SOUTH SIOUX CITY
POLICE DEPARTMENT

Ed Mahon
Chief of Police

April 15, 2019

Dear Applicant,

I want to take this opportunity to thank you for your interest in the South Sioux City Police Department. Although we are not a large department, we feel that our skills, abilities, and dedication are equal to or surpass that of any other department. Our people are our greatest resource. As we begin our hiring process, we continue our search for the highest quality individuals in an effort to fill our personnel roster. Our consistent goal is to provide the over 13,000 residents of South Sioux City with the finest law enforcement officers we can. Our standards are high, and our demands and expectations are higher.

Law enforcement is not just a job. It must be your calling and your consuming desire. You will spend the rest of your career training to be better than you were yesterday. You must be truly dedicated to those you serve. This experience is not for everyone, and no one understands that better than those of us who have spent time in this profession.

Having delivered this my first sermon, I will move on to explain the contents of this packet. Enclosed you will find the following items:

1. A copy of the job description for police patrol officer excerpted from the South Sioux City Police Department Policy and Procedure Manual. This will give you the **basic** concept of what is expected of a police officer.

2. A brochure giving you some brief information about our department, the pay scale and benefits.

3. **Background Investigation Questionnaire.** This form **must** be filled out completely and **signed in the presence of a Notary Public.** All personal references **must** include complete current address and phone number. Incomplete or false information will cause your application to be removed from eligibility.

4. **A South Sioux City Police Department Release and Authorization form-** Giving authority to check your driving and criminal history as well as Worker's Compensation and credit history files. This form **must** be completed and **signed in the presence of a Notary Public.**

5. A **Claims Release form**- Declaring your physical fitness to participate in the physical agility test, and releasing us from liability in case of accident or injury during the test. **This form must bear the signature of a witness not related to you.**

6. **Social Networking Release form**.

7. **A Request Pertaining to Military Records-** Authorizes the South Sioux City Police Department to check for any military criminal history or record of gross violations of military discipline. **Veterans of military service must complete this form and provide a copy of their discharge papers.**

Other items you will need to provide in addition to the above items:

1. **Resume**
2. **<u>Certified</u> Transcripts of college credits. (Minimum of 60 hours toward a criminal Justice or related degree or proof of an Associate Degree in Criminal Justice or related field.)**
3. **Copy of Diploma/Certificate/Degree**
4. **<u>Certified</u> birth certificate or naturalization certificate.**
5. **Copy of valid operator's license.**
6. **Military discharge papers. (If applicable)**

We have also included a Check Sheet to help keep you organized and to ensure that all needed information is provided with the application. **Remember: Failure to submit all requested information will result in your name being removed from eligibility.**

Application packets will be accepted until **noon on May 17, 2019**. All candidates will be notified of any and all testing dates and locations or changes in their eligibility status. Candidates may be required to make more than one trip to South Sioux City to facilitate the entire testing and interview process.

Again, I wish to thank you for your interest in becoming a part of the South Sioux City Police Department. We look forward to meeting you in the near future.

Sincerely,

EF Mahon

Edward F. Mahon
Chief of Police
EFM/djk

Enclosures