

# OUR MOTTO: "POLICING WITH PRIDE"

## APPLICATION FOR EMPLOYMENT

If you are interested in becoming a Papillion Police Officer, employment information can be obtained from:

MORROW AND ASSOCIATES  
1055 N. 115th Street, Suite 200  
Omaha, NE 68154  
402-330-1019

[www.morrowhr.com](http://www.morrowhr.com)

Written and Physical Agility Test: For specifics regarding tests and study guides, visit the Morrow and Associates website.

Prerequisites: You must have met the aforementioned education/certification requirements prior to the test date. In addition, you must submit a copy of your high school diploma or G.E.D. certificate and records of any military service (DD214) at the time the application is returned. If you falsify an application you will be disqualified from further consideration.

No make-up test will be allowed. You must take the written tests and physical agility test on the date and at the time scheduled. Upon successful completion of the written and agility tests, the applicant is placed on an eligibility pool by Morrow and Associates for Department selection.

## FINAL SELECTION

For each position, the Chief of Police will make a final selection from among the top candidates. Those selected will be notified, given a conditional offer of employment, and complete the following:

- Oral Interview
- Background Check
- Polygraph Examination
- Psychological Examination
- Physical Examination by a physician
- Drug Screen

## DISQUALIFICATIONS

- Conviction of a felony
- Convictions for domestic violence related offenses
- Misdemeanor convictions which could negatively impact officer responsibilities
- Serious traffic convictions or patterns of traffic violations
- Poor credit history
- Poor employment history
- Substance abuse (alcohol, drugs, steroids)
- Disqualifying medical condition as determined by the examining physician.
- Failure to perform adequately on the psychological examination.

THE CITY OF PAPIILLION  
IS AN EQUAL OPPORTUNITY  
EMPLOYER



## CONTACT INFORMATION

Papillion Police Department  
Leonard Houloose — Chief  
1000 East 1st Street  
Papillion, NE 68046  
[www.papillion.org](http://www.papillion.org)  
402-597-2035



Considering a  
career in  
**LAW ENFORCEMENT ?**



Papillion Police Department  
Leonard Houloose - Chief  
1000 East 1st Street  
Papillion, NE 68046

# OVERVIEW



## JOB DESCRIPTION

Police officers perform field and office duties in uniform or plain clothes assignments that entail:

- Cruiser Patrol
- Accident Investigation
- K-9 Unit
- School Resource Officer
- Criminal Investigations
- Field Training Officer
- Narcotics Investigations
- Firearms Instructor
- Defensive Tactics Instructor
- Crime Prevention

The work involves responsibility for the protection of life and property; for the prevention, detection and investigation of crime; and maintaining law and order. Police work involves an element of personal danger, however officers are provided a variety of safeguards ranging from professional training to body armor. Specific assignments are received from superior officers and are carried out in accordance with the General Orders of the Papillion Police Department and State Laws.

**REQUISITE SKILLS:** Due to the critical nature of most assignments, all sworn personnel must be able to act decisively, with good judgment, and without direct supervision.

# TRAINING



It is important that all employees maintain a professional image and thereby gain the respect of the community they serve.

## DEPARTMENT STRUCTURE

The Department is comprised of 2 Divisions, each headed by a Lieutenant. Each Division is further divided by shifts or units supervised by a Sergeant.

## QUALIFICATIONS

**Education and/or Certification:** Must have been awarded a high school diploma or GED and an Associate of Arts Degree or have completed a minimum of 60 hours of college course work from an accredited college or university.

**Character:** You must be of good character and must not have demonstrated a disregard of the law to a degree that discretion as an employee would be impaired. If adverse information relative to your character and/or your background is received, you may be eliminated from further consideration. An opportunity to explain minor character flaws may be afforded the applicant during the oral interview.

**Physical:** Vision must be correctable to 20/20 without color blindness and hearing shall be within the normal range.

**Age:** You must be at least 21 years of age at the time of appointment.

# WELLNESS



Qualifications continued...

**Driver's License:** Nebraska residency and a valid Nebraska driver's license are required upon appointment.

**Citizenship Requirements:** United States citizenship is required, along with the ability to speak and understand the English language.

**Tests:** You must receive scores on the written and physical assessment test which meet the standard required by Morrow and Associates. Polygraph, psychological, and physical examinations, to include drug screening and an additional fitness assessment will be administered to candidates offered employment.

## BENEFITS AND WAGES

**Salary:** Police officer salary range is \$43,942.08 to \$63,554.40 annually. Salary for police trainee is \$41,867.28 until successful completion of Nebraska Law Enforcement Training Center basic training.

**Vacation:**

- 1-5 yrs. = 80 hrs.
- 6-10 yrs. = 120 hrs.
- 11-20 yrs. = 160 hrs.
- 21 + yrs. = 184 hrs.

**Uniforms:** All uniforms and essential equipment are provided by the City.

# BENEFITS



**Sick leave:** Earned at the rate of twelve (12) hours for each full month of service.

**Holidays:** Ten (10) holidays and two (2) personal days are paid. Employees working on a holiday are paid 2 and 1/2 times the regular rate of pay.

**Health:** Employees contribute a small percentage of health insurance monthly.

**Tuition reimbursement: 100%** For pre-approved college course work taken at an accredited college or university.

**Longevity pay:** 2% after 6 years; 3% after 12 years; 4% after 18 years.

**Physical fitness pay:** \$400-\$600 annually depending on performance on Cooper physical fitness test.

**Wellness:** All employees are afforded the time and are encouraged to exercise while on-duty utilizing our in-house fitness room.

