

# **YUMA POLICE DEPARTMENT APPLICATION PACKAGE**



Yuma Police Department 216 East 3<sup>rd</sup> Avenue Yuma, CO 80759

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# YUMA POLICE

P.O. BOX 291 • 216 E. 3RD AVE. • YUMA, COLORADO 80759 • PHONE 970-848-5441 • FAX 970-848-0106

Hello and thank you for your interest in the Yuma Police Department. I would like to take the opportunity to tell you a little about the City of Yuma and the Yuma Police Department.

The Yuma Police Department is comprised of 9 sworn Officers, and 2 non-sworn positions which support the day to day operations of the department. These civilian positions include an Administrative Assistant/Court Clerk and a Community Service Officer who handles Code Enforcement and Animal Control. The department provides ample training opportunities to its Officers so they can continue to grow and specialize in certain areas i.e. Arrest Control, DUI Enforcement, Firearms, etc. Currently the department organization is as follows: Chief of Police, two Patrol Sergeants, and six Patrol Officers. Specialized assignments include K-9 Handler, Bicycle Patrol, and the future potential for a Tactical Team. Benefits include but are not limited to FPPA retirement, health insurance, gym membership, and discounted utilities after 3 years of service. The Yuma Police Department works four ten hour shifts, covering 24 hrs a day. Officers are paid on call time. The department provides all duty gear and uniforms (except boots), duty weapon, patrol rifle, less lethal shotgun, Taser, and take home cars.

The City of Yuma is a beautiful, growing community of over 3,500 residents, located in the northeast corner of Colorado, about 40 miles from both the Nebraska and Kansas borders. We take pride in our excellent city services. We offer a safe, fun, and relaxing environment to grow a business, or raise a family. The community offers several amenities including a swimming pool, several parks, grocery store, hospital, and a K-12 school.

Please feel free to reach out if you have any questions regarding the position. A ride along is highly encouraged, and an application for a ride along is included in this package.

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Chief Jerry Thompson

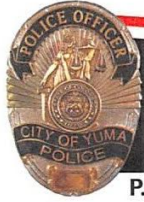
## **INSTRUCTIONS FOR COMPLETING THE PERSONAL HISTORY QUESTIONNAIRE**

You are being asked to provide information about yourself which will be used in a background investigation to evaluate your suitability for employment with the Yuma Police Department. This information permits the department to thoroughly analyze your qualifications and suitability for employment.

Information for the background investigation is generally collected directly, from you, for information you provided in this application packet. However, information is also obtained through inquiring into local, state and national files to disclose criminal records; a credit check; and personal interviews to determine your suitability for employment.

The information you supply and any information obtained by the department through the background investigation is held in complete confidentiality and, at no time, will any portion of the background be released to any person other than those directly involved in the hiring process. All information is retained for a period of one year.

1. All information requested must be supplied in the exact manner requested and each question must be answered. All statements are subject to verification. Deliberate inaccuracies or incomplete statements may remove you from consideration of employment. You must account for all time periods in your background, if you do not fully complete this application packet, it may reduce the chance you may have for employment with this agency. If a question does not apply, enter DNA in the space provided for the answer. If there is not sufficient space to list all required information on the application, attach additional sheets of paper in the same format as shown for that question. Identify each question by number, title, and page.
  2. Make sure all information is accurate, including addresses and telephone numbers. If you are not certain of any information, indicate that on the form.
  3. When you finish the Personal History Questionnaire, you must attach the signed "Authorization to Release Information" form and the "Statement of Acknowledgement and Consent to Release Information" form. Be sure the "Statement of Acknowledgement and Consent to Release Information" is notarized.
  4. You must complete this application packet and return it to the Yuma Police Department by the application deadline. Failure to complete the application packet in its entirety and/or failure to return the application packet will result in the termination of your application.
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# YUMA POLICE

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## PERSONAL HISTORY QUESTIONNAIRE

Read every question carefully. Answer every question, if a question does not pertain to you, indicate so by marking "DNA" within the appropriate space. Leave no blank spaces.

Appointments to positions in the Yuma Police Department are made upon a competitive basis, free of unlawful discrimination. Employment selection is based on the ability, training, experience, education and background of the appointee. All positions require the minimum qualifications as listed for initial consideration. Final consideration and selection is based upon minimum and preferred qualifications.

ALL information is subject to verification. Any misstatement, misrepresentation or omission by you is cause for disqualification for employment consideration. Any falsification discovered after you are employed is cause for dismissal.

POSITION APPLIED FOR: \_\_\_\_\_

1. \_\_\_\_\_  
LAST NAME FIRST NAME MIDDLE NAME

2. \_\_\_\_\_  
List any other names or aliases you have used or been known by, including married or birth name.

3. \_\_\_\_\_  
Home Address: Number and Street

4. \_\_\_\_\_ 5. \_\_\_\_/\_\_\_\_/\_\_\_\_ 6. \_\_\_\_\_  
Phone Number Social Security Number Place of Birth (City and State)

7. All prospective employees must submit proof of identity and eligibility for employment in the U.S. prior to appointment.

Are you a current U.S. citizen? Yes \_\_\_\_\_ No \_\_\_\_\_ . If no, answer the following questions:

Are you a Permanent Resident Alien? Yes \_\_\_\_\_ No \_\_\_\_\_

Have you applied for Naturalization? No \_\_\_\_\_ Yes \_\_\_\_\_ Date: \_\_\_\_\_

8. List any identifying marks (Example: Tattoos)  
\_\_\_\_\_  
\_\_\_\_\_

## EDUCATION:

9. Provide the information requested below concerning high schools you have attended, use complete addresses.

Name of School	Address (#, Street, City State)	Did you Graduate?
<hr/>		
<hr/>		

10. Provide the information requested below concerning colleges, trade schools, and universities you have attended, use complete addresses.

Name & Address of School	Specialization	Did you Graduate?	Semester Hours
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<hr/>			
<hr/>			
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11. List any professional licenses or certificates you hold or have held:

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12. List all special skills you possess that would assist you in performing the essential functions of the position you are applying for, (i.e. Foreign Language, Typing, Computer skills, etc.)

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13. Do you possess a valid Driver's License from Colorado? Yes \_\_\_\_\_ No \_\_\_\_\_

Driver's License Number and Class \_\_\_\_\_ Date of Expiration \_\_\_\_\_

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14. List any and all states in which you have held a valid Driver's License

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15. Has your privilege to operate a motor vehicle in any state ever been subject to suspension, probation or revocation? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, please explain: \_\_\_\_\_

### RESIDENCES

16. List your addresses for the last ten years, starting with the present (if needed use a separate sheet of paper):

Dates (From-To)	Address of Residence	City, State	Zip	Landlord Name
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### MILITARY SERVICE

17. Have you ever served in any military organization of the United States (other than Reserve or National Guard)? Yes \_\_\_\_\_ No \_\_\_\_\_ IF YES, ATTACH A COPY OF DD214

18. Are you now or were you ever a member of any branch of the United States Reserve Forces or National Guard? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes: Active \_\_\_\_\_ Inactive \_\_\_\_\_ Branch: \_\_\_\_\_

Unit: \_\_\_\_\_ Rank: \_\_\_\_\_

Address: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

## CRIMINAL HISTORY (Adult or Juvenile)

19. Have you ever committed any serious, undetected crimes? Yes \_\_\_\_\_ No \_\_\_\_\_ if yes, list crimes committed and a brief explanation.

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20. Have you ever been arrested or detained by the police? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes: Date: \_\_\_\_\_ By What Agency: \_\_\_\_\_

Crime Charged: \_\_\_\_\_ Disposition of Case: \_\_\_\_\_

21. Have you ever been placed on Probation? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, explain:

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22. Have you ever been required to pay a fine in excess of \$50.00? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, explain:

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23. Have you ever been the victim of a crime? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, explain:

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24. Was the crime reported to police? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, explain:

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25. List all traffic citations you have received during the past three years:

Location (City)	Approximate Date	Nature of Violation	Penalty or Disposition
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26. Are there any warrants (traffic or otherwise) now pending against you? Yes \_\_\_\_\_ No \_\_\_\_\_  
If yes, explain:

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## EMPLOYMENT HISTORY

27. Have you ever previously submitted an application for appointment to any other law enforcement agency? Yes \_\_\_\_\_ No \_\_\_\_\_

Agency 1: \_\_\_\_\_

Agency 2: \_\_\_\_\_

Agency 3: \_\_\_\_\_

28. Have you ever been a law enforcement officer, or held a similar position? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, Position: \_\_\_\_\_ Location: \_\_\_\_\_

Date: From: \_\_\_\_\_ To: \_\_\_\_\_

29. Have you ever been issued a "Brady Letter", while working as a law enforcement officer?

Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, explain:

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30. Are you now, or were you ever, engaged in any business as an owner, partner or corporate member?

Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, explain giving type of business, location, and dates you have been involved in the business. If out of business, explain the circumstances.

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## WORK EXPERIENCE

31. Beginning with your most current job, list your work history in the last 10 years, Include part-time, temporary, seasonal employment and any military service. Identify part-time jobs with "PT" and temporary jobs with "TEMP". Use a separate piece of paper if needed.

1.

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Date (From-To)	Name of Present Employer	Address of Employer
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Phone Number	Job Title	Description of Duties
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Name of Supervisor

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2.

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Date (From-To)	Name of Employer	Address of Employer
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Phone Number	Job Title	Description of Duties
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Name of Supervisor	Reason for Leaving
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3.

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Date (From-To)	Name of Employer	Address of Employer
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Phone Number	Job Title	Description of Duties
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Name of Supervisor	Reason for Leaving
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4.

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Date (From-To)	Name of Employer	Address of Employer
Phone Number	Job Title	Description of Duties
Name of Supervisor	Reason for Leaving	

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5.

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Date (From-To)	Name of Employer	Address of Employer
Phone Number	Job Title	Description of Duties
Name of Supervisor	Reason for Leaving	

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6.

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Date (From-To)	Name of Employer	Address of Employer
Phone Number	Job Title	Description of Duties
Name of Supervisor	Reason for Leaving	

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7.

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Date (From-To)	Name of Employer	Address of Employer
Phone Number	Job Title	Description of Duties
Name of Supervisor	Reason for Leaving	

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8.

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Date (From-To)	Name of Employer	Address of Employer
Phone Number	Job Title	Description of Duties
Name of Supervisor	Reason for Leaving	

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32. Have you ever been subjected to disciplinary action while with any of your previous employers? This includes, but is not limited to: Verbal or Written Counsel/Reprimand, Suspensions, Furlough, Reduction in Rank, Pay or Status, Denial of Promotion, Return to a Probationary Status, Fined asked to Resign or Discharged.

Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, indicate which employer (s) and state specific circumstances for each instance:

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33. Indicate, by number, any of the employers listed you do not wish us to contact and why:

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### CREDIT HISTORY

34. List three commercial or business credit references. (Include banks or firms you have borrowed money from for any purpose.)

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Name and Address of Firm	Type of Business
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Opened	Closed
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Name and Address of Firm	Type of Business
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Opened	Closed
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Name and Address of Firm	Type of Business
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Opened	Closed
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35. Have you ever been involved, for any reason, in any type of civil action as a defendant or a respondent?

Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, explain:

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36. Have you ever filed for bankruptcy? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, explain:

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37. Have you ever had any judgements against you? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, explain:

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### REFERENCES

38. List the names of three adults, not related to you, and nor former employers or references, who are friends, fellow students, or fellow worker's. Names listed should be those of person who have seen you frequently during the past year. (Complete address required)

1. \_\_\_\_\_  
Name Address Cell/Home Phone Number

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
In what capacity do you know this person?

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2. \_\_\_\_\_  
Name Address Cell/Home Phone Number

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
In what capacity do you know this person?

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3. \_\_\_\_\_  
Name Address Cell/Home Phone Number

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
In what capacity do you know this person?

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38. List the names of three adults, **that are related you**, not former employers or references, nor who are friends, fellow students, or fellow worker's. Names listed should be those of person who have seen you frequently during the past year. (Complete address required)

1. \_\_\_\_\_  
Name Address Cell/Home Phone Number

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
In what capacity do you know this person?

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2. \_\_\_\_\_  
Name Address Cell/Home Phone Number

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
In what capacity do you know this person?

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3. \_\_\_\_\_  
Name Address Cell/Home Phone Number

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
In what capacity do you know this person?

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## AUTHORITY FOR RELEASE OF INFORMATION

Name of Applicant \_\_\_\_\_

Date of Birth \_\_\_\_\_ Social Security Number \_\_\_\_\_

Today's Date \_\_\_\_\_

This release, or photocopy of same, when presented by an authorized representative of the Yuma Police Department, will constitute my consent and authority to examine and obtain copies and abstracts of records and to receive statement and information regarding:

- School records including those from colleges, universities and/ or any institution or learning.
- Medical records of any kind from hospitals, clinics, medical offices or from current or previous employers.
- Selective service records, military records, military medical records, 201 file, local police records, and credit records.
- Any employment, account or transactions, current or held previously that I have had with any corporation, bank, brokerage house, building and loan association, automobile agency, store, or any business concern or other individual.

This shall be done with full knowledge and understanding that the Yuma Police Department may use, consider or disclose such information, statements, records within the scope of their official duties and responsibilities.

I hereby release the military and those concerned, their officers, agents, employees, and individuals from any and all liability for damages of whatever kind or nature may at any time result to me on account of compliance or any attempt to comply with this authorization. I also hereby release from any and all liability resulting from the release of any information any school, college or university and/or institution of training and learning, personal or developed references, and custodians of any medical and/or employment records.

This authorization is given in connection with a full background investigation being conducted relative to my application for employment with the Yuma Police Department.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Address

\_\_\_\_\_  
City State ZIP

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**STATEMENT OF ACKNOWLEDGMENT AND CONSENT TO RELEASE INFORMATION**

STATE OF COLORADO

SS.

County of Yuma

I, \_\_\_\_\_ being of first duty sworn upon oath, state as follows:

I am presently an applicant with the Yuma Police Department, Yuma, Colorado. I fully understand that the Yuma Police Department conducts a background investigation of all applicants, who are being considered for a position with the Yuma Police Department. This investigation includes, but is not limited to, an investigation of my past employment performance, education, financial stability, military, police, driving and character traits.

I hereby authorize any person who is contacted by the Yuma Police Department personnel to release any information to the Yuma Police Department pertaining to the background investigation including, but not limited to, records or information relating to my past employment performance, financial stability, education, military service, police history, driving and character traits for use by the Yuma Police Department, in the consideration of my application for employment and for no other purpose.

I also understand that my application (and any and all papers and other exhibits submitted by me or any person, government agency, former employer, private business, or any other individual or group of individuals in support and attached hereto) becomes upon submission to the Yuma Police Department (in petition form employment), the property of the City of Yuma, County of Yuma, State of Colorado, and cannot and will not be returned to me, under any circumstance whatsoever.

I authorize the Yuma Police Department to release any documents or information collected during the application process to any person or entity lawfully empowered to obtain such information or documents.

I further agree to release and hold harmless any person releasing such information to the Yuma Police Department from any and all liabilities or claims that I may have against that person, arising out of the release of such information.

I further agree to release and hold harmless the City of Yuma, its elected officials, officials, officers, agents and employees from any and all liability or claims which I may have arising out of the disclosure of such information to the Yuma Police Department for us by the Yuma Police Department in consideration of my application for employment and for such other purposes as may be related to any subsequent employment with the Yuma Police Department.

This authorization for the release of information shall be valid for a one-year period from the date hereof. Any release of claim or liability set forth shall survive the termination of agreement.

I further certify that I personally completed the foregoing personal history questionnaire and that all statement made by me in the completion of this questionnaire are, to the best of my knowledge and recollection, accurate and true and I understand false answer (deceitfully made) or any fraud whatsoever, constitutes a basis for rejection of the application with no further consideration, or if I am hired and fraud and/or deceit is subsequently discovered, such fraud and deceit will become grounds for my immediate dismissal from the Yuma Police Department.

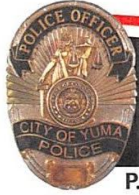
\_\_\_\_\_  
Signature

Date \_\_\_\_\_

Subscribed and Sworn to before me this \_\_\_\_\_ of \_\_\_\_\_, 2\_\_\_\_\_. Witness my hand official seal.

Notary Public \_\_\_\_\_

My commission expires \_\_\_\_\_



# YUMA POLICE

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## YUMA POLICE DEPARTMENT OBSERVER/PASSENGER RELEASE FORM

I \_\_\_\_\_ DO HEREBY RECOGNIZE THE DANGERS INVOLVED WHILE WITH A YUMA POLICE DEPARTMENT MEMBER AND I DO ABSOLVE THE YUMA POLICE DEPARTMENT, CITY OF YUMA, AND ITS EMPLOYEES FROM ANY CIVIL OR CRIMINAL ACTION BY ME OR MY FAMILY SHOULD AN ACCIDENT OR INCIDENT ARISE WHILE I AM A PASSENGER IN A PATROL VEHICLE.

I ALSO PROMISE TO OBEY ANY COMMANDS OR REQUEST GIVEN ME BY THE OFFICER OR HIS/HER SUPERVISOR, AND THAT WHILE IN A MOVING VEHICLE I WILL KEEP MY SAFETY BELT FASTENED.

OBSERVER/PASSENGER:

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_\_

HOME PHONE: \_\_\_\_\_

EMERGENCY CONTACT NAME: \_\_\_\_\_

EMERGENCY CONTACT NUMBER: \_\_\_\_\_

DATE OF OBSERVATION: \_\_\_\_\_

SHIFT: \_\_\_\_\_

CRIMINAL HISTORY COMPLETED AND COPY ATTACHED: (YES) (NO)

OBSERVER/PASSENGER SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

OFFICER SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

THIS OBSERVER/PASSENGER RELEASE FORM MUST BE APPROVED BY A SUPERVISOR.

NAME OF SUPERVISOR APPROVING REQUEST: \_\_\_\_\_

DATE & TIME APPROVED: \_\_\_\_\_



CITY OF YUMA, COLORADO POLICE DEPARTMENT  
RELEASE AND INDEMNIFICATION AGREEMENT

I, \_\_\_\_\_, in and for the consideration of the City of Yuma, Colorado, permitting me to ride as an observer in a Yuma Police vehicle, while such vehicle is used for on-duty police functions, do hereby release and forever discharge and covenant to hold harmless, for myself and my heirs, personal representatives, administrators, successors and assignees, the City of Yuma, its elected and appointed officials, agents, employees, and volunteers, and the City of Yuma Police Department and any of its officers, agents, volunteers, or employees, any and all other officers, agents or employees, and any and all persons, firms and corporations of and any and all liability for any and all claims demands, damages, costs, liabilities, losses and causes of action, which may arise incidental to my accompanying such city employees or agents in such vehicle on any occasion on which I ride as an observer.

I further understand that police activities, by their very nature, can and will in all probability, involve some danger. I hereby fully assume the risk for any of the potential dangers which are associated with police patrol activities as a condition to being granted this privilege. More specifically, I freely, voluntarily and with such knowledge assume the risk of death, personal injury or property damage arising from or in any way connected with: the use of weapons; an automobile accident; unlawful acts or forcible resistance by law violators or suspected law violators; assault; riot; breach of peace; fire; explosion; gas; electrocution; or sustaining injury in any other way while accompanying a member or members of the Yuma Police Department during the performance of their official duties.

I further agree to fully indemnify the City of Yuma, The Yuma Police Department and any and all of their officers, elected and appointed officials, volunteers, agents or employees from any and all third party claims demands, or causes of action for damages, costs, liability and losses of any kind which result from an injury due to the acts or omissions on my part at any time upon which I am aa participant in the Yuma Police Department ride along program.

I understand that the privilege and authorization which is granted to me by the approval of this release and indemnification agreement may be revoked at any moment, if in the opinion of the supervising officer or any police department member; my actions constitute a hazard or hindrance to any aspect of police duties or safety.

I further warrant that no promise or inducement has been offered except as herein set forth that this release and indemnification agreement is executed without reliance upon any statement or representation by persons or parties released, or their representatives, concerning the nature or extent of any potential damages or legal liability therefore. I warrant that I am legally competent to execute this document. (This paragraph applies only to those 18 years of age or older)

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_

\_\_\_\_\_  
Signature

State of Colorado )  
                              ) ss.  
County of Yuma     )

\_\_\_\_\_  
Address

\_\_\_\_\_  
Phone Number

Sworn and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

\_\_\_\_\_  
Notary Public

(SEAL)

\_\_\_\_\_  
Notary Address

\_\_\_\_\_  
Notary Commission Expires

PARENTAL PERMISSION AND AGREEMENT  
(Necessary for All Persons Under 18 Years of Age)

I, \_\_\_\_\_, am the parent or legal guardian of \_\_\_\_\_,  
Who is a person under 18 years of age. I have read and understand this Release and Indemnification Agreement.

\_\_\_\_\_ has my permission to ride as an observer in a Yuma Police vehicle as provided above. It is hereby agreed that I am a party to this Release and Indemnification Agreement and that said agreement is binding upon me, said child, and any and all our legal heirs and successors of whatever kind. I further warrant that I am legally competent to execute this document.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Address

\_\_\_\_\_  
Phone Number

State of Colorado )  
                                  ) ss.  
County of Yuma    )

Sworn to and Subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Notary Public

(SEAL)

\_\_\_\_\_  
Notary Address

\_\_\_\_\_  
Notary Commission Expires