

STATESVILLE POLICE DEPARTMENT

P.O. BOX 506 – 330 S. TRADD STREET-STATESVILLE, N.C. 28687

TELEPHONE: 704-878-3409-FAX: 704-872-2566

Statesville Police Department Training and Recruiting Mission Statement

The Statesville Police Department's Training and Recruitment Division is committed to recruit, evaluate and hire the best suited and qualified candidates so as to meet the needs of the department and the community. The Statesville Police Department is an Equal Opportunity Employer and as such we believe that the employment population should be diverse and should reflect the community that it serves.

Why the Statesville Police Department?

The Statesville Police Department is an organization with an impeccable reputation of excellence, integrity, and service. We are always actively recruiting qualified men and women who have a passion to serve. Reducing crime and improving the quality of life for residents are among our top priorities in making Statesville the safest city in America. We recognize that community safety is a shared responsibility which involves collaboration with residents, neighborhood leaders, business owners as well as local and state agencies. Our organization is proud of our professionalism, our values and the opportunity to provide the best service to the citizens of Statesville. If you believe that you have what it takes to positively impact the community, we encourage you to join our ranks.

The Statesville Police Department Offers:

- A progressive organization with many opportunities for career growth.
- A diverse and inclusive workforce.
- Specialized assignments, including Patrol, Criminal Investigations, Vice & Narcotics, K-9, School Resource Officer, Traffic Unit, SWAT, etc.
- Field Training Program. New officers are paired with more experienced officers for a 12 week period during which time they receive one-on-one coaching.

Pay:

- Entry level pay is \$35,861.70.
- Educational Increases, i.e. 5% pay adjustment for an Associate's Degree; 10% pay adjustment for a Bachelor's Degree.
- Secondary Language Increase (5%) based upon departmental need and at management's discretion.
- Six Month 5% Probationary Pay Increase. Must receive a performance rating of at least "Satisfactory" to qualify for this increase.

Benefits:

- Entry level employees are eligible to accrue eight (8) hours of vacation leave per month (accruals are cumulative).
- Entry level employees are eligible to accrue eight (8) hours of sick leave per month (accruals are cumulative).
- Ten (10) paid holidays per year.
- Enrolled in the North Carolina Law Enforcement Officer's Retirement Plan upon hire. Full retirement benefits after completing thirty (30) years of service at any age or at age 55 with five (5) years of service.
- Law Enforcement Officer's Separation Allowance. Eligibility criteria – thirty (30) year service or age 55 with five (5) years of service. The officer has to complete at least five (5) years of continuous service as a law enforcement officer immediately before service retirement and must not yet be age sixty-two (62).
- Automatic enrollment under the Law Enforcement Officer's Supplemental Retirement Income Plan. The city contributes an amount equal to 5% of the officer's gross pay per month. Officers can elect to contribute up to an allowable annual rate.
- Individual paid Medical Insurance.
- Individual paid Life & AD&D Coverages.
- Separate Insurance Benefits (Temporary Disability & Death Benefits) through the NCLGERS (Qualified Active & Retired Participants).
- Paid Fitness Membership.
- Employee Assistance Program.

- Voluntary Dental.
 - Health & Dependent Care Flexible Spending Accounts.
 - Additional benefits through AFLAC.
 - Educational Leave.
 - Tuition Reimbursement.
 - Uniforms and equipment furnished.
- Law Enforcement Officers work a twelve (12) hour rotating shift. LEO's are Off duty every other weekend

Application Process:

Step One:

Completed applications and all attachments are to be submitted online through our Applicant-Stack Process at www.ci.statesville.nc.us. An evaluation of the application packet is conducted to ensure that all departmental and state requirements are met and that no disqualifying factors exist.

Step Two:

Eligible candidates are scheduled for testing to determine suitability for employment as a Police Officer. Candidates selected to continue through the screening process will be scheduled for a BRAINS Assessment which is currently conducted by the FMRT Group.

Step Three:

Results from the BRAINS Assessment and other applicable materials are then reviewed. A background investigation is completed on those candidates that are selected to continue through the employment process. The background investigation is completed so as to determine if the candidate meets minimum qualifications for an officer and it also gauges a candidate's moral character. Areas to be examined include but are not limited to the applicant's employment history, criminal history/involvements, driving history, civil history, credit, military service record, education, etc.

Step Four:

Applicants that have received a recommendation for employment are then invited to sit before a Police Review Board. This board is comprised of four members of the Statesville Police Department and their primary responsibility is to conduct a formal interview through the use of structured questions relating to policing. Upon completion of the referenced process, the Police Review Board will make their hiring recommendations to the Chief of Police.

Step Five:

In conjunction with the City of Statesville's Human Resources Department, A Conditional Offer of Employment will be extended to the successful candidate (s). Upon acceptance of the Conditional Offer of Employment, the candidate will be scheduled for further screening to include drug screening, a medical examination by the city's doctor, a polygraph examination and a psychological interview.

Step Six:

In conjunction with the City of Statesville's Human Resources Department, a Confirmed Offer of Employment will be extended to the candidate (s) who successfully completes the employment screening process.

Note:

All hiring recommendations are made by the Chief of Police. Also be aware that the application process is a multi-step process and that applicants can be removed from consideration at any stage of the application process (based upon failing to meet any of the desired or preferred qualifications for the position of Police Officer).

It is imperative that you, the applicant, submit all required materials in a timely manner, that you report for all scheduled appointments and tests, and that you keep in touch with recruiting staff throughout the recruitment process.

Minimum Qualifications:

Applicants must meet the following minimum qualifications to be considered for employment as a Police Officer with the City of Statesville:

- Have a High School Diploma or GED.

- Be at least twenty-one (21) years of age.
- Be a United States Citizen.
- Have or be able to obtain a North Carolina Driver's License.
- Have not committed or been convicted of any felony or serious misdemeanors.
- Have not been convicted of Driving While Impaired during the preceding five years.
- If applicable, have an Honorable Military Discharge. General Discharges are evaluated on a case by case basis.
- Pass an extensive background investigation including a truth verification examination.
- Pass a Pre-Employment Medical Examination, Psychological Examination and Drug Screening Test. Certain past drug usages will result in disqualification.
- Must have minimum corrected visual acuity of 20/30 binocularly.
- Must meet the physical requirements mandated by the Statesville Police Department.
- Must be interviewed by the Statesville Police Review Board and achieve a rating of "Qualified".
- Must be of good character and reputation as determined by a personal background investigation.
- Must be B.L.E.T. Certified (Basic Law Enforcement Training), or currently enrolled in a B.L.E.T. course, or will be enrolling in a B.L.E.T. course within 45 days of receipt of the application. The applicant must successfully complete the course and pass the state mandated test.
- Vision: Visual screening will be done on the Ortho-Rater by the North Carolina Driver's License Division.
- Near & Distant: Applicants must possess 20/30 or better vision acuity with both eyes, corrected or uncorrected. Applicants who have corrected vision must have uncorrected vision no lower than 20/50 with both eyes and no lower than 20/80 in each individual eye.
- Depth Perception: Stereoscopic scores below 3 on the Ortho-Rater are not acceptable.
- Color: Applicants who do not maintain a score of 3 (Identify 3 colors— red, green, and yellow) on the Ortho-Rater will not be accepted.
- Perimeter: Applicants must have a form field of vision of 70 degrees or greater with each eye and at least 140 degrees with both eyes.

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Application Packet

1. **Applicant questionnaire.**
2. **Authorization for Release of Personal Information (must be notarized)**
3. **Summary of Rights Under Fair Credit Report Act**
4. **Notification of Consequences (must be notarized).**
5. **Copy of your Valid Driver License showing your current address.**
6. **Copy of your Social Security Card.**
7. **Copy of your Original Birth Certificate.**
8. **Copy of your High School Diploma or GED.**
9. **Copy of College Diploma from each college graduated.**
10. **Copy of B.L.E.T. Certificate.**
11. **Copy of Military Discharge Form, DD214, if applicable.**
12. **Copy of Naturalization papers, if applicable.**
13. **Certified true copies of warrants for arrest, criminal summonses or any other criminal charges with dispositions as well as any and all traffic offenses.**
14. **Male Applicants must provide proof of registration with Selective Service. You can register or receive proof of registration at www.sss.gov.**
15. **Marriage License and/or Divorce/Separation Decree for all marriages, if applicable.**
16. **Certified copy of your criminal history from every county in every state you have lived in since the age of 16. If you are already BLET Certified or a Sworn Officer in the State of North Carolina, you do not have to supply this information.**
17. **A certified copy of all charges and dispositions against you, other than minor traffic offenses, from everywhere you have lived since the age of 16.**
18. **The applicant must complete the Personal History Statement, Authorization for Release of Information and Notification of Consequences Form and return them with the documentation as listed above.**
19. **The applicant must successfully pass a battery of psychological suitability tests.**
20. **Suitable applicants will then be scheduled for a truth verification test.**
21. **Upon successful completion of the truth verification test, the Police Department/Human Resources Departments will conduct a thorough background investigation on the applicant (s). Completed**

background investigations will then be reviewed. The most qualified applicants will then appear before the Police Review Board for an interview. An eligibility list will be established by the Chief of Police in conjunction with the Police Review Board's recommendations.

- 22. All applicants will be notified by mail of their appointment status.**
- 23. Decisions of the Chief of Police for appointments to vacancies or declinations to appointments in the Police Department are final.**

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Pre-employment Questionnaire

Instructions to Applicant

Each applicant is hereby advised the contents of this questionnaire are held strictly confidential and no information is disseminated to any person except when essential to conduct official law enforcement activities for hiring practices. Every answer herein entered will be checked during the truth verification examination.

Your Name: _____

Date: _____

1. Have you ever gone by a different name? Yes No
2. Have you ever been charged or convicted of any crime? Yes No
3. Have you ever been confined in jail or prison? Yes No
4. Have you ever committed a crime that you were not charged with? Yes No
5. Have you ever been investigated for a criminal offense even if you were not charged or convicted? Yes No
6. Have you ever had a restraining order or any type of protection order taken out against you? Yes No
7. Have you ever been involved in any domestic assault? Yes No
8. Has law-enforcement ever been called or responded to your residence for any reason? Yes No
9. Have you ever taken any money that did not belong to you? Yes No
10. Have you ever taken any property or merchandise that did not belong to you? Yes No
11. Have you ever knowingly received any stolen property? Yes No
12. Have you ever filed a fraudulent insurance claim? Yes No
13. Have you ever been fired from any job? Yes No
14. Have you ever quit a job before you were about to be fired? Yes No
15. Have you ever been reprimanded for being late or absent? Yes No
16. Have you ever been reprimanded for misconduct or poor job performance? Yes No
17. Have you ever been asked to resign in lieu of being fired? Yes No
18. Have you ever used marijuana or any other substances containing THC? Yes No
19. Have you used marijuana within the last 36 months? Yes No
20. Have you ever used cocaine in any form? Yes No
21. Have you ever used any other illegal drugs? Yes No
22. Have you ever taken any prescription medication in a way not intended by a doctor or for a different reason? Yes No

STATESVILLE POLICE DEPARTMENT

Authorization for Release of Personal Information

To Law Enforcement Agencies for Certification/Employment Purposes

To Whom It May Concern:

I am an applicant for a position with the Statesville Police Department. In order to determine my suitability for employment, I understand that the Statesville Police Department of Statesville, North Carolina must make a thorough investigation of my personal records and personal back ground. It is in the public's interest that all relevant information concerning my personal and employment history be disclosed to the above agency.

Therefore I, _____, DOB, _____, Operators License # _____, do hereby request and authorize any bank, credit union, lending or financial institution, credit bureau, consumer reporting agency, retail business establishment, former and present employer, educational institution, doctor or other health care professional, alcohol treatment center, hospital or other repository of medical records, insurance company, governmental agency, criminal and civil courts, certification/licensing commission, Military organization, and any other individual agency to produce and provide copies of any and all information to the authorized agent of the Statesville Police Department, of Statesville, North Carolina, regarding me whether of a privileged or confidential nature.

Moreover, I hereby release the Statesville Police Department, from any civil and criminal liability whatsoever for seeking such requested information and for evaluating such information as it relates to my employment with the City of Statesville. And, I hereby release the issuing agency and its agents and employees, both individually and collectively, from any and all liability for damages of whatever kind, which may at any time result because of compliance with this authorization and request.

I further waive all rights to inspect or review any information compiled in reference to my application for employment as allowed by law. I do further authorize the Statesville Police Department, Its agents and employees, to release copies of any and all information to any agency or entity regulating the certification, authority, or conduct of law enforcement officers. This is to include, but not limited to: North Carolina Justice Education & Training Standards Commission, North Carolina Sheriff's Education & Training Standards Commission, North Carolina Attorney General's Office, agencies of other states and the federal government, and the applicant's/Officer's employing agency.

I hereby acknowledge that this authorization is valid for one (1) year or until the employment application or investigative process has been completed, whichever is later.

A copy of this document is considered valid, just as the original. I have read fully understand the above statements.

Applicant/Officer Signature

Printed Name

Address _____

Phone Number _____

STATE OF NORTH CAROLINA

COUNTY OF _____

Subscribed and sworn to before me,

This is the _____ Day of _____, _____

Notary Public & Seal

My commission Expires: _____

Para informacion en espanol, visite www.ftc.gov/credit o escribe a la FTC Consumer Response Center, Room 130-A 600 Pennsylvania Ave. N.W., Washington, D.C. 20580.

A SUMMARY OF YOUR RIGHTS UNDER THE FAIR CREDIT REPORTING ACT

The federal Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness, and privacy of information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus and specialty agencies (such as agencies that sell information about check writing histories, medical records, and rental history records). Here is a summary of your major rights under the FCRA. **For more information, including information about additional rights, go to www.ftc.gov/credit or write to: Consumer Response Center, Room 130-A, Federal Trade Commission, 600 Pennsylvania Ave. N.W., Washington, D.C. 20580.**

- **You must be told if information in your file has been used against you.** Anyone who uses a credit report or another type of consumer report to deny your application for credit, insurance, or employment – or to take another adverse action against you – must tell you, and must give you the name, address, and phone number of the agency that provided the information.
- **You have the right to know what is in your file.** You may request and obtain all the information about you in the files of a consumer reporting agency (your “file disclosure”). You will be required to provide proper identification, which may include your Social Security number. In many cases, the disclosure will be free. You are entitled to a free file disclosure if:
 - a person has taken adverse action against you because of information in your credit report;
 - you are the victim of identity theft and place a fraud alert in your file;
 - your file contains inaccurate information as a result of fraud;
 - you are on public assistance;
 - you are unemployed but expect to apply for employment within 60 days.
 In addition, by September 2005 all consumers will be entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See www.ftc.gov/credit for additional information.
- **You have the right to ask for a credit score.** Credit scores are numerical summaries of your credit-worthiness based on information from credit bureaus. You may request a credit score from consumer reporting agencies that create scores or distribute scores used in residential real property loans, but you will have to pay for it. In some mortgage transactions, you will receive credit score information for free from the mortgage lender.
- **You have the right to dispute incomplete or inaccurate information.** If you identify information in your file that is incomplete or inaccurate, and report it to the consumer reporting agency, the agency must investigate unless your dispute is frivolous. See www.ftc.gov/credit for an explanation of dispute procedures.
- **Consumer reporting agencies must correct or delete inaccurate, incomplete, or unverifiable information.** Inaccurate, incomplete or unverifiable information must be removed or corrected, usually within 30 days. However, a consumer reporting agency may continue to report information it has verified as accurate.
- **Consumer reporting agencies may not report outdated negative information.** In most cases, a consumer reporting agency may not report negative information that is more than seven years old, or bankruptcies that are more than 10 years old.
- **Access to your file is limited.** A consumer reporting agency may provide information about you only to people with a valid need—usually to consider an application with a creditor, insurer, employer, landlord, or other business. The FCRA specifies those with a valid need for access.
- **You must give your consent for reports to be provided to employers.** A consumer reporting agency may not give out information about you to your employer, or a potential employer, without your written consent given to the employer. Written consent generally is not required in the trucking industry. For more information, go to www.ftc.gov/credit.
- **You may limit “prescreened” offers of credit and insurance you get based on information in your credit report.** Unsolicited “prescreened” offers for credit and insurance must include a toll-free phone number you can call if you choose to remove your name and address from the lists these offers are based on. You may opt-out with the nationwide credit bureaus at 1-888-5-OPTOUT (1-888-567-8688).
- **You may seek damages from violators.** If a consumer reporting agency, or, in some cases, a user of consumer reports or a furnisher of information to a consumer reporting agency violates the FCRA, you may be able to sue in state or federal court.
- **Identity theft victims and active duty military personnel have additional rights.** For more information, visit www.ftc.gov/credit.

States may enforce the FCRA, and many states have their own consumer reporting laws. In some cases, you may have more rights under state law. For more information, contact your state or local consumer protection agency or your state Attorney General. Federal enforcers are:

TYPE OF BUSINESS:	CONTACT:
Consumer reporting agencies, creditors and others not listed below	Federal Trade Commission: Consumer Response Center – FCRA; Washington, DC 20580 1-877-382-4357
National banks, federal branches/agencies of foreign banks (word "National" or initials "N.A." appear in or after bank's name)	Office of the Comptroller of the Currency; Compliance Management, Mail Stop 6-6; Washington, DC 20219; 800-613-6743
Federal Reserve System member banks (except national banks, and federal branches/agencies of foreign banks)	Federal Reserve Consumer Help (FRCH); P O Box 1200; Minneapolis, MN 55480; Telephone: 888-851-1920; www.federalreserveconsumerhelp.gov ; ConsumerHelp@FederalReserve.gov
Savings associations and federally chartered savings banks (word "Federal" or initials "F.S.B." appear in federal institution's name)	Office of Thrift Supervision; Consumer Complaints; Washington, DC 20552; 800-842-6929
Federal credit unions (words "Federal Credit Union" appear in institution's name)	National Credit Union Administration; 1775 Duke Street; Alexandria, VA 22314; 703-519-4600
State-chartered banks that are not members of the Federal Reserve System	Federal Deposit Insurance Corporation; Consumer Response Center, 2345 Grand Avenue, Suite 100; Kansas City, Missouri 64108-2638; 877-275-3342
Air, surface, or rail common carriers regulated by former Civil Aeronautics Board or Interstate Commerce Commission	Department of Transportation; Office of Financial Management; Washington, DC 20590; 202-366-1306
Activities subject to the Packers and Stockyards Act, 1921	Department of Agriculture; Office of Deputy Administrator – GIPSA; Washington, DC 20250; 202-720-7051

STATESVILLE POLICE DEPARTMENT

NOTIFICATION OF CONSEQUENCES FOR INTENTIONAL OMISSIONS OR FALSIFICATION OF APPLICATION

In accordance with North Carolina Administrative Code 09A.0204-6, any applicant who knowingly and willfully makes a misrepresentation or omission of any information required for certification as a law enforcement officer shall be deemed disqualified. If it is determined that an applicant has violated this rule, his/her application will be discontinued immediately and will not be eligible for re-application for one year from the date of discontinuance.

In the event that a false statement made in the application or employment process is not discovered until after an applicant is employed, disciplinary action, up to and including termination of employment, will be administered.

By signing below, I acknowledge I have read and understand the above statement and certify that all information (both verbal and written) which I have supplied or will supply will be considered an official part of my application package for a position as a police officer with the Statesville Police Department and is true to the best of my knowledge. I understand if it is determined that I have intentionally supplied untruthful information or have failed to supply pertinent information I will become ineligible for a position with the Statesville Police Department and will not be eligible for re-application.

Applicant/Officer Signature

Printed Name

STATE OF NORTH CAROLINA

COUNTY OF _____

Subscribed and sworn to before me,

This is the _____ Day of _____, _____

Notary Public & Seal

My commission Expires: _____