MINIMUM REQUIREMENTS FOR
POLICE OFFICER RECRUIT APPLICANTS

All police recruit 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 Recruit $37,556.45
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 Kannapolis 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.

AGREEMENT AND WAIVER OF LIABILITY FOR

PRE-EMPLOYMENT PHYSICAL ABILITIES TESTING

I _____, a participant in the pre-employment Police Officer Physical Abilities Test (POPAT) offered by the City of Statesville Police Department, for and in consideration of the opportunity to participate in such testing, do hereby agree as follows:

(1) I hereby waive for myself, my heirs, executors, administrators or assigns, any and all claims, demands, actions or causes of action, against the City of Statesville, City of Statesville Police Department, its officers, agents and employees, of whatever kind or nature which may arise in any manner by reason of injury or damage to my person or property or both while participating in this program in any manner.

(2) I do hereby covenant and agree that I will never initiate any suit or action or claim against the City of Statesville, its officers, agents or employees, for damages or loss or injury of any kind for or on account of any damages, loss or injury to my person or property or both which may arise in any manner from my participation in the physical ability testing.

(3) This agreement holds harmless the City of Statesville, its officers, agents and employees for any injury, including but not limited to claims for wrongful death, arising in any manner to me while participating in this testing.

(4) I understand that my participation in the testing is completely voluntary.

(5) I further declare and acknowledge, by my signature set out below, that I have read the description of the physical ability test. I further declare that I am physically capable of participating in said physical ability test and knowingly and voluntarily waive any right or claim against the City of Statesville for injuries resulting therefrom.

I have read the foregoing waiver and covenant not to sue and understand that it constitutes a formal legal document.

_____

Signature of Participant Date

_____

Signature of Witness Date

City of Statesville Police Department
Office of the Chief of Police
330 South Tradd Street
Statesville, North Carolina 28677
Telephone: (704) 878-3406 FAX: 704-872-2566

RE: _____ (Name of Applicant)

Date of Birth: _____ Social Security No. _____

PHYSICIAN'S STATEMENT

I understand that the above referenced individual has applied for employment as a sworn law enforcement officer recruit with the City of Statesville Police Department, and desires to participate in pre-employment physical abilities testing as part of the selection process. As the attending physician for this individual, I do hereby certify that he/she can safely participate in the pre-employment Police Officer Physical Abilities Test (POPAT) described in the attached document.

_____

Print or Type Name of Physician

_____

Signature of Physician Date

***NOTICE TO APPLICANT**: This form must be signed no more than two (2) weeks prior to the scheduled date of your physical abilities test. You must bring the original signed form with you on the date of the test.*

POPAT

The NC Criminal Justice Education and Training Standards Commission has taken the stance that physical fitness is a very important aspect of a police officer's job and has devised a test that all police trainees must complete before graduating their respective academy. This test is aptly named the Police Officer Physical Abilities Test (POPAT). Below is a step-by-step description of the new (2015) state mandated POPAT (in order of completion):

Phase I - Chase and Apprehension Scenario

Begin by sitting in a chair. On the command of "Go," get up and advance forty (40) feet around the cone and back around the chair two (2) times.

Do a four (4) foot broad jump, which will be indicated by two (2) lines on the ground four (4) feet apart. You must clear the line for the event to count.

Clear a four (4) foot fence. This event must be accomplished by placing both hands on the fence and going over top of the fence in the safest manner possible.

Crawl under a two (2) foot obstacle. If you move the obstacle, it will be place back into position, and you must attempt the obstacle again until successfully completed.

Go around the back cone and run back to the roll bag and the mat. Once at the bag roll, mount the bag in a straddle position. Begin with your outside knee down on the ground. As you roll over top of the bag, be careful to make sure that your outside knee touches the ground. As you roll back over, your original outside knee must touch the ground. This will count as one (1) repetition. You must do three (3) of these rolls.

Complete twenty (20) push-ups with your hands about shoulder-width apart, body straight and off the ground in a fully extended position. Then, lower yourself to where your chin will touch a four (4) inch foam block and return to a fully extended position for the repetition to count.

Complete three (3) more bag rolls, using the same technique previously described.

Get up from the bag roll station and complete the obstacles for a second time"
- Four (4) foot broad jump
- Four (4) foot fence
- Two (2) foot low crawl
- Run around the back cone and advance to the step box station.

Complete thirty (30) steps on the step box, placing both feet on the box and both feet back down to complete one (1) repetition.

Complete three (3) bag rolls.

Complete twenty (20) push-ups using the four (4) inch foam block.

Complete three (3) bag rolls.

Once your knee touches on the final bag roll, the time will stop and your time will be recorded.

You will be given a minimum of ten (10) minutes rest before moving on to the next part of the test.

Phase I must be completed within 6 minutes.

Phase II - Rescue Scenario

Start at a cone, advance fifty (50) feet around another cone and back two (2) times.

Complete thirty (30) steps on the step box placing both feet on the box and both feet back down to complete one (1) repetition.

Advance fifty (50) feet around the original cone and back two (2) times.

Return to the station where a dummy will be laying on the ground, with the head behind the line. Drag the dummy backward across the twenty-five (25) foot mark, indicated by a cone, and back across the original line. There is no wrong way to drag the dummy, but you have to move backwards while dragging it.

Once the dummy is across the original line, time will stop and your time will be recorded.

Phase II must be completed within 3 minutes.