



DIRECTION ➔ CONNECTION ➔ LEARNING ➔ SUCCESS

City of Odessa Summer Internship Program



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PURPOSE

In 2019, the Mayor of Odessa, Adam Couch, played a key role in placing a summer intern with the City of Odessa to assist the Finance Director. The resulting positive benefits of this internship, for both the intern as well as the City, inspired Mayor Couch to propose the creation of a comprehensive internship program that would allow more young adults to participate and would involve all departments.

The City of Odessa will be implementing a pilot program in the summer of 2020 to provide internships for seven high school students, one in each of the following City Departments – Administrative Services, Police Department, Street Department, Electric Department, Water Department, Wastewater Department, and Parks and Recreation. The goal of this program is to offer young adults an introduction to building a career in public service. It will also serve to increase awareness of the value and importance of skilled trades. Upon successful completion of the program, it is hopeful that it will be expanded throughout Lafayette County, exposing more students to the benefits of the program and allowing access to additional municipal trade skills such as dispatch, ambulance, fire, and IT services.

INTRODUCTION

Information about the Program

The City of Odessa will offer the internship program to high school juniors and seniors as well as incoming or current college students. The program will be an extremely valuable experience designed to offer the student an opportunity to incorporate realistic and practical work experiences not normally achievable in a classroom setting. This objective is achieved by providing a supervised work experience for the student that enhances their academic expertise, proficiency, and problem-solving abilities. It also enables a student to gain insights into municipal government and provide contacts and networking opportunities to assist in securing possible future employment within the City. In addition, the program offers benefits to the City in gaining services of dependable, conscientious, and motivated students who are able to think critically, work on special projects, and bring a helping hand and a fresh perspective.

Information about the City of Odessa

The City of Odessa is a vibrant, historic community of approximately 5,500 people in a strategic location for future growth, while being able to maintain the small, hometown feel that residents desire. The community is known for its family-friendly way of living, superior school system, moderate cost of living, and is strongly supported by numerous civic organizations. Today, Odessa is the largest and fastest growing community in Lafayette County. Odessa is situated in western Lafayette County at the intersections of US Interstate 70 (I-70) and Missouri State Highway 131. Odessa occupies approximately 4.1 square miles and is approximately thirty-five (35) miles east of the heart of downtown Kansas City. The City of Odessa operates as a fourth class city. The City is served by a Mayor and six-member Board of Aldermen with the City Administrator overseeing the day-to-day operations of the organization.

PROGRAM OVERVIEW

Eligibility

In order to be eligible to participate in the City Internship Program, the applicant must:

- be at least 16 years of age or older by June 1, 2020, for all of the internships except the Police Department, in which he/she must be at least 18 years of age by June 1, 2020
- be a high school junior or senior OR a high school graduate enrolled in an accredited college/university
- maintain a GPA of 2.0 or better
- possess a valid Missouri driver's license and able to work in the US
- be responsible for providing their own transportation to and from work
- submit an official City application package and pass a background investigation

Program Term

The program will be offered during the summer of 2020. Each intern will work a total of 120 hours over a six-week period at 20 hours per week. However, interns will be given flexibility in their schedule in order to accommodate their varied academic schedules, work assignments, and projects.

Compensation

Interns will receive compensation for hours worked. Compensation will be in the form an hourly wage of \$9.45 an hour. All interns will work as at-will employees of the City. Interns are not eligible for any City provided benefits other than those required by law.

REQUIREMENTS/RESPONSIBILITIES OF THE INTERN

Interns will be chosen through a competitive selection process and shall adhere to the following requirements and responsibilities:

Selection Process

The initial evaluation will be based on information provided on the application form and documents submitted with the application. Applications must be submitted by the individual applicant. The selection process will begin with an application package screening, with the best-qualified candidates being invited to participate further in the assessment process. This process will include a minimum of one in-person interview as well as any combination of written, performance, and oral assessments to evaluate job-related education, experience, knowledge, skills, and abilities. Appointment will be subject to the successful completion of a post offer pre-employment background investigation including a drug/alcohol test. Please see the individual job descriptions to view the physical requirements.

Participation

Interns will be prohibited from working in excess of 40 hours/week. Strict adherence is required to all City and department policies such as, but not limited to, attendance and work hours, conduct, work rules, and all procedures governing professional staff behavior. Interns shall dress in accordance to the requirements of the

position – business casual attire for office internships with more casual attire for Public Works Departments and Parks and Recreation.

Essential abilities include:

- Positive and proactive attitude, motivated and eager to tackle new projects and ideas.
- Establish and maintain effective working relationships with supervisors, co-workers, and the general public.
- Communicate with supervisor and co-workers to complete essential job tasks.
- Follow verbal and/or written instructions.
- Ability to work independently as well as in a team setting.
- Perform duties and responsibilities as assigned.

Evaluation

Each participating department will evaluate their Intern at the end of the Program term. Participating departments may also evaluate the Intern on a weekly basis as well. Effective and constructive feedback will be provided to the Intern over the course of the term. The Intern will also be requested to evaluate the Internship Program once completed.

RESPONSIBILITIES OF THE PARTICIPATING DEPARTMENTS

Participating departments will develop job tasks and special projects so that the Program is meaningful and challenging to the Intern. The structure is based on a six-week term with 20 hours worked each week. The Program should include a broad spectrum of responsibilities so that the Intern gains a better understanding of the department's functions, its relationship to the overall organization of a municipality, and the organizational structure of a city government as it relates to services provided to residents, citizens, and visitors. A certain level of responsibility is associated with the position. A department representative should structure the Program to further the Intern's academic goals and expose the Intern to all facets of working in a municipality.

POSITIONS AVAILABLE

Each department has its own unique goals geared toward delivering services to the residents of the City of Odessa. The following pages include information about the primary responsibilities of each department and the types of activities to which each intern will be exposed.

Administrative Services

Administrative Services is comprised of four separate functions: Utilities, Codes Enforcement, Finance, and City Clerk.

Utilities

The Utility Clerk performs a variety of routine and complex administrative related duties within the day-to-day operations of City Hall while providing superior customer service to citizens and customers.

- Data entry of utility meter readings and meter changes.
- Generates monthly utility billings to all electric, water, sewer, and trash customers.
- Completes arrangements for new utility services or changes in utility services.
- Maintains records of utility customers.
- Daily contact with the public in person, over the telephone, and via email collecting payments and providing information.

Codes Enforcement

The mission of Codes Enforcement is to promote and maintain a safe and desirable living and working environment in the City of Odessa.

- Handle public nuisances on private property such as the clean-up of junk and rubbish, tall grass and weeds, and the storage of abandoned and/or inoperable vehicles.
- Address zoning violations including unlawful use of land, continuous yard sales, and illegal fences.
- Review building permit applications for compliance with State and local building codes.
- Provide inspection services for all building related construction.
- Facilitate voluntary compliance with City ordinances and codes.

Finance

The Finance Division is responsible for ensuring fiscal integrity through the established processes and policies.

- Process invoices and create checks for disbursement.
- Collect on past due accounts.
- Daily deposits of revenue.
- Recording of revenues and management of City expenses.
- Preparation of the City's budget.

City Clerk

The City Clerk performs a variety of professional and administrative duties in accordance with the City's Municipal Code.

- Prepares/disseminates the agendas and minutes of the Board of Aldermen meetings. Attends all meetings.
- Preparation of payroll for City employees.
- Safekeeping of all City ordinances, resolutions, meeting minutes and other official City documents.
- Maintains all personnel records.
- Coordinates the employee health programs and worker's compensation program.

The duties listed above are intended as illustrations of the various types of work to which the Intern may be exposed. The omission of specific statements of duties does not exclude them from the job if the work is similar, related, or a logical assignment to the job. This job description does not constitute an employment agreement between the City and employee and is subject to change by the City as the needs of the job and City change.

PHYSICAL DEMANDS

Primary functions require sufficient physical ability and mobility to work in an office setting, to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach and twist, to lift, carry push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually quiet with periods of moderate to loud noise levels. Work is performed primarily in a standard office environment.

Police Department

The Odessa Police Department is comprised of ten sworn officers and several reserve officers committed to protecting and serving the citizens of Odessa, preventing crime, and enforcing the law to ensure a safe and secure community.

PRIMARY RESPONSIBILITIES

- Patrols assigned areas and monitors activities to protect people/property.
- Maintains safe traffic conditions by monitoring and directing traffic, enforcing laws and ordinances, investigating accidents, providing escort, and reporting unsafe streets and facilities.
- Investigates crimes and apprehends suspected law violators.
- Gathers evidence and ensures successful prosecutions.
- Observes and responds to various situations or emergencies.
- Produces internal reports and provides feedback on case status.
- Attends and provides evidence in court.
- Fosters good public relationships and liaise with community groups or individuals.
- Ensures operation of equipment by practicing responsible use, completing preventive maintenance requirements, notifying supervisor of needed repairs, and evaluating new equipment and techniques.
- Maintains professional and technical knowledge by studying applicable federal, state, and local laws and ordinances and attending educational workshops and training.

The Police Intern will also spend time with the Municipal Court Clerk to gain a better understanding of the judicial side of law enforcement such as creating warrants, processing bonds, entering citations, dispositions, and attending court. The jurisdiction of the Municipal Court extends to all cases involving alleged violations of the Municipal Code or other ordinance of the City of Odessa.

The duties listed above are intended as illustrations of the various types of work to which the Intern may be exposed. The omission of specific statements of duties does not exclude them from the job if the work is similar, related, or a logical assignment to the job. This job description does not constitute an employment agreement between the City and employee and is subject to change by the City as the needs of the job and City change.

PHYSICAL DEMANDS

- The employee must stand, walk, climb, stoop, kneel, crouch, crawl, hear, see, smell, and speak.
- Must have normal physical mobility and agility.
- Must have physical strength to lift and handle up to 50 pounds.
- Must have above-normal physical endurance to handle above listed tasks.

WORK ENVIRONMENT

- Employee will work both inside and outside in performing the duties of this job.
- The employee will be subject to all weather conditions and temperature extremes.

CONFIDENTIALITY AGREEMENT

Odessa Police Intern will be subjected to a variety of information that is sensitive, confidential and specific. Police Interns must be 18 years of age or older and will be required to sign and adhere to a confidentiality agreement as set forth by the Chief of Police. This agreement shall be followed during the program and once the internship is completed.

Street Department

The Street Department is a division of the Odessa Public Works Department and is responsible for the maintenance of our more than 500 miles of paved roadways.

PRIMARY RESPONSIBILITIES

- Maintains the equipment on both a preventative and corrective maintenance schedule.
- Assists with street repairs, pothole patching, and job site preparation as assigned or required.
- Assists with sign repairs, culvert repairs, ditch maintenance, and City property maintenance as assigned or required.
- Maintains an awareness of the operation of all City tools and equipment.
- Observes all safety procedures and reports any safety hazards.
- Assists other public works crews as needed or assigned.

The duties listed above are intended as illustrations of the various types of work to which the Intern may be exposed. The omission of specific statements of duties does not exclude them from the job if the work is similar, related, or a logical assignment to the job. This job description does not constitute an employment agreement between the City and employee and is subject to change by the City as the needs of the job and City change.

The physical demands and work environment described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL DEMANDS

- The employee must stand, walk, climb, stoop, kneel, crouch, crawl, hear, see, smell, and speak.
- Must have normal physical mobility and agility.
- Must have physical strength to lift and handle up to 50 pounds.
- Must have above-normal physical endurance to handle above listed tasks.

WORK ENVIRONMENT

- Employee will work both inside and outside in performing the duties of this job, but the majority of the work will be outside.
- The employee will be subject to all weather conditions and temperature extremes.
- Above average exposure to chemicals, fumes, heights, equipment and work safety hazards.
- The employee may be occasionally exposed to dust, loud noises, darkness, heights, and cramped spaces.

Electric Department

The Electric Department is responsible for installing new electric service and maintaining power supply to over 2,500 service locations for residents and businesses within Odessa's city limits.

PRIMARY RESPONSIBILITIES

- Participates in the monthly meter reading process as assigned by supervisors.
- Maintenance, construction, and repairs of the electrical facilities and distribution system.
- Assists with site inspections, work planning, and safety issues of any job or project.
- Assists with completing the necessary repair work in a safe and timely manner.
- Conduct visual inspections of the system and meters as assigned or required.
- Communicates with the public, assists with dealing with customer complaints, and answers questions about the City electrical policies in a professional manner.
- Maintains an awareness of all supplies and equipment required to operate on a daily basis.
- Monitors the inventory of supplies and notifies supervisors when items need to be restocked.
- Maintains an awareness of the corrective and preventative maintenance procedures and schedules of machinery and equipment.
- Tree trimming and weed mowing in a safe manner assuring for proper line clearance and compliance with department and State regulations.
- Responds to emergency situations involving downed lines as required assuring for safety and timeliness.

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The physical demands and work environment described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL DEMANDS

- The employee must stand, walk, climb, stoop, kneel, crouch, crawl, hear, see, smell, and speak.
- Must be able to ascend/descend ladders and pull wire.
- Must have normal physical mobility and agility.
- Must have physical strength to lift and handle up to 50 pounds.
- Must have above-normal physical endurance to handle above listed tasks.

WORK ENVIRONMENT

- Employee will work primarily outside performing the duties of this job.
- The employee will be subject to all weather conditions and temperature extremes.
- Above average exposure to chemicals, fumes, heights, electrical shock and work safety hazards.
- The employee may be occasionally exposed to dust, loud noises, darkness, heights, and cramped spaces.

Water Department

The Water Department delivers potable water to over 2,500 service locations within the city limits of Odessa and is responsible for operating the water treatment plant, water well, and general maintenance of the water distribution system.

PRIMARY RESPONSIBILITIES

- Receives and completes work orders involving water, line leaks, meter repairs, meter pits, fire hydrants, and data collection.
- Participates in the monthly meter reading process.
- Disassembles, cleans, and maintains adequate supplies and equipment to make necessary repairs and inspections of water meters to ensure accuracy of meter operations.
- Monitors the water wells and notifies supervisors of any well malfunction.
- Collects water samples, conducts specific tests to measure the quality of the water sample, and analyzes the results.
- Records water test results on daily work sheets to assure chemicals are properly balanced at all times.
- Responds to emergency situations involving line leaks and line locations as required assuring for safety and timeliness.
- Uses locater to determine line location and makes appropriate site marks.
- Follows a preventative maintenance plan assuring the thoroughness and proper operation of all equipment.

The duties listed above are intended as illustrations of the various types of work to which the Intern may be exposed. The omission of specific statements of duties does not exclude them from the job if the work is similar, related, or a logical assignment to the job. This job description does not constitute an employment agreement between the City and employee and is subject to change by the City as the needs of the job and City change.

The physical demands and work environment described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL DEMANDS

- The employee must stand, walk, climb, stoop, kneel, crouch, crawl, hear, see, smell, and speak.
- Must be able to ascend/descend ladders and pull wire.
- Must have normal physical mobility and agility.
- Must have physical strength to lift and handle up to 50 pounds.
- Must have above-normal physical endurance to handle above listed tasks.

WORK ENVIRONMENT

- Employee will work primarily outside performing the duties of this job.
- The employee will be subject to all weather conditions and temperature extremes.
- Above average exposure to chemicals, fumes, heights, and work safety hazards.
- The employee may be occasionally exposed to dust, loud noises, darkness, and cramped spaces.

Wastewater Department

The Wastewater Department receives and treats wastewater collected in Odessa and is responsible for operating the wastewater treatment plant, lift stations, and general maintenance of the wastewater collections system.

PRIMARY RESPONSIBILITIES

- Prepare and maintain lab equipment and supplies for laboratory use.
- Completes regularly scheduled testing and submits samples to labs.
- Record and maintain permanent records, charts, and data as required.
- Completes a preventative maintenance plan assuring for thoroughness and for the proper operation of all equipment.
- Participates in the monthly meter reading process as assigned by supervisors.
- Makes visual inspection of sewer lagoons, determines if treatment is needed, and if so applies treatment assuring for safety and compliance with established procedures.
- Assists with mowing around lagoons and other City property as needed.
- Completes work orders and responds to emergencies involving water and/or sewer operations, line leaks, meter repairs, meter pits, fire hydrants, and data collection.
- Uses locator to determine line location and makes appropriate site marks.

The duties listed above are intended as illustrations of the various types of work to which the Intern may be exposed. The omission of specific statements of duties does not exclude them from the job if the work is similar, related, or a logical assignment to the job. This job description does not constitute an employment agreement between the City and employee and is subject to change by the City as the needs of the job and City change.

The physical demands and work environment described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL DEMANDS

- The employee must stand, walk, climb, stoop, kneel, crouch, crawl, hear, see, smell, and speak.
- Must be able to ascend/descend ladders and have normal physical mobility and agility.
- Must have physical strength to lift and handle up to 50 pounds.

WORK ENVIRONMENT

- Employee will work both inside and outside in performing the duties of this job.
- The employee will be subject to all weather conditions and temperature extremes.
- Above average exposure to chemicals, fumes, heights, and work safety hazards.
- The employee may be occasionally exposed to dust, loud noises, darkness, and cramped spaces.

Parks and Recreation

The Parks and Recreation Department is dedicated to enhancing the quality of life for our residents and visitors by providing well-maintained parks and facilities and offering diverse recreational programs and leisure activities.

PRIMARY RESPONSIBILITIES

- Greets walk-in patrons and addresses their needs in a courteous and professional manner.
- Answers incoming phone calls in a clear and polite manner.
- Prepares receipts for patrons and accurately records in receipt book.
- Prepares youth and adult league schedules in an accurate and timely manner.
- Coordinates with Odessa R-VII School District to schedule practice and game times in their facilities.
- Coordinates youth and adult league schedules and field usage.
- Keeps outdoor recreation facilities in top shape.
- Maintains records including registration forms, timesheets, program worksheets, program evaluations, and program financial records.
- Maintains accurate inventory of program equipment and supplies and informs Director when new purchases are needed.
- Promotes recreational programs including the development/distribution of flyers and press releases.

The duties listed above are intended as illustrations of the various types of work to which the Intern may be exposed. The omission of specific statements of duties does not exclude them from the job if the work is similar, related, or a logical assignment to the job. This job description does not constitute an employment agreement between the City and employee and is subject to change by the City as the needs of the job and City change.

The physical demands and work environment described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL DEMANDS

- Must have normal physical agility and mobility.
- Must have physical strength to lift and handle up to 50 pound objects.
- Must have the agility and strength to operate tools, equipment, and perform general maintenance tasks when needed.
- The employee must stand, walk, climb, stoop, kneel, crouch, crawl, hear, see, smell, and speak.
- Must be able to lift and stack tables and chairs.

WORK ENVIRONMENT

- Employee will work both inside and outside in performing the duties of this job.
- The employee will be subject to all weather conditions and temperature extremes.
- Possibility of working evenings and weekends as needed.
- Potentially work at any City park site or facility.

HOW TO APPLY

Use the following checklist to be certain all requested information has been provided. Make a copy of all of your completed application materials, including these instructions, for your personal records before submission to the City. All application materials must be typed or printed legibly in ink. The application package can be found on the City's website at www.cityofodessamo.com/summerinternship.

- Questionnaire
- Application Form with References
- Drug/Alcohol Testing and Pre-Employment, Post-Offer Medical Examination
- Background Check Authorization Form
- Indemnify, Defend, and Hold Harmless (Police Intern Only)
- Confidentiality Agreement (Police Intern Only)
- Educational Transcript from School

Incomplete application packages will not be considered. Completed application packages, including all required documentation, **must be received no later than 5:00 pm on Tuesday, April 7, 2020**, at City Hall, Attn: Summer Internship Program, 125 S 2nd Street, Odessa, MO 64076; by fax at 816-633-4885; or by email to jenny.riedl@cityofodessamo.com.

Application finalists meeting all program requirements may be offered a personal interview. If an interview is offered, it will be conducted April 13 through May 1 (tentative). Intern selection notices will be mailed to all applicants by May 15. Selected applicants will receive additional information and instructions at that time. The program will be held between June 15 through July 31 (tentative).

If you are accepted as an intern, you will need to provide acceptable documents as determined by the US Citizenship and Immigration Services, Department of Homeland Security to show eligibility to work in the United States.

- US Birth Certificate or Birth Abroad Certificate
- Social Security card
- Native American Tribal Document
- US Citizen ID card
- Resident Citizen ID card; or
- unexpired Employment Authorization documents issued by the DHS

You will also be required to provide proof of age such as a birth certificate, passport, baptismal certificate, or immigration record. If one of these documents is used to show eligibility to work in the US, then additional documents will not be needed.

Have questions? Contact Jenny Riedl by email at jenny.riedl@cityofodessamo.com.

City of Odessa Summer Internship Questionnaire

Name _____

Address _____

Contact Number _____ Email Address _____

What clubs and/or extra-curricular activities are you involved in?

What are your career goals?

Why are you interested in interning with the City of Odessa?

What areas are you interested in interning in and why?

Please rate in order from 1 to 5 (with 1 being your first choice) the departments you would like to intern in:

- _____ Administration
- _____ Police (must be 18+ years old)
- _____ Electric
- _____ Streets
- _____ Water
- _____ Wastewater
- _____ Parks and Recreation

City of Odessa Summer Internship Application

Name: _____
(Last) (First) (Middle Initial)

Address: _____

Email: _____ Phone: _____

Date of Birth: _____ Social Security Number: _____

Driver's License Number: _____ State: _____

Are you a US citizen? YES NO

If no, do you have a visa which allows employment in the US? YES NO Visa# _____

In the event of an emergency, please notify:

Name: _____ Phone: _____ Relation: _____

School Attending: _____ GPA: _____

Projected Date of Graduation: _____ Have you done an internship before? YES NO

What are your plans after graduation? _____

Provide most recent employment information. If you are currently employed, list current employer. If you are not currently employed, list most recent employer. If you have never been employed, check here:

Name of Company: _____ Phone: _____

Address: _____ From: _____ To: _____

Title: _____ Supervisor Name/Title: _____

Duties: _____

Reason for leaving: _____

Have you filed an application with the City of Odessa before? YES NO

If yes, date(s): _____

Have you ever been employed by the City of Odessa before? YES NO

If yes, date(s): _____

Do you have relatives that work for the City of Odessa? YES NO

If yes, please provide name and relationship: _____

Have you ever been involuntarily discharged from a job? YES NO

If yes, please explain and give dates: _____

Are you willing to take a physical examination at our expense upon a conditional offer of employment?

YES NO

List your driver's license number:

_____ State of _____

List three (3) personal references other than immediate family:

Name: _____ Phone: _____

Address: _____

Relationship: _____ Years Known: _____

Name: _____ Phone: _____

Address: _____

Relationship: _____ Years Known: _____

Name: _____ Phone: _____

Address: _____

Relationship: _____ Years Known: _____

ACKNOWLEDGEMENT AND AUTHORIZATION

I understand and agree that, if hired, my employment is for no definite period and can be terminated at any time with or without notice, with or without cause by either myself or the City of Odessa, Missouri (the "City"). In the event that I am employed, I understand that regardless of the shift and job that I am first employed, I may be required to accept a change of job or shift depending on my demonstrated skills after employment and the needs of the City. I understand that I must meet the standards established by the City for my job classification as a condition of initial and continued employment, which may be determined by a physical examination and/or a drug test. I understand also, that if employed, I am required to abide by all rules and regulations of the City. I understand that no supervisor, officer, agent, or representative of the City, has any authority to enter into any agreement for employment for any period of time, or to make any agreement contrary to the foregoing.

I grant permission to the City to investigate my personal, educational, and work histories thoroughly. In addition, I authorize the City to confirm all information that I have given in connection with my application for employment and to obtain information and/or a report from any state agency or any other entity which may include both general and personal information about me. I, furthermore, release the City and its agents from liability for any acts or omissions occurring during either such investigation or confirmation, or both. I further release any one or more of individuals, organizations and their agents, educational institutions that I attended and their agents, or my former employers and their agents from any liability for any acts or omissions occurring in its or their responses to the City's inquiries about me. This release specifically covers the employers and their agents and the educational institutions and their agents that I have identified in my responses to the inquiries made on this application form. I understand and agree that the City may deny my application for employment or if it has already employed me that the City may terminate my employment because of information obtained during the City's investigation or confirmation, or both, of my responses made on my employment application. Upon the termination of my employment with the City regardless of when, how, or why my employment ends, and regardless of whether the City or I terminate my employment, I authorize the City to release information about my employment history with the City and release the City and all of its agents from any liability for the disclosure of information about my employment history to either governmental agencies or employers to whom I have applied for a job.

I certify that I have given true and complete information in response to each category of information requested. I have also read, understood, and accepted the conditions of employment stated in this application. I further authorize the release of information as stated above. I recognize the City's right either to revoke any employment offer or to terminate my employment if it ever finds any of my responses written on this application either to falsify or to omit, or both, any information.

Printed Name

Signature

Date

Failure to complete and sign the application and the following forms: " Drug/Alcohol Testing and Pre-Employment, Post-Offer Medical Examination Consent; Authorization to Release Information Consent" and "Background Check Authorization" will cause your application to not be considered for employment.

Drug/Alcohol Testing and Pre-Employment, Post-Offer Medical Examination

Consent Drug & Alcohol Testing

It is the intent of the City of Odessa to provide a drug-free workplace to protect the health and safety of employees and the general public. All applicants offered employment with the department must successfully pass a urine specimen drug test at the City's expense. Applicants who fail the drug test, applicants who refuse to be tested, or applicants who fail to report for a drug test, will not be considered again for employment for a 12-month period. I understand that any employment offer will be contingent upon my passing the drug test.

I understand if I am employed in a job requiring a commercial driver's license at the time of my termination the City of Odessa has my permission to release any drug test and/or alcohol test results to an employer requesting this information.

Pre-Employment, Post-Offer Medical Examination

Applicants offered employment with the City of Odessa may be required to submit a medical examination, at the City's expense, to determine if they are able to perform all essential job duties, with or without reasonable accommodation, to ensure the safety, health and welfare of City employees and the general public. I understand that any employment offer will be contingent upon the successful completion of this pre-employment, post-offer medical examination.

Authorization to Release Information Consent

I hereby request and authorize you to furnish the City of Odessa with any and all information they may request concerning my employment record, driving record, education record, military record and the release of any information pertaining to drug and/or alcohol testing and physical exam results with a previous employer. This authorization is specifically intended to include any and all information of a confidential or privileged nature as well as photocopies of such documents, if requested. The information will be used for the purpose of determining my eligibility for employment with the City of Odessa.

I hereby release you and your organization from any liability, which would result from furnishing the information requested above or from any subsequent use of such information in determining my qualifications to serve as an employee of the City of Odessa.

Applicant's Printed Name

Parent/Guardian if Applicant is under 18

Signature

Signature

Applicant's Social Security Number

Date

BACKGROUND CHECK AUTHORIZATION FORM

I authorize the Missouri Highway Patrol to furnish the City of Odessa (City) any information regarding my criminal history. This includes pending charges and convictions for a misdemeanor or a felony.

I authorize the Missouri Department of Revenue to furnish the City information regarding the status of my driver's license.

I do hereby release and forever discharge the City and its officers, agents and employees, from any and all liability arising out of or in any manner relating to the performance of the above referenced checks and the disclosure of any information made with regard thereto.

I have read and understand the above paragraphs.

Applicant's Printed Name

Parent/Guardian if Applicant is under 18

Signature

Signature

Date

ODESSA POLICE INTERN PARTICIPATION AGREEMENT TO INDEMNIFY, DEFEND, AND HOLD HARMLESS

As an intern for the Odessa Police Department, I shall defend, hold harmless, waive, release and discharge the City of Odessa and the Odessa Police Department from any and all claims, demands, actions or causes of action of any kind, which arise or may arise from my participation as an intern with the Odessa Police Department; or by, through, or as a consequence of any instruction received, or actions taken during my participation as an intern with the Odessa Police Department; or because of my having been on in or at the Odessa Police Department property, vehicles or facilities.

I also recognize, accept and assume all of the actual and inherent risks of injury, illness and/or death that may be created by my participation in the intern program with the Odessa Police Department. Said risks may include, but not be limited to operating or riding in police vehicles; the firing, examination and cleaning of weapons, ammunition and other explosives; being present at or participating in police actions such as arrests, searches, crowd and traffic control, etc. My agreement to assume and accept such risks shall include all of the risks associated with the occupation of a police officer.

In further consideration for my participation, I represent that I am _____ years of age and of sound mind with full understanding that this agreement shall forever waive and release all claims, etc. and shall be binding upon my heirs, executors, administrators and assigns.

Printed Name

Signature

Date

CITY OF ODESSA POLICE DEPARTMENT INTERNSHIP CONFIDENTIALITY AGREEMENT

As an intern with the City of Odessa Police Department, I understand that I may learn of or have access to information (verbal, written, or electronic) which is of personal, safety-sensitive, or otherwise confidential in nature. Such information includes, but is not limited to incident reports, NCIC/CCIC information, Computer Aided Dispatch/RMS information, and other law enforcement or police services related information. I agree to maintain the confidentiality of such information and will not divulge it to anyone for any purpose without the express consent or direction of my supervisor or other management of Odessa Police Department personnel.

I further understand and agree that I am prohibited from using any of this information for my personal use or benefit or for any other non-Police Department business related purposes.

I understand and agree that my failure to comply with the confidentiality requirement set forth in this Confidentiality Agreement is grounds for discipline, up to and including termination of acceptance or termination of the Volunteer Internship relationship. Additionally, the City may seek other criminal or civil sanctions or damages as may be allowed by law.

The restrictions of the Confidentiality Agreement regarding disclosure and use of information shall continue to apply after termination of acceptance or other relationship with the Odessa Police Department.

I have read and understand this agreement and agree to comply with it in every respect.

Dated this _____ day of _____, 20_____

Signature

Printed Full Name

Evaluation of Program by Intern

Name: _____

Date: _____

Department: _____

Supervisor: _____

This evaluation should be completed by the Intern once they have completed the City of Odessa Summer Internship Program to rate its strengths and weaknesses. Please complete this evaluation honestly and thoroughly. Attach any additional information if necessary.

SUPERVISOR

Do you feel your supervisor performed adequately, giving you a professional role model?

Poor Fair Average Good Excellent

Did your supervisor give you feedback on your performance?

Poor Fair Average Good Excellent

Did your supervisor offer you relevant experience and leadership?

Poor Fair Average Good Excellent

INTERNSHIP

Please rate the overall internship experience.

Poor Fair Average Good Excellent

Acceptance of you as a functional member of the staff; willingness to integrate you into all appropriate levels in activities, programs and projects.

Poor Fair Average Good Excellent

Quality of orientation to the City's policies and procedures, other staff, sites and program locations and activities.

Poor Fair Average Good Excellent

The cooperation of staff to provide professional growth experiences through training, activities and experiences.

Poor Fair Average Good Excellent

Willingness of staff to listen to suggestions and recommendations you might have to offer.

Poor Fair Average Good Excellent

List any positive items regarding this internship program that helped you in any way.

List any improvements that you believe should be made regarding the internship program.

Add any additional comments you want to express about the internship program.

Evaluation of Intern

Supervisor's Name: _____

Department: _____

Intern's Name: _____

Date: _____

Please provide an evaluation of the intern's overall performance of assigned duties in the areas indicated. Indicate N/A in those areas that do not apply.

Ability to grasp concepts and tasks associated with his/her position.

Poor Fair Average Good Excellent N/A

Demonstrated initiative and diligence in performing assigned work.

Poor Fair Average Good Excellent N/A

Shows interest in and attempts to improve skills and knowledge.

Poor Fair Average Good Excellent N/A

Ability to work well with others.

Poor Fair Average Good Excellent N/A

Responds well to constructive criticism.

Poor Fair Average Good Excellent N/A

Demonstrates time management skills/makes efficient use of time.

Poor Fair Average Good Excellent N/A

Willingness to cooperate.

Poor Fair Average Good Excellent N/A

Enthusiastic with a positive attitude.

Poor Fair Average Good Excellent N/A

Ability to deal with conflicts.

Poor Fair Average Good Excellent N/A

Dependable regarding work hours and attendance.

Poor Fair Average Good Excellent N/A

Professional in demeanor and appearance.

Poor Fair Average Good Excellent N/A

Adapts quickly and effectively to new situations.

Poor Fair Average Good Excellent N/A

