays per year

Health Insurance- The city of Guymon pays 100% of health premiums for employees and their families.

Wellness Program- Employees receive 1 Wellness Day per quarter to take off with pay each quarter

Retirement- The city of Guymon participates in the Oklahoma Municipal Retirement Fund for civilian employees and Oklahoma Police Pension and Retirement System for sworn employees

Vacation- Employees earn vacation time monthly that can be used after probation is completed

Sick Time- Employees earn sick time monthly that can be used after probation is completed

Take Home Car- Officers are generally issued take home vehicles as long as they reside within the city of Guymon and have completed CLEET certification

Uniforms- All uniforms, duty gear, weapon, and equipment with the exception of boots are issued to officers by the department. Communication Specialist are provided shirts and coats.

This information is provided for informational use only and is not to be construed as a contract with any employee or applicant and is subject to change or revision at any time. Specific details and policies apply to each section.

The City of Guymon is an at will - Equal Opportunity Employer.



GUYMON POLICE DEPARTMENT EMPLOYMENT APPLICATION



The following pages must be filled out **COMPLETELY** and returned for you to be considered for employment. Any incomplete application will be discarded and eliminate you from consideration.

Return Application Package to:
Guymon Police Department
906 NW 5th Street
Guymon, Oklahoma 73942

Items that **MUST** be included and attached to the application:

- 1) Copy of Birth Certificate
- 2) Copy of Drivers License
- 3) Copy of Social Security Card
- 4) Copy of High School Diploma or GED
- 5) Copies of any College Transcripts
- 6) Copies of any certificates related to the job (Law Enforcement or Dispatch Related)

It is recommended that the applicant include

- 1) a resume outlining education and work history
- 2) any letters of recommendation
- 3) any information that may be pertinent to the position applied for



Guymon Police Department

906 NW 5th St
Guymon, OK 73942
(580) 338-6525
police@guymonok.org

Equal Employment Opportunity Form (supplemental)

Applicant Information

Full Name: _____
Last *First* *M.I.*

Address: _____
Street Address *Apartment/Unit #*

_____ *City* _____ *State* _____ *ZIP Code*

Home Phone: () _____ Social Security Number: _____

Position Applied for: _____

Voluntary Information

This information is being requested in accordance with federal regulations. The information is voluntary and will not be used when considering you for employment with our company.

Racial or Ethnic Group

- American Indian/Alaskan Asian/Pacific Islander Black/African American
 Hispanic/Latino White/Caucasian Other

Gender

- Female Male

Military Service

- Pre-Vietnam Era Vietnam Era
 Post-Vietnam Era Disabled Veteran

How did you hear about this position?

- Newspaper Company Employee Professional Publication
 Job Fair Placement Office Web Site
 Other _____

GUYMON POLICE DEPARTMENT

PERSONAL HISTORY STATEMENT

_____/_____/_____
Month Day Year

Position Applied For
____ Patrolman
____ Communication
____ Other

INSTRUCTIONS: Complete this questionnaire fully and accurately. All statements are subject to verification. Incorrect statements may bar or remove you from employment. If the space provided is inadequate, add additional pages and identify information by item number. If a question does not apply to you, indicate by writing N/A in the answer blank. Type or print legibly in all responses. **Your questionnaire must be signed and sworn before a Notary Public on the final page.**

PERSONAL

1. NAME _____ SSN: _____
First Middle Last
Nicknames or Aliases _____

2. Height _____ inches Weight _____ lbs.

3. Present Mailing Address: _____
Number & Street City State Zip

Permanent Mailing Address: _____
Number & Street City State Zip

Telephone Number: Home: _____ Business: _____

4. Date of Birth: _____ Place of Birth: _____

5. Citizenship: U.S. Born U.S. Naturalized Other - Specify _____

6. List organizations, clubs and associations of which you are or have been a member, or with which you are or have been associated. _____

7. List hobbies and/or special skills: _____

MARITAL

8. Marital Status (check one) Single Married Divorced Engaged Separated Widowed

9. Name of Spouse _____ 9a. Date of Birth _____

9b. SSN: _____ 9c. Occupation _____

9d. Employer & Business Address _____

10. If married, are you living with your spouse? ___ Yes ___ No

10a. If not, state reason(s) _____

11. Have you ever been separated or divorced? ____ Yes ____ No If yes, give date and location (county and state) where divorced decree/separation was granted and from whom divorced/separated.

12. Give the following information concerning your spouse's parents:

/		NAME	ADDRESS
/	FATHER		
/	MOTHER		

13. list below every child born to you:

/	NAME	BIRTH DATE	PLACE OF BIRTH	WITH WHOM RESIDES
/				
/				
/				
/				
/				
/				

14. Are you now supporting all children born to you, adopted by you, and stepchildren? ____ Yes ____ No
If no, give details. _____

15. Have you ever been involved as a defendant in a paternity proceeding? ____ Yes ____ No If yes, give date and court, county and state, or jurisdiction: _____
_____.

REFERENCES

16. Give the names of up to five responsible persons, other than relatives or past employers, who could provide information about your character, ability, experience, personality and other qualities.

/	NAME	ADDRESS	TELEPHONE
/			
/			
/			
/			
/			

FAMILY HISTORY

17. List **your** parents, brothers and sisters:

/		NAME	ADDRESS	TELEPHONE
/	Father			
/	Mother			
/	Bro/Sis			
/	Bro/Sis			
/	Bro/Sis			
/	Bro/Sis			

18. Has any member of your immediate family ever been arrested for or convicted of a felony offense?
 ___ Yes ___ No If yes, complete the following:

/	DATE	LOCATION	CHARGE	DISPOSITION
/				
/				
/				

FINANCIAL

19. Do you have life insurance and/or hospitalization insurance? ___ Yes ___ No

20. Do you have a savings account? ___ Yes ___ No

Bank _____ City and State _____

Bank _____ City and State _____

21. Do you own or have you an interest in any type of business?

___ Yes ___ No If yes, give name, location and type of business: _____

22. Do you own or are you buying your own home? ___ Yes ___ No

Is there a mortgage on the property? ___ Yes ___ No

Bank or Company _____ City and State _____

23. Do you own or are you buying other real estate? ___ Yes ___ No

If yes, give the name of the agency holding the mortgage:

Bank or Company _____ City and State _____

24. List motor vehicles that you own or are buying or leasing.

MAKE	MODEL	YEAR	AMOUNT OWED

25. What income other than salary do you have at present and where does it come from? Include spouse's salary.

26. List credit references:

/	NAME OF FIRM	STREET ADDRESS	CITY/STATE	AMOUNT OWED
/				
/				
/				
/				
/				

27. What is your total indebtedness at present? _____

28. Have your creditors treated you fairly? _____ If not, explain _____

29. Have you ever been sued? ___ Yes ___ No If yes, give details _____

RESIDENCES

30. List addresses for past 10 years starting with present address at top:

/	From Month/Yr	To Month/Yr	STREET ADDRESS	CITY/STATE	LANDLORD
/					
/					
/					
/					
/					

WORK HISTORY

31. Are you now or have you ever been engaged in any business as an owner, partner, or corporate board member? ___ Yes ___ No If yes, give details below _____

32. If you have ever been discharged (fired) or forced to resign because of misconduct or unsatisfactory service, give details:

33. Have your employers always treated you fairly? ___ Yes ___ No If no, explain: _____

34. Do you object to wearing a uniform? ___ Yes ___ No

35. Do you object to working at night? ___ Yes ___ No

36. Do you object to working shifts? ___ Yes ___ No

37. On the following page list all jobs you have held in the last ten years. Put your present or most recent job first. If you need more space, you may attach additional sheets. Include military service in proper item sequence and temporary part-time jobs.

A. Title of present or last position _____ Starting Salary _____ Last Salary _____

Name and title of supervisor _____ # employees supervised by you _____

.....
 Date employed _____
 Date separated _____
 Full Time ____ Yrs ____ Mos
 Part Time ____ Yrs ____ Mos
 If part-time, # of hours
 worked per week _____

Employer _____ Phone # _____

Duties: _____

Reason for leaving: _____

B. Title of present or last position _____ Starting Salary _____ Last Salary _____

Name and title of supervisor _____ # employees supervised by you _____

.....
 Date employed _____
 Date separated _____
 Full Time ____ Yrs ____ Mos
 Part Time ____ Yrs ____ Mos
 If part-time, # of hours
 worked per week _____

Employer _____ Phone # _____

Duties: _____

Reason for leaving: _____

C. Title of present or last position _____ Starting Salary _____ Last Salary _____

Name and title of supervisor _____ # employees supervised by you _____

.....
 Date employed _____
 Date separated _____
 Full Time ____ Yrs ____ Mos
 Part Time ____ Yrs ____ Mos
 If part-time, # of hours
 worked per week _____

Employer _____ Address _____

Duties: _____

Reason for leaving: _____

D. Title of present or last position _____ Starting Salary _____ Last Salary _____

Name and title of supervisor _____ # employees supervised by you _____

.....
Date employed _____
Date separated _____
Full Time ____ Yrs ____ Mos
Part Time ____ Yrs ____ Mos
If part-time, # of hours
worked per week _____
.....

Employer _____ Phone # _____

Duties: _____

Reason for leaving: _____

38. Have you previously submitted an application for employment with this agency? ____ Yes ____ No
Approximate Date _____

MILITARY SERVICE

39. Were you ever in the U.S. Military Service or any other military organization? ____ Yes ____ No
Branch of Service _____ Unit _____ Date of Enlistment _____
Date of Discharge _____ Service Number _____ Highest Rank _____

40. List medals and/or decorations: _____

41. Type of Discharge: _____

42. If you are presently a member of the National Guard or any military service, give the unit, location,
and describe your obligation: _____

EDUCATION

43. List all schools attended

NAME OF SCHOOL	CITY/STATE	FROM MONTH/YR	TO MONTH/YR	YR COMPLETED
Grade School				
High School				

NAME OF SCHOOL	CITY/STATE	FROM MONTH/YR	TO MONTH/YR	YR COMPLETED / DEGREE
College or University				

44. Date received High School Diploma or GED: _____

45. List college degrees received from regionally accredited colleges and major field of each. Include courses currently enrolled and note enrolled next to the course.

46. Were you ever expelled from any school or were you ever disciplined by any school official?
 ___ Yes ___ No If yes, explain: _____

ARREST AND MILITARY DISCIPLINARY

Answer all of the following questions completely and accurately. Any falsifications or misstatements or fact may be sufficient to disqualify you. (Exclude minor traffic violations- SEE #62 for Traffic Violations)

47. Have you ever been arrested or detained by police? ___ Yes ___ No If yes, give details:
 Crime Charged: _____ Police Agency _____

Date: _____ Disposition of Case _____

Crime Charged: _____ Police Agency _____

Date: _____ Disposition of Case _____

Crime Charged: _____ Police Agency _____

Date: _____ Disposition of Case _____

48. Have you ever been placed on probation? ___ Yes ___ No If yes, give details: _____

49. Have you ever been required to pay a fine in excess of \$25.00? ___ Yes ___ No If yes, give details

50. Have you ever been reported as a missing person or as a runaway? ___ Yes ___ No If yes, give complete details, including jurisdiction, dates and outcome: _____

51. Were you ever court-martialed, tried on charges, or were you the subject of a summary court, deck court, captain's mast or company punishment, or any other disciplinary action while a member of the armed forces? ___ Yes ___ No If yes, explain _____

52. List any disciplinary action taken against you by an employer and details of the incident. Attach additional pages if needed

53. If you have ever been fingerprinted by a police agency other than for an arrest, give details below. Your answers will be checked with the F.B.I. and other agencies.
Agency _____ Date _____ Purpose _____
Agency _____ Date _____ Purpose _____
Agency _____ Date _____ Purpose _____

54. Can you operate a motor vehicle? ___ Yes ___ No

55. Do you possess a valid operator's license? ___ Yes ___ No
Operator's License Number _____ State _____ Date Issued _____

56. Do you possess an operator's license issued by any other state? ___ Yes ___ No
If yes, give state and number _____

57. Was your license ever suspended or revoked? ___ Yes ___ No If yes, state which and give reasons:

58. Was your license ever restored? ___ Yes ___ No When? _____

59. Have you ever been refused an operator's license by any state? ___ Yes ___ No

60. Have your driving privileges ever been restricted? ___ Yes ___ No If yes, give details: _____

61. Has a motor vehicle being driven by you ever been involved in an accident? ___ Yes ___ No If yes, give complete details for each accident whether collision or non-collision:
Date _____ Police Investigation? ___ Yes ___ No
Location _____ Cause of Accident _____

Date _____ Police Investigation? ___ Yes ___ No
Location _____ Cause of Accident _____

62. List any citations received or convictions for minor traffic violations (List ALL tickets received regardless of final disposition)

LOCATION	APPROXIMATE DATE	NATURE OF VIOLATION	PENALTY OR DISPOSITION

ATTITUDES

63. What do you consider to be the current social problem of greatest concern?

64. What are your experiences and beliefs concerning the use of alcoholic beverages?

65. What are your experiences and beliefs concerning the use of marijuana and/or other mind-altering drugs? _____

66. What are you feelings about the use of deadly force if it became necessary in the performance of official duties? _____

CAREER OBJECTIVES

67. Explain briefly your reasons for applying for this position: _____

 I hereby certify that all statements made in this questionnaire are true and complete and understand that any misstatements of material facts will subject me to disqualification or dismissal and possible criminal prosecution.

 Signature in Full

 SWORN AND SUBSCRIBED before me this _____ day of _____, 20__.

 NOTARY PUBLIC

My Commission Expires: _____



Guymon Police Department
 906 NW 5th St
 Guymon, Oklahoma 73942
 Phone (580) 338-6525 Fax (580) 338-8904

Release of Information Agreement

Having submitted application for employment with the Guymon Police Department, I hereby authorize any representative of that agency bearing this release to obtain any information in your files pertaining to my employment records, and I hereby direct you to release such information upon request of the bearer. I also authorize the release of any information which you may have concerning my personal life which may be viewed as pertinent to my application for employment.

I do hereby also authorize a review of and full disclosure of all records, or any part thereof, concerning myself, whether such records are of public, private or confidential nature. The intent of this authorization is to give my consent for full and complete disclosure. I reiterate and emphasize that the intent of this authorization is to provide full and free access to the background and history of my personal life, for the specific purpose of pursuing a background investigation that may provide pertinent data for the above agency to consider in determining my suitability for employment in that department.

It is my specific intent to provide access to personnel information, however personal or confidential it may appear to be. I consent to your release of any and all public and private information that you may have concerning me, my work record, my background and reputation, my military service records, educational records, my financial status, my criminal history records, including any arrest records, any information contained in investigatory files, efficiency ratings, complaints or grievances filed by or against me, the records or recollections of attorney's at law, or other counsel, whether representing me or another person in any case, either criminal or civil, in which I presently have, or have had an interest, attendance records, polygraph examinations, and any internal affairs investigation and/or discipline, including any files which are deemed to be confidential, and/or sealed. I direct you to release such information regardless of any agreement I may have made with you previously to the contrary.

I hereby release you, your organization, and all others from liability or damages that may result from furnishing the information requested, including any liability or damage pursuant to any state or federal laws. I hereby release you, as the custodian of such records both individually and collectively, from any and all liability and damages of whatever kind, which may at any time result to me, my heirs, family or associates because of compliance with this authorization and request to release information, or any attempt to comply with it.

Consent is hereby granted to the above agency to furnish the information described herein to these parties in the fulfilling of its official responsibilities. For and in consideration for the processing of my application for employment, I agree to hold the agency, its agents and employees harmless from any and all claims and liability associated with my application for employment or in any way connected with the decision whether or not to employ me. A photocopy or FAX copy of this release form will be valid as an original thereof, even though the said photocopy or FAX copy does not contain an original writing of my signature.

This waiver is valid for a period of **One Year** from the date of my signature. Should there be any questions as to the validity of this release, you may contact me at the address listed on this form. I understand that I have a right to receive a copy of this authorization and acknowledge that I have received a copy.

Notarized	
Printed Name _____	Sworn to and subscribed before me this
Address _____	_____ day of _____, 20_____
_____	_____
Phone Number _____	Notary Public for _____ County,
Date of Birth _____	_____
SS# _____	My commission expires
Signature _____	_____
Date _____	

