



POLICE OFFICER RECRUITMENT INFORMATION

This information sheet has been prepared to explain how Hastings Police job openings are filled.

APPLICATION

Your application is kept on file for one year. It is your responsibility to notify the Personnel/Civil Service Office of any changes in address, or other changes affecting your availability for employment.

ENTRANCE EXAM PROCEDURE

A T.A.B.E. (Test of Adult Basic Education) is required to be passed by the State of Nebraska. A passing grade on this exam is valid anywhere in the State of Nebraska. This exam is a Pass/Fail exam. This test must be taken prior to admittance to the Nebraska Law Enforcement Training Center. Arrangements will be made at a later date to take this exam, if needed.

A passing grade for this exam is 70% or above. By City Code, Veteran's credit of 10% is given to applicants who served in the military during years in which the United States was engaged in war.

A Pass/Fail physical agility test will be scheduled after you complete your entrance exam.

GENERAL INFORMATION

A Preliminary background check will be completed by the Hastings Police Department. Fingerprints will be required for the purpose of confirming identification as required for entrance into the Nebraska Law Enforcement Training Center.

Grades will be provided to you within 30 days of completing your examination.

Test scores are valid for one year. You may not retake a test before the expiration date. A failed exam may be taken after six months if offered again in that time period.

When a police officer position becomes vacant, the Police Chief will request an Eligibility List consisting of the three highest passing scorers based on the Police Officer testing procedure. Failure of any of the testing procedure may disqualify you from having your name placed on the eligibility list for employment with the Hastings Police Department.

If your name appears on the eligibility list, you will be contacted for an interview with the Police Chief. An in depth background check may be conducted at this time. The Police Chief either hires one of the applicants or requests additional names from the eligibility list. If another Police Officer position becomes open, in the period of time that your application and test score is valid, you will be considered for the position.

CONDITIONS OF EMPLOYMENT

The City of Hastings requires all Police Officers hired after February 1, 1995, to meet the following conditions of employment:

- Maintain a valid State of Nebraska driver's license.
- Maintain a satisfactory or better rating on all performance evaluations.
- Maintain a passing grade on annual physical agility test.
- Pass a physical given by the City Physician. (Post job offer)

- Pass a psychological examination. (Post job offer)
- Pass a drug screen. (Post job offer)
- Comply with the ban on smoking while on duty. (Failure to comply with this condition of employment shall constitute just cause for termination.)
- No conviction of any violation of physical violence, sexual abuse, domestic abuse or crimes against children which would prohibit being able to carry a gun.
- Submit original documents which establish employment authorization and identity within **THREE** working days of employment in accordance with the Immigration Reform and Control Act of 1986.
- Fingerprint confirmation must be received from the Federal Bureau of Investigation prior to completion of probationary period.