

# **South Sioux City Police Department Procedures/Admission Requirements for Testing Check-off Sheet**

**NOTE: Failure to provide all documentation listed below by the deadline will prevent your application from being considered for the testing process.**

Below is a check list of the forms and information that **MUST BE COMPLETED AND RETURNED TO THE SOUTH SIOUX CITY POLICE DEPARTMENT** for you to be eligible to test.

- 1. **Resume**
- 2. **SSCPD Background Investigation Questionnaire (Section 5).** This form **must** be filled out completely and **signed in the presence of a Notary Public.** Incomplete or false information will cause your application to be removed from eligibility. (Fill out each box , print the form and then sign in the presence of a Notary Public.
- 3. **A South Sioux City Police Department Authorization Release for Employment (Section 6).** This form gives 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.** ( **This form needs to be printed and filled out with a pen**)
- 4. **A Claims Release for Physical Agility Test (Section 7)** 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.( This form needs to be printed and filled out with a pen)**
- 5. **Social Networking Release Form ( Section 8)** ( Please fill out form and print out)
- 6. **A Request Pertaining to Military Records (Section 9)** 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. ( If you did not serve in the military, you don't have to complete this)**
- 7. **Certified 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.)
- 8. **Copy of valid operator's license.**
- 9. **Certified copy of birth certificate or naturalization certificate.** Applicants must be 21 years of age to apply.
- 10. **Copy of Diploma/Certificate/Degree.**

**PLEASE RETURN ALL REQUESTED FORMS/INFORMATION TO THE ADDRESS BELOW.**

South Sioux City Police Department  
701 West 29<sup>th</sup> Street  
South Sioux City, NE 68776

If you have any questions, please do not hesitate to contact Dori Koster, Administrative Assistant to the Chief, for assistance, (402) 494-7553.