

DE BEQUE MARSHAL'S DEPARTMENT

380 Curtis Avenue, PBN 231
Office (970) 283 -5475

De Beque, Colorado 81630
Fax (970) 283-5205



Dear Applicant:

Enclosed please find an application for employment with the Town of De Beque Marshal's Department.

The Marshal is responsible for ensuring the safety of residents and visitors, deterring, and investigating crime, and keeping the peace in the Town of De Beque. The Marshal's Department provides services including staffing a School Resource Officer and assisting other emergency agencies with incidents as requested.

Salaries and work schedules vary depending on position and need, and employees may be transferred to different positions/shifts at the Marshal's discretion. Deputies may be assigned to a 48 hour shift similar to fire department "Kelly" shifts as noted on the following page.

Applicants must be at least 18 years of age, possess a high school diploma or GED, possess a Colorado driver's license, or the ability to obtain one, and successfully pass an extensive background investigation.

Applicants for certified Deputy positions must be 21 years of age, Colorado P.O.S.T. certified or currently participating in a program to become P.O.S.T. certified in Colorado.

The Town of De Beque currently offers health benefits including medical, dental, vision, and prescription benefits at no cost for the employee and family.

De Beque is 30 miles east of Grand Junction, in Mesa County, Colorado. De Beque is located adjacent to I-70 beside the Colorado River and the Roan Plateau and enjoys a low crime rate with a high quality of life.

We appreciate you considering employment with the De Beque Marshal's Department. Please return your completed application along with the required documentation to our office at the following address:

De Beque Marshals Department
380 Curtis Minter Avenue, PBN 231
De Beque, CO 81630

You may contact us at 970-283-5475 ext. 103 or by e-mail at marshal@debeque.org. Additional information regarding the Marshal's Department or Town of De Beque may be found at www.DeBeque.org.

Thank you for your interest in employment with the De Beque Marshal's Department.

Cordially,

Bob Dalley, Marshal

Records / Evidence Applicants:

Ignore portions indicated (Sworn Only).

Records and Evidence positions are sensitive and require clearances to state and federal law enforcement systems. Records and evidence employees have access to information and evidence related to crimes and ongoing investigations. Unauthorized disclosure of such information may jeopardize the safety of other persons.

Evidence positions may handle money, drugs, and valuable property. Improper handling of such items could jeopardize the prosecution of crimes, keeping victims from obtaining justice.

For these reasons, Records and Evidence positions are held to the same high standards as our sworn deputy applicants. Certain past criminal activity may prohibit any employee from obtaining necessary certifications and network access credentials to conduct required tasks associated with this job.

This application includes the CVSA (Computerized Voice Stress Analysis) questionnaire.

Applicants for Records and Evidence positions do not need to complete or return this questionnaire with your initial application.

Completed Applications may be dropped off at De Beque Town Hall,
381 Minter Avenue, De Beque Colorado; or dropped off/mailed to:

De Beque Marshal's Department
380 Curtis Avenue PBN 231
De Beque, CO 81630

Please call with any questions to 970-283-6070 Extension 103. Our sworn officers are often out of the office, but we will return messages.

Thank you for your interest, and good luck!



DE BEQUE MARSHAL'S DEPARTMENT

APPLICATION

Basic Requirements

Equal Opportunity Employer

AGE: Deputy Marshal, Reserve Deputy Marshal - Minimum Age 21
Marshal's Auxiliary, Civilian Employees/Volunteers - Minimum Age 18

EDUCATION: High School Diploma or GED; POST Certification for certified Deputy position.

PHYSICAL FITNESS: Must be able to perform all physical demands as stipulated in the position job description.

Employees are subject to ongoing physical fitness requirements as decided by the Marshal throughout employment.

OTHER REQUIREMENTS:

- A citizen either by birth or naturalization of the United States.
- An individual alien who is expressly authorized by ICE to be employed.
- Must be able to communicate effectively (reading, writing, and speaking) in English.
- All applicants who are seeking employment with the De Beque Marshal's Department, as with any law enforcement organization, should be aware of certain requirements that are inherent within the profession. These may be identified with character traits that include honesty, maturity, and self-discipline.

TESTING AND INTERVIEW PROCESS: The testing process varies by position, but the paid employment process usually includes;

- Preliminary Background Investigation (All Positions)
- Written Examination (All Positions)
- Compatibility Tour (All Positions – Optional)
- Oral Board Interview (All Positions)
- Polygraph or CVSA (Computer Voice Stress Analysis) Examination (Sworn or Sensitive Positions)
- Psychological Evaluation (Generally only Sworn Positions)
- Fit-For-Duty Exam and Drug Screening (All Positions)
- Chief's Interview
- Extensive Background Investigation

This process provides us with a thorough evaluation of potential new employees, and eliminates those who do not meet our criteria for employment. Some steps of the process are scored as pass/fail. There is no ranking of individuals based on individual test scores. If the candidate completes the phase with a minimum score, he/she moves on to the next phase. If the applicant does not pass a background investigation, he/she may not be able to re-apply.

EXPECTED DURATION OF THE PROCESS:

Due to the nature of the selection process for the De Beque Marshal's Department, applicants can reasonably expect the process to take a significant amount of time to complete before a decision is made to hire or not to hire. It can take several weeks from the date of testing to complete the background investigation. The length of time it takes to complete the process may vary, depending on a variety of factors. Please note that this is an estimated duration of the selection process.

REQUIRED DOCUMENTS:

A copy of each of the following documents is required to be submitted with this completed application:

- High School Diploma or GED Certificate
- Social Security Card
- Birth Certificate
- Colorado Driver's License or ability to obtain one
- Colorado P.O.S.T. Certification Documents if certified (Sworn positions only)
- Citizenship or Naturalization papers if applicable
- Copy of DD-214 if applicable
- College Diploma if applicable
- A full-face photograph of yourself taken within the last three months and no smaller than 2.5"x2.5" must go here.

WORK SCHEDULES:

Employees are required to work the time periods and/or shifts, rotational and/or stationary, along with location assignment, consistent with the needs of the De Beque Marshal's Department.

DUTY ASSIGNMENTS:

All applicants hired by the Town of De Beque serve at the discretion of the Chief Marshal. Applicants may be assigned to any of the department's units or programs. Employment with the Marshal's Department and Town of De Beque is at-will. Written policies and other manuals do not alter the at-will status of employment.

APPLICANT DISQUALIFICATION FACTORS:

Applicants are advised that areas for disqualification from further consideration include, but are not limited to, the following: (Reasons for disqualification will not be disclosed or discussed.)

- Use of non-prescribed or illegal drugs, or abuse of prescription drugs
- Any felony conviction, some misdemeanor convictions, to include domestic violence charges
- Driving record unsatisfactory
- Outside activities which may be classified as a conflict of interest
- Revelation of assaultive behavior via background investigation or by admission of applicant
- Unsuccessful completion of any basic requirement
- Dishonesty during the application process

I certify that I have read the requirements set forth for the position applied for, and attest that all statements made by me on this pre-employment application are true, and that any false statements will result in disqualification for consideration for employment.

Signature _____ Date _____

PLEASE PRINT

DATE

NAME: Last

First

Middle

POSITION APPLIED FOR (please check all that apply):

Patrol Deputy ___ School Resource Deputy ___ Records/Evidence ___
Reserve Deputy ___ Other, please specify _____

METHOD OF REFERRAL (newspaper, friends, etc.)

INSTRUCTIONS

1. Correctness, validity and content of your answers herein are subject to investigation.
2. Answer all questions completely. Write "unknown" if you do not know the answer and cannot obtain the answer.
3. Print or write legibly in blue or black ink. It is imperative that all information is accurate and up-to-date. Information on names, addresses, and references must be correct in order to process this application.
4. For assistance in completing this application, contact the De Beque Marshal's Department at 970-283-5475 ext. 103.
5. Non-sworn positons including records and evidence may skip sections

YOUR STREET ADDRESS _____

CITY _____ STATE _____ ZIP _____

YOUR MAILING ADDRESS _____

CITY _____ STATE _____ ZIP _____

PHONE NUMBERS: HOME (_) _____ WORK (_) _____ CELL (_) _____

E-MAIL ADDRESS _____

PLACE OF BIRTH: CITY _____ STATE _____

EYES _____ HAIR _____ HEIGHT _____ WEIGHT _____

U.S. CITIZEN: YES ___ NO ___ LAWFUL PERMANENT RESIDENT-ALIEN # _____

DRIVER'S LICENSE NUMBER _____ STATE OF ISSUE _____ EXPIRATION _____

PERSONAL HISTORY

LAST TWO ADDRESSES:

Street Address _____

City _____ State _____ Zip _____

Rent Own Landlord's Name _____

Landlord's Phone _____

Street Address _____

City _____ State _____ Zip _____

Rent Own Landlord's Name _____

Landlord's Phone _____

MARITAL STATUS: Single Married (if applicable, Maiden name) _____

Any previous names, also known as (AKA) _____

Spouse's Name (Maiden name included)

Last

(Maiden)

First

Middle

Spouse's Occupation _____ Place of Business _____

Address of Business _____

City _____ State _____ Zip _____

Spouse's Employer's Phone Number (____) _____

MILITARY HISTORY

Yes No Have you been an active member of the military service. If yes, what branch of service? _____

Service Date: From ____/____/____ To ____/____/____

Highest Rank Attained _____ Date of Discharge ____/____/____

Can you provide a copy of your DD21 4? ____ yes ____ no

Describe your duties _____

Yes No Were you released prematurely from Military duty? If yes, explain why.

Yes No Are you currently participating in any U.S. Military Reserve or National Guard program? If yes, please explain.

Branch _____ Training hours required per year _____

Yes No Were you subject to any demotion or disciplinary action while in the military service? If yes, please explain.

NETWORKING SITES:

Face Book ____ Dates: From _____ To _____

You Tube ____ Dates: From _____ To _____

MySpace ____ Dates: From _____ To _____



DE BEQUE MARSHAL'S DEPARTMENT

IN THE PRESENCE OF A NOTARY PUBLIC,
PLEASE READ AND SIGN THE FOLLOWING. SUBMIT IT WITH YOUR COMPLETED APPLICATION.

APPLICANT STATEMENT OF ACKNOWLEDGEMENT AND CONSENT TO RELEASE INFORMATION

I, _____, being duly sworn upon oath, state as follows:

I am presently an applicant for employment with the De Beque Marshals' Department in De Beque, Colorado. I fully understand that the De Beque Marshal's Department conducts a background investigation of all applicants who are being considered for a position with the Town of De Beque Marshal's Department. This investigation includes, but is not limited to, an investigation of my past employment performance, school records, financial stability, military history, driving record, and character traits.

I hereby authorize any person who is contacted by De Beque Marshal's Department personnel to release any information to the De Beque Marshal's Department pertaining to the background investigation including, but not limited to, records or information relating to my past employment performance, submitted applications, psychological exam results, polygraph interview and examination results, Computer Voice Stress Analysis (CVSA) interview and test results, financial stability, education, driving records and character traits for use by the De Beque Marshal's Department in the consideration of my application for employment and for no other purpose.

I also understand that this application (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) become upon submission to the De Beque Marshal's Department (in petition for employment), the property of the De Beque Marshal's Department, and cannot and will not be returned to me under any circumstance whatsoever.

I authorize the De Beque Marshal's 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 De Beque Marshal's Department from any and all liabilities or claims which I may have against that person arising out of the release of such information.

I further agree to release and hold harmless the Town of De Beque, its elected 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 De Beque Marshal's Department for use by the De Beque Marshal's Department in consideration of my application for employment and for such other purposes as may be related to any subsequent employment with the De Beque Marshal's 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 herein shall survive the termination of the agreement.

I further certify that all statements made by me in the completion of this application are, to the best of my knowledge and recollection, accurate and true, and understand that any 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 De Beque Marshal's Department.

I further acknowledge that I understand all employment with the Town of De Beque is At-Will.

This release, or photocopy of same, when presented by an authorized representative of the De Beque Marshal's Department, will constitute my consent and authority to examine and obtain copies and abstracts of records and to receive statements and information regarding:

School records including those from colleges, universities and/or institution of learning.

Medical Records of any kind from hospitals, clinics, medical offices or from current or previous employers.

My selective service field, military records, and military medical records.

Credit records, any employment, account or transactions, current or held previously which I have had with any corporation, bank, brokerage house, building and loan association, automobile agency, store or any business concern, or other individual.

Employment and personal references.

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

I hereby release to 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.

I understand that in order to get the most transparent responses, I will not be provided the responses given to the Marshal's Department and waive any rights to review the information provided.

This authorization is given in connection with a full background investigation being conducted relative to my application for employment with the De Beque Marshal's Department.

Name _____ Social Security # _____ Date of Birth ____/____/____

Address _____

City _____ State _____ Zip _____

Signature _____ Date

(To be signed in the presence of a Notary Public)

Subscribed and sworn to before me in the County of _____, State of

this _____ of _____, 20_____.

Notary Public _____

My commission expires

De Beque Marshal's Department
APPLICANT PRELIMINARY QUESTIONNAIRE

- | | YES | NO |
|---|--------------------------|--------------------------|
| 1. Are you legally entitled to work in the United States? | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Do you have a high school diploma or GED? | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Will you take a polygraph/CVSA examination? | <input type="checkbox"/> | <input type="checkbox"/> |
| Have you taken a polygraph/CVSA exam within the past two years?
Date: _____ Firm: _____ | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Will you submit to psychological tests and interviews? | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Do you currently possess or can you obtain a valid Colorado driver's license? | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Have you successfully completed a certified police-training academy? | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Are you currently certified as a Peace Officer as defined by Colorado Revised Statute, 16-2.5-102 as amended? | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. Will you allow the De Beque Marshal's Department personnel full and unrestricted access to all personnel, internal affairs, and disciplinary files from your previous or current employer? | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. Within the last five (5) years, have you been convicted of driving with your license suspended, revoked, or denied? | <input type="checkbox"/> | <input type="checkbox"/> |
| 10. Have you been convicted of four or more moving traffic violations in the past three years, or three moving violations in the last year? | <input type="checkbox"/> | <input type="checkbox"/> |
| 11. Have you been convicted, pled guilty or no contest to driving under the influence of alcohol, drugs, or both, or with ability impaired within the last ten (10) years? | <input type="checkbox"/> | <input type="checkbox"/> |
| 12. Have you ever been convicted, pled guilty or no contest to a felony? | <input type="checkbox"/> | <input type="checkbox"/> |
| 13. Have you ever been convicted, pled guilty or no contest to a crime involving a sex offense? | <input type="checkbox"/> | <input type="checkbox"/> |
| 14. Have you ever been convicted, pled guilty or no contest to a crime involving domestic violence? | <input type="checkbox"/> | <input type="checkbox"/> |
| 15. Have you ever engaged in habitual or excessive use of drugs, narcotics or intoxicating beverages, or illegal use of any controlled substance within the past two (2) years? | <input type="checkbox"/> | <input type="checkbox"/> |
| 16. Have you engaged in the illegal sale or distribution of any controlled or dangerous drugs, including steroids? | <input type="checkbox"/> | <input type="checkbox"/> |
| 17. Do you have a record or any significant disciplinary actions for sustained violation(s)? | <input type="checkbox"/> | <input type="checkbox"/> |
| 18. Have you or will you receive a discharge from military duty under honorable conditions (Honorable, General, etc.)? | <input type="checkbox"/> | <input type="checkbox"/> |

PRINTED NAME

DATE

SIGNATURE

PERSONAL HISTORY STATEMENT

REFERENCES

1. List 5 individual references, personal or professional, who have knowledge of you and your qualifications.

NAME/RELATIONSHIP	ADDRESS	TELEPHONE

RELATIVES

During the course of the background investigation, persons who know you will be asked to comment upon your suitability for the position for which you have applied. Inquiries will be confined to job-relevant matters.

2. Please supply the appropriate information in the spaces below.

Name of your:	Address to contact individual (include City, State & Zip)	Phone # where person can be contacted
---------------	--	--

Father

Mother

Father-in-law

Mother-in-law

Spouse

Former Spouses(s)

Brothers and Sisters

Step-Father

Step-Mother

Step-Brothers and Sisters

List all offspring: (Please indicate “son” or “daughter” and whether natural, adopted, from another marriage, etc. List current address and phone number as well.)

EDUCATION

3. List all the schools you have attended, beginning with high school. During the background investigation, persons who have known you in a learning environment may be contacted. A review of your school records may be made in conjunction with those contacts.

NAME OF SCHOOL	LOCATION CITY AND STATE	DATES OF ATTENDANCE	TEACHER OR REFERENCE

4. Have you ever been suspended or expelled from any high school or post-secondary school? (Post-secondary schools include colleges and universities, graduate schools business and vocational schools...any formal education beyond the high school level.)
YES ___ NO ___ IF YES, please explain (including school, date and circumstance)

EXPERIENCE AND EMPLOYMENT

5. Beginning with your most current employment, list all jobs you have held in the past 10 years. Include all part-time, temporary, and voluntary work. Please list all periods of employment and unemployment in chronological order. Should you need to list additional experience/employment information, use an additional sheet of paper and continue in the **EXACT** format as listed below.

Name & Address of

Employer: _____

Telephone: _____

Dates of employment: From _____ To: _____

Full Time _____ Part Time _____ Voluntary _____ Military Service _____

Title or Duties: _____

Name you were known by: _____

Name of Supervisor: _____

Names of Co Workers: (1) _____

(2) _____

(3) _____

Reason for Leaving: _____

Name & Address of Employer: _____

Dates of employment: From _____ To: _____
Full Time _____ Part Time _____ Voluntary _____ Military Service _____
Title or Duties: _____
Name you were known by: _____
Name of Supervisor: _____
Names of Co Workers: (1) _____
(2) _____
(3) _____
Reason for Leaving: _____

Name & Address of Employer: _____

_____ Telephone:
Dates of employment: From _____ To: _____
Full Time _____ Part Time _____ Voluntary _____ Military Service _____
Title or Duties: _____
Name you were known by: _____
Name of Supervisor: _____
Names of Co Workers: (1) _____
(2) _____
(3) _____
Reason for Leaving: _____

Name & Address of Employer: _____

_____ Telephone:
Dates of employment: From _____ To: _____
Full Time _____ Part Time _____ Voluntary _____ Military Service _____
Title or Duties: _____
Name you were known by: _____
Name of Supervisor: _____
Names of Co Workers: (1) _____
(2) _____
(3) _____
Reason for Leaving: _____

Name & Address of Employer: _____

_____ Telephone:
Dates of employment: From _____ To: _____
Full Time _____ Part Time _____ Voluntary _____ Military Service _____
Title or Duties: _____
Name you were known by: _____
Name of Supervisor: _____
Names of Co Workers: (1) _____
(2) _____
(3) _____
Reason for Leaving: _____

Name & Address of Employer: _____

Dates of employment: From _____ To: _____

Full Time _____ Part Time _____ Voluntary _____ Military Service _____

Title or Duties: _____

Name you were known by: _____

Name of Supervisor: _____

Names of Co Workers: (1) _____

(2) _____

(3) _____

Reason for Leaving: _____

Name & Address of Employer: _____

Telephone: _____

Dates of employment: From _____ To: _____

Full Time _____ Part Time _____ Voluntary _____ Military Service _____

Title or Duties: _____

Name you were known by: _____

Name of Supervisor: _____

Names of Co Workers: (1) _____

(2) _____

(3) _____

Reason for Leaving: _____

Name & Address of Employer: _____

Telephone: _____

Dates of employment: From _____ To: _____

Full Time _____ Part Time _____ Voluntary _____ Military Service _____

Title or Duties: _____

Name you were known by: _____

Name of Supervisor: _____

Names of Co Workers: (1) _____

(2) _____

(3) _____

Reason for Leaving: _____

6. Would any problem result if your present employer was contacted during the course of the background investigation? **YES** _____ **NO** _____ If **YES**", when should such contact be made?

7. If you have had no prior employment, please explain here.

8. Have you ever applied, successful or unsuccessfully, for another position with any law enforcement agency? **YES**_____ **NO**_____ If **YES**, please provide the year, agency, and check off the processes, which you completed, and whether you were disqualified or hired.

Yr	Agency	Written	Physical Agility	Oral Interview	Background	Polygraph	Psych	Medical Exam	Disqualified	Hired

LEGAL (Only for Sworn or Sensitive Positions)

9. If you have ever been arrested, taken into physical custody, issued a misdemeanor citation (exclude traffic citations), or convicted of any crime, please give the following information. (The fact that your record may have been affected by a sealing, an expungment, a release, or a pardon has specific legal implications as to how you answer this question).

DATE	AGENCY/LOCATION	CHARGE	DISPOSITION

10. Please list any other crimes you have committed, **REGARDLESS** of whether stopped, arrested, and/or convicted, to include what, when, where, how and why.

A

11. Are you now or have you ever been involved as a defendant in any civil court action? **YES**_____ **NO**_____ If “**YES**”, please give details to include when, where, name of court and circumstances.

GENERAL INFORMATION

- 12. Are you now, or have you ever been a member of any foreign or domestic organization, association, movement, or group of persons that is, or was, totalitarian, fascist, communist, or subversive in nature, or which has adopted or expressed a policy of advocating or approving of the commission of acts of force or violence as a means to deny other persons their rights under the Constitution of the United States, or which seeks to alter the form of government of the United States by unconstitutional means?
- 13. **YES** ___ **NO** ___ If “**YES**”, identify the organization and explain fully.

- 14. Have you ever applied for a permit to carry a concealed firearm or other weapon?
YES ___ **NO** ___ Was a permit granted? _____ Date Issued _____
Name of Law Enforcement Agency _____
Purpose for permit _____
- 15. Are you willing to work all hours of day, all days of the week, holidays, and overtime when assigned?
YES **NO**
- 16. If the necessity arose in the course of your employment to use deadly force on a human being, would you have any reluctance to do so? **YES** _____ **NO (Sworn Only)**
- 17. Do you have anything in your background that may disqualify you from becoming a Peace Officer in the State of Colorado? **YES** ___ **NO** ___ If “**YES**”, please explain. (Sworn Only)

ADDITIONAL INFORMATION

- 18. List organizations, clubs, professional societies, or other associations of which you are, or have been a member (please include the name of the group, the city and state, and your present status or position in the group). _____

- 19. What are your personal hobbies? (What do you like to do during the times you are not at work?) Please include any special skills or qualifications that might be useful in the position for which you’ve applied.

- 20. List the magazines and newspapers to which you currently subscribe. _____

ESSAY

20. Complete this page **in your own handwriting.**

QUESTION: "Why do you want this job, and how do you think it will benefit you?"

(Limit essay answer to this page only)