

# MORROW & ASSOCIATES Centralized Office for Police Selection

## REGISTRATION PACKET

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**We are located in West Omaha, at Legacy Row**

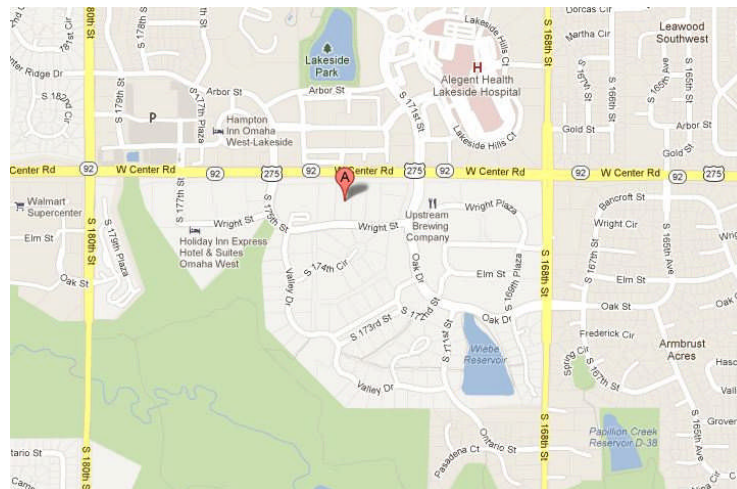
**Morrow & Associates  
17310 Wright Street, Suite 103  
Omaha, NE 68130**

Thank you for your continued interest in the Police Testing Program administered by Morrow & Associates. Our office location is - **17310 Wright Street, Suite 103**. This is just one block south of 173<sup>rd</sup> and Center Streets in Legacy Row. We have provided directions and a map below to assist you.

Please contact us if you have further questions, (402) 330-1019 or by email at [info@morrowhr.com](mailto:info@morrowhr.com).

### Directions:

- **At 171<sup>st</sup> and Center, turn south.**
- **Take your 2<sup>nd</sup> right- at Wright Street.**
- **Take your 2<sup>nd</sup> right- at 17310 building.**
- **Suite 103 is a store-front at the very end of the row of doors.**



# MORROW & ASSOCIATES

## REGISTRATION INFORMATION SHEET

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Thank you for your interest in the Centralized Police Testing Program with Morrow & Associates. All candidates must meet the minimum qualifications in order to be considered for hire.

### **CHECK LIST OF ITEMS TO INCLUDE WITH YOUR COMPLETED REGISTRATION PACKET:**

- Completed Registration Packet, including the signed release forms and agency interest sheet, as applicable.
- Copy of a DD-214 (Member-4 form) or copy of active military ID card, if applicable.
- Payment of the non-refundable/non-transferable registration fee of \$45.00 for each exam, as applicable.

All required items listed above must be received by the closing date. Failure to meet this deadline will result in disqualification from the exam process.

### **EXAM DETAILS**

#### **WRITTEN EXAM**

The written exam process will consist of two exams, the Police Standards (POST) test, and the TABE test. The overall exam process will include concepts on mathematics (no calculators allowed at the exam), reading comprehension, grammar, and Incident Report Writing. Each exam has established time requirements. Successful passing of the POST test is a score of at least 70 percent on each section. Successful passing of the TABE test is a combined (average) score of at least 11.0. You must pass both exams in order to be considered eligible for hire.

A study guide is available for purchase for the POST test only and may only be purchased by registered candidates. The cost of the study guide is \$7.50. Please add \$1.50 for shipping/handling if requested to be mailed to you.

#### **PHYSICAL AGILITY**

An outline of the specific tasks is attached to this packet. Candidates are encouraged to review this outline in preparation for this exam.

#### **EXAM LOCATION**

The exams for the Centralized Police Testing Program as administered by Morrow & Associates will be held at the Bellevue Fire Training Facility, 3100 Cornhusker Road in Bellevue, NE.

### **EVENTS CALENDAR:**

The following lists important dates for the 2013 Testing Program, so please note these on your calendar:

<b>EXAM EVENT</b>	<b>OPEN Registration</b>	<b>CLOSE Registration</b>	<b>EXAM DATE</b>
DCSO Veterans Only Exam	January 28, 2013	March 1, 2013	<b>March 23, 2013</b>
SELECT Exam (Spring)	February 11, 2013	March 15, 2013	<b>April 6, 2013</b>
DCMA Exam	June 10, 2013	July 26, 2013	<b>August 17, 2013</b>
SELECT Exam (Fall)	July 15, 2013	August 30, 2013	<b>September 21, 2013</b>

\* Morrow & Associates reserves the right to change, modify or amend any part of the schedule or exam process at any time.

***The participating agencies are Equal Employment Opportunity/Affirmative Action employers***

# PARTICIPATING AGENCY MINIMUM QUALIFICATIONS SHEET

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## STANDARD MINIMUM QUALIFICATIONS REQUIRED BY NEBRASKA AGENCIES AND/OR THE STATE OF NEBRASKA:

Candidates must be 21 years of age by the date of commission, no felony convictions or crimes involving moral turpitude, must have good moral character, must have a high school diploma or GED, must possess a valid driver's license, vision correctable to 20/20 without color blindness, hearing within normal range, must be able to read, write and understand the English Language at an 11<sup>th</sup> grade level, must be a U.S. Citizen. A valid NE drivers license is required upon hire.

## STANDARD MINIMUM QUALIFICATIONS REQUIRED BY IOWA AGENCIES AND/OR THE STATE OF IOWA:

Candidates must be 18 years of age at the time of appointment, no felony convictions or crimes involving moral turpitude, must have good moral character, not be addicted to drugs/alcohol, must have a high school diploma or GED, must possess a valid IA driver's license, have uncorrectable vision of 20/100, corrected to 20/20, and color vision consistent with the occupational demands, hearing within normal range, must be a U.S. Citizen and a resident of IA or intend to become a resident upon being employed.

## IN ADDITION TO THE ABOVE, THE FOLLOWING APPLIES FOR SPECIFIC AGENCIES:

### SARPY COUNTY, NE

A candidate must be able to perform the physical requirements of the position. A candidate must be free of any conviction by any state of the United States for a crime punishable by imprisonment in a penitentiary for a term on one (1) year, or more, or by any foreign government for a crime which is punishable for a term of one (1) year, or more, if committed in Nebraska, or has been pardoned for such offense, or has had a conviction for such offenses overturned or reversed by a court of competent jurisdiction.

### BELLEVUE, NE

A candidate should be physically fit. No serious misdemeanor arrests. A college degree is preferred, but not required.

### DOUGLAS COUNTY, NE

Candidate must not have demonstrated a disregard for the law to a degree that usefulness, as an employee would be impaired. If adverse information relative to your character and or background is received, you may be eliminated from further consideration. An opportunity to explain minor character flaws may be afforded the candidate during an oral interview. Also, any indication of organic active or irreversible disease of the ear shall result in disqualification.

### BLAIR, NE

No additional qualifications are required.

### CASS COUNTY, NE

No additional qualifications are required.

### COUNCIL BLUFFS, IA

No additional qualifications are required.

# MORROW & ASSOCIATES REGISTRATION FORM

**THIS REGISTRATION FORM MUST BE COMPLETED IN ITS ENTIRETY. THIS IS NOT AN APPLICATION FOR EMPLOYMENT (USE ADDITIONAL SHEETS IF NECESSARY).** Candidates must meet all minimum qualifications in order to be considered eligible for hire.

NAME _____				
First Name	Middle Name	Last Name		
Address _____				
STREET	CITY	STATE	ZIP	
Telephone # ( ) _____	Work # ( ) _____	Other phone # ( ) _____		
Email Address _____		Social Security # _____		
Driver's License # _____			Date of Birth _____	
STATE	NUMBER	EXPIRATION DATE		

1. Do you have a valid Driver's License? ..... YES NO
2. Are you a U.S. Citizen? ..... YES NO

**EDUCATIONAL BACKGROUND:**

3. Circle the highest year of school attended:      9    10    11    12    13    14    15    16    17    18+
4. Circle the highest degree attained:              JR. HI    GED    HS    AA    BA    MA

**MILITARY EXPERIENCE:** *Please attach a copy of your DD-214 (member 4) form, or active military ID card, if applicable.*

State Statute 19-1830, states that Veterans Preference may be provided for those currently serving or honorably discharged.

5. Are you now, or have you ever served in the military?..... YES NO
6. If yes, provide details: Branch \_\_\_\_\_ Present Status: Active Reserves Discharged
7. Some Agencies provide military disability preference. Do you qualify for Military Disability preference?..... YES NO  
(Validation will be required by each Agency of interest, as applicable.)

**If presently active, reserve or National Guard:**

Date of Entry: \_\_\_\_\_ Term of Service: \_\_\_\_\_

**If discharged:**

Date Service Began: \_\_\_\_\_ Date of Discharge: \_\_\_\_\_

Place: \_\_\_\_\_ Type of Discharge: \_\_\_\_\_

**LAW ENFORCEMENT CERTIFICATION:**

8. Are you currently certified as a law enforcement officer?..... YES NO
9. Have you graduated from a law enforcement training academy?..... YES NO  
If yes, from where and what is your date of graduation? \_\_\_\_\_
10. Are you currently certified as a reserve law enforcement officer?..... YES NO
11. Are you currently certified as a corrections officer?..... YES NO
12. Are you currently certified as: Other, please specify: \_\_\_\_\_
- Please indicate the state in which you are certified according to the above: \_\_\_\_\_

**PRIOR LAW OFFENSES**

Have you ever been convicted of, or pleaded guilty to, or pleaded no contest to any crime offense against the law or forfeited collateral/bond, or are you now under charges for any alleged offense against the law? You may omit: (1) traffic violations for which you paid a fine of \$100 or less, and (2) an offense committed before your 18th birthday which was finally adjudicated in a juvenile court under a Youth Offender Law. (Include convictions while in military service, if applicable). ..... YES NO

If yes, provide details including date, charge, place, court, and action taken for each conviction.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**READ BEFORE SIGNING:**

I certify that the information contained in this registration is true and complete to the best of my knowledge. I understand that an omission or falsification of information in this registration or other documents submitted in support of this registration may result in rejection of this registration, removal from an eligibility list, or dismissal from examination. I agree that all statements made in this registration may be investigated prior to and/or during my registration and examination. I understand that this registration form does not constitute an application for employment or a contract for employment for any specified period of time.

I also certify that I have read and understand the policy regarding the non-refundable, non-transferable registration fee:

**REFUND POLICY: All fees are NON-REFUNDABLE and NON-TRANSFERRABLE. The registration fee may not be used toward any other exam or exam process, and may not be transferred to any other exam or exam process.**

**Signature of Registrant** \_\_\_\_\_ **Date** \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**REGISTRATION FORMS AND OTHER PACKET MATERIALS MUST BE SIGNED AND DATED IN ORDER TO BE CONSIDERED**

The non-refundable, non-transferable registration fee must be returned with this registration packet before it can be processed. Financial Assistance is available, please contact Morrow & Associates at 402-330-1019 or e-mail [info@morrowhr.com](mailto:info@morrowhr.com) for more information.

# MORROW & ASSOCIATES DECLARATION OF INTEREST FORM

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## Douglas County/Metro-Area Exam Process

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### WILL BE USED ONLY IF APPLICABLE

I understand that if I satisfactorily complete the required elements of the preliminary screening and examination to be administered by Morrow & Associates, I may be contacted for further interview and selection procedures by any of the law enforcement agencies checked below.

**INSTRUCTIONS: Check any agency for which you wish to be considered for full-time employment. Review the minimum qualifications sheet before making your selection.**

- Douglas County Sheriff's Office, Nebraska
- Cass County Sheriff's Office, Nebraska
- City of Blair Police Department, Nebraska
- City of Council Bluffs Police Department, Iowa

NOTE: Registrants requesting Financial Assistance must mark all agencies, as applicable with reference to the minimum qualifications.

I have reviewed the minimum qualifications contained in this packet and meet the listed minimum qualifications for each agency checked.

Signature of Registrant \_\_\_\_\_ Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

## MORROW & ASSOCIATES DECLARATION OF INTEREST FORM

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### SELECT Process (Sarpy County, NE)

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#### WILL BE USED ONLY IF APPLICABLE

I understand that if I satisfactorily complete the required elements of the preliminary screening and examination to be administered by Morrow & Associates, I may be contacted for further interview and selection procedures by any of the law enforcement agencies checked below.

**INSTRUCTIONS: Check any Agency for which you wish to be considered for full-time employment. Review the minimum qualifications sheet before making your selection.**

- Sarpy County Sheriff's Office, Nebraska
- City of Bellevue Police Department, Nebraska

NOTE: Registrants requesting Financial Assistance must mark all agencies, as applicable with reference to the minimum qualifications.

I have reviewed the minimum qualifications contained in this packet and meet the listed minimum qualifications for each agency checked.

Signature of Registrant \_\_\_\_\_ Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

# MORROW & ASSOCIATES

## CANDIDATE LIABILITY WAIVER AND RELEASE AGREEMENT

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This CANDIDATE LIABILITY WAIVER AND RELEASE AGREEMENT is granted in consideration of the opportunity to voluntarily participate in to test for a position with one or more agencies represented by *Morrow & Associates, Inc.* and in contemplation of the possibility of physical injury and other consequences which may result to me as a result of my participating in the physical fitness assessment exam and other exam procedures which are part of the examination and screening process. I acknowledge that no verbal or written promise or guarantee of any job or employment is made or implied by my participating in this testing process. I hereby consent to the taking of a written examination and a physical ability test. I understand that the written examination will be scored on a numerical scale. I understand that the physical ability test is a pass or fail score.

I understand that I must successfully pass both the written exams and the physical ability exam for my scores to be sent to the Agencies to which I have applied. If appropriate, I have notified *Morrow & Associates, Inc.* of any reasonable accommodation required for me to fully participate in such written and/or physical ability testing process. I have reviewed information regarding the physical ability test that will be administered. I have had the opportunity to consult my personal physician and have done so or chose not to. I understand that the physical ability tests are strenuous and hold the potential for serious injury. I acknowledge that I have willingly chosen to participate in this testing.

I hereby freely and voluntarily waive and release any right, claim and cause of action of any kind or nature whatsoever which I may now have or hereafter have which arises out of or as a result of my participation in such examination and screening process. I hereby further release and forever discharge *Morrow & Associates, Inc.*, and each participating jurisdiction, governmental unit or governmental agency, and law enforcement agency, and each of its and their agents, officers, servants and employees, from any and all claims, demands and causes of action whatsoever arising out of or related to any loss, damage or injury to my property or to me, including my death, or to the person or property of others, that may occur from any cause (including but not limited to the negligence of any of the persons and entities hereby released) arising out of my participation in such examination and screening process. I understand that any appeal of the test or testing process shall be lodged with the agency or agencies to which I have applied through *Morrow & Associates, Inc.* in accordance with those agency's rules and regulations and state law.

I knowingly and voluntarily assume all of the risks of such screening and examination procedures and of my participation in such procedures. I understand that I have the right to inspect any facility or equipment to be used in any physical fitness assessment before I take the physical fitness assessment examination to determine to my own satisfaction that the facility and equipment to which I will be exposed are reasonably safe in design and maintenance and suitable for the purposes of the physical fitness assessment. I agree not to participate in the physical fitness assessment if I consider any such facility or equipment to be unreasonably dangerous or defectively designed or maintained, or unsuitable for the purposes of the physical fitness assessment examination, and I agree to refrain from participating in the physical fitness assessment unless and until all of my concerns are first resolved to my satisfaction.

**I HAVE READ THE FOREGOING. I UNDERSTAND IT AND I AM SIGNING IT VOLUNTARILY, INTENDING HEREBY TO BIND MYSELF, MY HEIRS, SUCCESSORS, ASSIGNS AND REPRESENTATIVES. I UNDERSTAND THAT BY SIGNING THIS FORM I GIVE UP ALL RIGHTS WHATSOEVER TO RECOVER DAMAGES ARISING OUT OF THE TESTING PROCESS.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Social Security Number



## MORROW & ASSOCIATES CONSENT TO OBTAIN AND RELEASE INFORMATION AGREEMENT

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The undersigned, being a registrant for preliminary screening and examination for an entry-level position of employment by one or more law enforcement agencies ("AGENCIES") administered by *Morrow & Associates, Inc.*, does hereby consent to the release by *Morrow & Associates, Inc.* and by each and any of such AGENCIES and by their superior or affiliated governmental bodies, units, boards and commissions (jurisdictions), of any and all personal, educational, physical, business, financial, work performance and other information pertaining to the undersigned, which is provided to or obtained by *Morrow & Associates, Inc.* or by any of the AGENCIES.

The undersigned hereby authorizes and requests any organization, governmental or other agency, business or individual having any information whatsoever regarding the undersigned to provide to *Morrow & Associates, Inc.* and jurisdictions such information regarding the undersigned as *Morrow & Associates, Inc.* and jurisdictions may request. The undersigned further releases any and all organizations, governmental or other agencies, businesses and individuals from any and all responsibility or liability to the undersigned as a result of having furnished to *Morrow & Associates, Inc.* and jurisdictions any information regarding or pertaining to the undersigned.

The undersigned consents to the release of examination scores by *Morrow & Associates, Inc.* and the sharing of any information from oral boards and interviews, polygraph or other truth and deception examinations, psychological evaluations and examination, physical fitness assessment and other exams, background investigations and any other information regarding the undersigned, with and among any or all of the AGENCIES.

A duplicate or photocopy of this fully executed document may be relied upon in the same manner and to the same extent as the original hereof.

**I have read the foregoing. I understand it and I am signing it voluntarily, intending hereby to bind myself, my heirs, successors, assigns and representatives.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Social Security Number

# MORROW & ASSOCIATES REGISTRATION FORM- SUPPLEMENT

## SUPPLEMENTAL INFORMATION – VOLUNTARY AND CONFIDENTIAL

The participating agencies are Equal Employment Opportunity/Affirmative Action employers. The provision of the following information is voluntary and the data collected will be maintained separate from your registration form. Mark which best describes your ethnic origin:

White                       Hispanic                       Asian/Pacific Islander  
 Black                               Native-American                      Other: \_\_\_\_\_

Gender: ..... Male                      Female

Age Group: .....18-20                      21-29                      30-39                      40-49                      50-59                      60+

### How did you learn of this Police Testing Program?

Newspaper: which paper? \_\_\_\_\_

Billboard: which location? \_\_\_\_\_

Radio: which station? \_\_\_\_\_

TV: which station? \_\_\_\_\_

Website: which one? \_\_\_\_\_

Career Fair: which one? \_\_\_\_\_

College/Career Center: which one? \_\_\_\_\_

Agency: which one? \_\_\_\_\_

Email: from whom? \_\_\_\_\_

Mailing: from whom? \_\_\_\_\_

Other: \_\_\_\_\_

\* This information will help us determine the success of our advertising and recruitment efforts.

Comments / Suggestions: We value your input regarding the registration and testing program.

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# PHYSICAL AGILITY TESTING PROCEDURES

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## Physical Agility Exam Outline

The Physical Agility exam is an approximate 300-yard course comprised of tasks that relate to the physical demands that an Officer/Deputy may encounter while performing the essential duties and responsibilities of the job. While the course is not designed to test all variations of each physical demand of the job, it is representative of what an Officer/Deputy may be expected to do while performing enforcement and rescue operations.

- Task: Run/jog the entire length of the 300-yard course.
- Task: Negotiate a set of stairs, up and down, hitting each step.
- Task: Pull open a door and go through it.
- Task: Climb over two (2) four-foot chain link fences.
- Task: Jump across a four (4) foot space.
- Task: Deliver three (3) baton strikes to a target.
- Task: Remember suspect description and identify suspect at point of contact.
- Task: Drag dummy, weighing approximately 180 pounds, fifteen (15) feet.

## Completing the Test

Candidates must run/jog the entire course without slowing to a walk or stopping to rest. If a candidate falls to the ground during a portion of the run/jog or while attempting one of the other physical tasks, the candidate shall get up and continue to complete the task.

1. Candidates will begin the course seated inside a Police cruiser. A physical description of a suspect is read to the candidate (for example, a red shirt and baseball hat). On the command of "Go!" the candidate exits the cruiser and begins the course. The timers start their clocks when the candidate exits the cruiser. The cruiser door does not need to be shut behind them.
2. Run/jog eighty yards from the cruiser to a set of stairs, keeping to the right of the orange cones. The candidate must go up one side of the stairs and down the other, stepping on each step. No steps may be skipped. Candidates should use caution; walking up and down the steps is acceptable. If a step is skipped or the candidate stops on the stairs, the candidate will be asked to repeat the task until it is completed successfully. This must be completed before moving to the next task.
3. Run/jog thirty yards directly to the doorway. Candidates must pull the door open towards themselves and go through, again, exercising caution so as not to run into the door frame or door. The door does not have to be shut behind them. If a candidate does not go through the door, or goes around the door, they will be asked to repeat the task until it is completed successfully before moving to the next task.
4. Run/jog forty yards directly to the first four-foot chain link fence, and go over it. Candidates may not climb on or touch the support brackets or the perimeter fence. If a candidate does not go over the fence or inappropriately climbs or touches the fence, they will be asked to repeat the task until it is completed successfully before moving to the next task.

5. Run/jog forty yards directly to the second four-foot chain link fence, and go over it. Candidates may not climb on or touch the support brackets or the perimeter fence. If a candidate does not go over the fence or inappropriately climbs or touches the fence, they will be asked to repeat the task until it is completed successfully before moving to the next task.
6. Run/jog forty yards to the right of the orange cones to the horizontal four-foot jump. A four-foot square board will be flat on the ground. Candidates must jump over the board without touching any part of it. If a candidate touches any part of the board they will be asked to repeat the task until it is completed successfully before moving to the next task.
7. Run/jog twenty yards directly to the baton strike location. Candidates will deliver three (3) baton strikes to the target. The baton strikes must hit the target. If a candidate misses the bag or fails to deliver three (3) strikes, they will be asked to repeat the task until it is completed successfully before moving to the next task.
8. Run/jog twenty-two yards directly to the suspect identification pictures, and identify the suspect that was described at the beginning of the course. Candidates must identify the proper suspect's number without stopping their run/jog.
9. Run/jog three yards directly to the dummy, grab it, and drag it fifteen (15) feet until every part of the dummy is across the fifteen-foot line. The dummy can be grasped, held, and pulled in any manner desired. The candidate may change the grip or grasp on the dummy as many times as is necessary. If the candidate falls, he or she must get back up and continue pulling the dummy.
10. Run/jog twenty-five yards directly to the finish line marked by two orange cones and pass between the cones and past the line. Timers will stop the clocks at that point.

#### **Criteria for Passing the Physical Agility Exam**

- Candidates **MUST** complete the course within 2:45 or less (two minutes, forty-five seconds)
- Candidates **MUST** correctly identify the suspect.

The physical agility exam is scored on a PASS/FAIL basis. Upon completion of the exam, the candidate will be told their time and will be informed whether they passed or failed. A failing grade will result in disqualification from the remaining exam/hiring procedures.

#### **Recommended Attire**

It is recommended that a candidate dress in comfortable attire or workout clothes. Standard uniform footwear or tennis shoes should be worn.

#### **Exam Process**

Candidates are encouraged to review this outline in preparation for this exam. An orientation walk-through will be given immediately prior to the start of the agility exam.

The physical agility exam will be held on the same date as the written exam. More information on the exam times will be provided after the closing date of registration.