THE CITY of Statesville
NORTH CAROLINA

MINIMUM REQUIREMENTS FOR
POLICE OFFICER APPLICANTS

All police officer applicants must be of good moral character as determined by a thorough background investigation and meet all minimum standards for law enforcement employment as established by the North Carolina Criminal Justice Education and Training Standards Commission and the City of Statesville,
To include the following:

United States Citizenship
Applicants must be natural born or naturalized citizens of the United States.

Age Requirement
Applicants must be 20 years of age or older.

Physical Requirements
Applicants must be able to perform all job related physical activity requirements as specified in the job description. Candidates must not possess any medical or physical defects that would prevent them from engaging in basic law enforcement training or performing the essential job functions of a law enforcement officer.

Drivers License
Applicants must possess a valid North Carolina operator's license, or be able to obtain a valid North Carolina operator's license, prior to an offer of probationary employment.

Education
Applicants must be a high school graduate or have passed the General Equivalency Development (GED) Test indicating high school equivalency.

Criminal Record
Applicants shall not have committed or been convicted of a felony or a Class B Misdemeanor. A Class B Misdemeanor is defined as an act committed or omitted in violation of any common law, criminal statute, or criminal traffic code of this state as set forth in the Class B manual as published by the NC Department of Justice
12 NCAC 09A 0103(22) (b).

This also includes any act committed or omitted in violation of any common law, duly enacted ordinance, criminal statute, or criminal traffic code of any jurisdiction other than North Carolina, either civil or military, for which the maximum punishment for the designated offense under the laws, statutes, or ordinances of the jurisdiction includes imprisonment for a term of more than 6 months but not more than 2 years. 12 NCAC 09A 0103(22)(b)

EMPLOYEE BENEFITS

- Paid Life Insurance (Employee Only)
- Paid Medical (Employee Only)
- Retirement Plan (State System)
- N.C. Law Enforcement Retirement
- 401K Plan (City contributes 5% to sworn officers salary)
- 11 Paid Holidays
- Paid Vacation
- Paid Sick Leave
- Military Leave
- Uniforms and Equipment Provided
- Career Development Incentive Pay
- Take Home Vehicle after successful completing Probation if you live within 22 air miles with satisfactory job performance.

Police Officer $39,536.45
Additional 5 % after successfully completing 6 month probation
Bilingual Incentive Pay 5% increase

OVERVIEW OF THE POLICE OFFICER SELECTION PROCESS

The Statesville Police Department will accept applications from sworn and non-sworn applicants on an as needed basis. The Police Department will test up to 30 applicants at a time. Selection for police employment is a lengthy process that may take up to six weeks or longer to complete and consists of the following steps:

1. The applicant will participant in the Physical Abilities Test (POPAT), then a Police Officer Written Test. Those who pass both tests will receive instructions on how to complete the City of Statesville employment application online at www.statesvillenc.net

2. The completed application is forwarded to the Police Department, the Training Captain will perform a Preliminary screening process to include: a preliminary check of the applicant's criminal history and driver's history.

3. Once the preliminary screening process is done, the Training Captain or his designee will send an interview letter to the chosen applicant that will include instructions to complete the on line Personal History Statement (F-3) and FMRT Brains assessment.

4. At the interview, the Training Captain collects any missing pre-background documentation. The Training captain or his designee also photographs and fingerprints the applicant.

5. After the interview, the applicant's documentation is forwarded to a background investigator for the Comprehensive background investigation to include a **C**omputer **V**oice **S**tress **A**nalyzer exam.

6. If the background investigator determines the applicant is favorable for employment, the applicant is notified to attend a qualification appraisal interview.

7. If the applicant is recommended by the appraisal board a conditional offer of probationary employment may be extended by the Chief of Police to the applicant contingent upon the successful completion of steps 8 through 12.

8. Psychological testing.
9. A follow-up psychological interview.
10. A medical examination.
11 A drug screen.
12. A final interview with the Chief of Police.

The first step in the process will be to participate in the Police Officer Physical Abilities Test (POPAT). Applicants must complete an Agreement & Waiver of Liability and submit a Physician's Statement for the Police Department prior to participating in the pre-employment POPAT.

The applicant will be provided a brochure showing a diagram of the test and an explanation of how the POPAT is performed. Failure to successfully pass the POPAT will result in disqualification.

Those who complete the POPAT will then take a pre-employment written test which is done at the Police Department. The written test does not require any former police experience or any studying of police procedures prior to testing. It consists of general math, reading comprehension, grammar, and report writing. The written test will be

graded the day of the test and the applicant will be given their score of pass or fail. Failure to successfully pass the written test will result in disqualification.

Those who pass the POPAT and written test will be given instructions on how to complete the City application to complete an on line application for employment as a Police Officer Trainee.

Once the applications have been submitted and Human Resources is through with the applications they will be sent to the Police Department. The applicant will then be screened through the Division of Criminal Information (DCI) in an effort to locate any driver record and criminal history record.

Successful candidates will then be scheduled to come to the Police Department in order to be fingerprinted and photographed. The applicant will also be required to furnish a **certified copy** (the applicant is responsible for any cost or fees involved in obtaining certified copies) of the following documents:

- Birth certificate or naturalization papers
- Social security card
- Certification of high school graduation (diploma) or GED equivalency
- A sealed transcript of grades from the registrar of academic institutions attended
- All marriage licenses and divorce decrees
- Form DD-214 military record and military discharge (if applicable)
- Copy of B.L.E.T. certificate (if applicable)
- Valid North Carolina driver's license for inspection and photocopying by the Police Department. If the applicant has or ever has had an out of state driver's license, the applicant must obtain a certified copy (master check) of the drivers record from each state that he/she has held a drivers license in.
- Certified true copy of any citation, warrant for arrest, criminal summons, or other criminal charge that constitutes a Class A Misdemeanor or Class B Misdemeanor, regardless of the state or jurisdiction where the offense occurred, as well as certified true copies of the final court disposition
- Copy of any current law enforcement certifications from the NC Training and Standards Commission or Sheriff's Commission (if applicable)

Once the necessary documentation has been received the candidate will be given instructions on how to complete an On-Line Personal History Questionnaire (PHQ) that will be reviewed by the FMRT Group in Winston Salem. A report of the questionnaire results will be provided directly to the Police Department. This questionnaire will be used as a background investigation tool and a predictor for specific job outcomes. The candidate will then have an initial interview with the Training Captain having responsibility for the position to be filled. If the Training Captain determines that the applicant is a suitable candidate for further processing, he will authorize a background

investigation to be conducted by a sworn officer trained in conducting such investigations. During this extensive back ground investigation the applicant will have to submit to a **C**omputer **V**oice **S**tress **A**nalyzer. Information provided by the applicant on their personal history statement (form F-3) or developed during the background investigation will be verified by a **CVSA examination**. At the time of their initial interview applicants will be furnished a standard list of job related questions. The CVSA operator will review the list of relevant questions with the applicant immediately prior to the testing.

CVSA examinations will be administered by only certified operators approved by the Department. Applicants will be requested to sign a consent form prior to the examination.

Following the background investigation, the Training Captain will review the results. Candidates deemed suitable for further processing will be scheduled to appear before a Qualification Appraisal Interview Panel. The Interview will determine such things as the applicant's appearance, demeanor, attitude, and ability to communicate. The Interview Panel will consist of at least four police officers designated by the Chief of Police, and will question the applicant concerning the information contained in the Personal History Statement (Form F-3) and the background investigation report. The interview of each candidate will be conducted using standardized valid, useful, and non-discriminatory procedures. Each member of the Interview panel will evaluate the applicant using a standard evaluation form. These evaluations will be maintained as part of the applicant's file.

After successfully passing the Qualification Appraisal Interview Panel the candidate may be given a conditional offer of probationary employment contingent upon the successful completion of:

-**Psychological testing.** Applicants will be required to take a psychological exam and interview. A psychological interview will be conducted by a licensed psychologist designated
by the agency. The psychologist conducting the evaluation will be required to submit a written report of their findings to the Police Department.
-Medical examination and Drug Screen. Medical examinations and drug screening tests will be performed by a licensed physician designated by the agency, using the medical history and medical examination report forms provided by the N.C. Criminal Justice Training and Standards Commission. This examination and drug screen will take place within 60 days prior to the date of employment.

After all of the testing is completed successfully the Chief of Police will review all the documentation, assess the overall suitability of the candidate for law enforcement employment, and make a final decision regarding an offer of employment. A final

interview with the Chief will be scheduled after all documentation has been reviewed.

Applicants Not Accepted for Employment

The Chief of Police or his designee will notify all applicants not selected for employment within thirty calendar days of a decision. Those candidates who are eliminated on the basis of a single test, examination, interview, or investigation will be notified in writing of the reason within thirty calendar days. Any applicant not selected may reapply during the next hiring process if they meet the minimum standards as established by the N.C. Criminal Justice Training and Standards Commission and the Statesville Police Department.

RE-APPLICATION, RE-TESTING, AND RE-EVALUATION

Re-application, re-testing, and re-evaluation are not authorized during any current selection process. However, applicants not selected for employment may reapply for consideration at any subsequent selection process. Candidates who were not selected for employment, but received satisfactory results in all elements will be placed in a candidate pool and reconsidered for appointment as future vacancies occur. Applications held in the candidate pool will be retained on file for a period of ninety (90) days.

The City of Statesville is an equal opportunity employer and will select employees on the basis of applicant qualifications without regard to age, sex, race, creed, religion, political affiliation, national origin, or disability except where performance of an essential job function cannot be met with a reasonable accommodation.

Statesville Police Department

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 herby 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 weather of a privileged or confidential nature.

Moreover, I hereby release the Statesville Police Department, form 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 herby 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 [illegible].

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: _____