

BLYTHEVILLE POLICE DEPARTMENT APPLICANT PACKET



POLICE OFFICER APPLICANT INFORMATION PACKET
AFTER SUBMITTING YOUR APPLICATION ONLINE YOU WILL NEED TO PROVIDE
THE ATTACHED DOCUMENTS SIGNED AND NOTARIZED PRIOR TO
PARTICIPATING IN ANY APPLICANT ASSESSMENT PROCESS

The City of Blytheville is an Equal Opportunity Employer and is committed to providing equal employment opportunity without regard to race, color, religion, national origin, sex, age, handicap or veteran status as required by all federal and state laws. Furthermore, the City does not discriminate on the basis of disability.

Received Date: _____

Application Number: _____

BLYTHEVILLE POLICE DEPARTMENT
Application for Employment position of Police Officer
 (PRE-EMPLOYMENT QUESTIONNAIRE) (AN EQUAL OPPORTUNITY EMPLOYER)

PERSONAL INFORMATION		DATE:		
Name:		LAST	FIRST	MIDDLE
Address:		STREET	CITY	STATE ZIP
Phone Number:		E-Mail:		

SPECIAL QUESTIONS: The information below is required as a bona fide occupational qualification for the position of Police Officer. They are dictated by law / other legally permissible reason.

Are you 21 years of age or older? Yes No Do you have a valid Drivers License Yes No

Are you a U.S. Citizen? Yes No

Have you been convicted of a Felony or Misdemeanor offense? ** Yes No If Yes Explain:

I understand and agree that I may be required to take one or more physical and psychological examinations, drug test or screen, and polygraph tests, as a condition of employment. I agree to consent to take sure test(s) at such time as designated by the city and to release the city, its directors, officers, agents or employees from any claim arising in connection with the use of such test(s). Yes No

** You will not be denied employment solely because of an arrest or conviction record. Unless the offense is related to the job for which you have applied.

Do you fluently speak any foreign languages? Yes No

Are you employed now? Yes No Current Salary When Can You Start?

May we contact your current Employer? Yes No Have you ever applied here before? Yes No

EDUCATION	NAME AND LOCATION OF SCHOOL	Years Attended	Did you Graduate	Subject Studied
Elementary School				
High School				
Vocational, Business, College, Other				

GENERAL
 Subjects or Special Study or Research Work? _____

The City of Blytheville and it's agencies are equal opportunity at will employers

The Age Discrimination in Employment Act of 1967 prohibits discrimination on the basis of age with respect to individuals who are at least 40 years of age.

(CONTINUED)

FORMER EMPLOYERS (LIST BELOW THE LAST FOUR EMPLOYERS, STARTING WITH THE LAST ONE FIRST)				
DATES EMPLOYED	NAME AND ADDRESS OF EMPLOYER	SALARY	POSITION	REASON FOR LEAVING
From / To				
From / To				
From / To				
From / To				

REFERENCE: Please list 3 persons not related to you, whom you've known at least one year

NAME:	ADDRESS	BUSINESS	YEARS ACQUAINTED

Do you have any limitations that would prevent you from performing the job functions of a Police Officer? Yes No

If Yes, What Accomodations will you need?

Emergency Contact:

NAME	ADDRESS	PHONE
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I the below signed hereby declare, that the information in this application is true and complete to the best of my knowledge and I understand that any falsified statement on this application shall be grounds for the rejection of my application or if hired my dismissal from employment.

I authorize an Investigation of all my statements contained herein and the references listed above to give you any and all information concerning my previous employemta and any pertinent information that may, personal or otherwise, I will release all parties from all liability for any damage that may result from the information that is released to you.

I understand and agree that, if hired my employment is at-will and for no definite period and that I may, regardless of the date of payment of wages and salare, be terminated at any time without prior notice.

I understand that my application may be subject to public disclosure under the Freedom of Information Act.

APPLICANT SIGNATURE:

DATE:

Blytheville Police Department Applicant Assessment Process

Minimum Qualifications

- Must be a U.S. citizen
- Must be a minimum of age 21
- Must possess a current and valid driver's license
- Must be a high school graduate or possess a GED equivalency
- Must have a minimum visual acuity of 20/100 uncorrected; corrected to 20/20
- Must have registered with the U.S. Selective Service System, or otherwise be exempt from such registration
- Must have the ability to read, write and speak the English language

Disqualifiers

- Any felony conviction including pardons and or expungement of record.
- Misdemeanor convictions or arrests involving crimes of domestic abuse, theft or moral turpitude.
- Discharge from any of the Armed Forces of the United States for unsuitability, unfitness or other misconduct
- Membership in a subversive organization
- Use of an alias with the purpose to defraud, mislead or evade
- Any intentional misrepresentation, falsification or omission of any material fact during the selection process
- Refusal to submit to medical, psychological, drug or polygraph (if required) tests / screens / examinations
- Failure of any medical, psychological, drug, or polygraph tests / screens / examinations
- Refusal to sign any document or release as required by the Blytheville Police Dept. assessment process

Discretionary Disqualifiers

The following disqualifiers may, upon review by the Blytheville Police Department, make you ineligible to work for the department:

- An inability to perform the essential functions of the position.
- Excessive traffic violations: DUI, reckless moving citations.
- Commission of a felony.
- Any discharge from the United States armed forces other than an honorable discharge.
- Debts - demonstrated an unwillingness to honor fiscal contracts or just debts.
- Any other conduct or pattern of conduct of moral turpitude that would tend to disrupt, diminish, or otherwise jeopardize public trust in the law enforcement profession.

Applicants must satisfactorily complete all of the following Minimum requirements:

- Physical Assessment Test(s) Pass / Fail
- Written Assessment Test(s)
- Skills Assessment Test(s)
- Background investigation
- Interview with department executive staff
- Passing recommendation from a medical examination
- Passing recommendation from a psychological examination

Blytheville Police Department Applicant Assessment Process

Physical Fitness Ability / Agility

The applicant will be administered the following physical fitness ability / agility tests and in the following order. Applicants must pass each individual requirement of this portion of the assessment process to continue on to the next. The department will make reasonable efforts to complete the initial assessment process including testing and primary interview in the same day for applicants traveling extended distances.

Physical Fitness Assessment Test(s): Each applicant will start the assessment process with the physical fitness ability / agility portion and must successfully complete each of the five tasks in order to continue in the selection process.

- 1. *Standing Vertical Jump:*** To measure leg power, the applicant will stand arm extended and touch a point as high as possible. The first “touch” will be the start mark. The applicant will have three attempts to jump with the extended arm and hand to increase the height of the second mark. A minimum height needed to pass the test and move on to the next requirement is 12 inches.
- 2. *Sit-Ups:*** To measure abdominal muscular endurance, the applicant will lie on their back with their knees bent at a 90 degree angle and the heels on the mat or ground. The feet may be together or apart but the heels must remain in contact with the mat or ground. The feet may be held, with hands behind the head or held to the chest. Do not arch the back or lift the buttocks. A repetition is counted after the shoulder touches the mat or ground and the applicant then touches the knees with their elbows or fists. All resting will be done in the up position. Minimum number needed to pass and move on to the next requirement is twenty-four (24) in one minute.
- 3. *Push-Ups:*** To measure upper body muscular endurance, the applicant will place their hands approximately shoulder width apart. Feet may be together or up to twelve inches apart. The applicant’s body must remain in a straight line from the shoulder to the ankles through the exercise. A repetition is counted when the body is lowered to approximately four inches from the ground and then returned to the “locked out” elbows position with a straight back. All resting will be done in the up position. Minimum number needed to pass and move on to the next requirement is Seventeen (17) in one minute.
- 4. *1 Mile Run:*** To measure aerobic power, this will be a timed run as a group with a maximum allowable run time of 12:24 (min/sec) to pass and move on to the next requirement.
- 5. *220 yrd / (1/8 mile) Run:*** To measure anaerobic power, the applicant will complete a timed run single or as a group with a maximum allowable run time of 53 seconds to pass and move on to the next requirement.
- 6. *Hand Dexterity:*** To measure hand dexterity, the Applicant will load a semi-automatic pistol clip with 10 dummy rounds, load the clip into a pistol, successfully steady and aim the weapon pulling the trigger 10 times single handed with each hand then unload the clip from the pistol in 1:33 (min/sec) to pass and move on to the next requirement.

Blytheville Police Department Applicant Assessment Process

Written / Skills Test(s)

The applicant may be administered any number of written or skills tests and in any order. Pass / Fail levels on any written or skills test(s) will be announced prior to the testing period. Applicants will have 2 hours to study provided study guides prior to taking the written police officer examination test. The department will make reasonable efforts to complete the initial assessment process including testing and primary interview in the same day for applicants traveling extended distances.

Written Police Officer Examination Test: The Applicant has two and one-half (2 ½) hours to complete approximately 150 multiple-choice questions measuring the applicants following abilities:

- Verbal Comprehension
- Memory for Relationship
- Memory for Ideas
- Paired-Associate Memory
- Spatial Orientation
- Semantic Ordering
- Problem Sensitivity
- Spatial Scanning
- Induction

The general instructions are as follows: The questions are of the multiple-choice kind. Applicants are given four answers for each question and they must decide which one of them is the best answer. The Assessment Process administrator will provide complete instruction and examples prior to administering the test.

Spelling Test: Applicants are given 25 basic words that would be used in law enforcement.

Grammar : Applicants choose the correct punctuation and or wording for a series of pre-written sentences

Keyboarding: Applicants are given a pre-written paragraph and a time limit to correctly type as many words as they can. The applicant will also enter data into a computer fillable form based on pre-written data. The tests are graded on standard words per minute typed with errors.

Report Writing: Applicants view a recorded scenario and are allowed to take written notes. After applicant's watch the scenario, they are given 30 minutes to write a report. The applicants abilities will be judged on the following:

- Listening skills
- Written communication skills
- Spelling
- Grammar
- Ability to document information in a clear and concise manner
- Neatness

Role Play: Applicants are required to interact with an individual who is following a scripted or predetermined series of events to determine the applicants ability to interact with others in areas such as problem solving, or teamwork, confrontations or public relations.

Blytheville Police Department Applicant Assessment Process Pay Scale and Notification of Residency Requirement

Residency Requirement:

As a condition of continued employment with the city, uniformed employees (Police Officers) of the Blytheville Police Department must reside within Mississippi County. Employees must establish such residency not later than 6 months following their date of hire.

Salaries: (unofficial subject to change)

Police Officer applicants with no prior Law Enforcement experience will begin their career with the Blytheville Police Department at Starting Pay. Salary includes 120 hours of Vacation, and 88 hours of holiday pay. Officers also receive Sick Days and Paid Health Insurance. Upon successful completion of the Basic Police Academy they will move to Certified Officer status and receive pay at that level.

Certified Police Officer applicants with prior Law Enforcement experience considered a lateral transfer that will not require full academy training will begin their career with the Blytheville Police Department at Certified Officer level. Including Holiday Pay, 120 hours of Vacation, Sick Days and Paid Health Insurance for the Officer.

Applicants:

Police Officer applicants with no prior Law Enforcement experience will be required to take each phase of the employment assessment.

Police Officer Lateral Transfers applicants that are certified law enforcement officers that are currently not working for the Blytheville Police Department. The lateral transfer applicant may be required to complete some of the assessment examinations. If hired they will start at the Certified Police Officer pay scale.

Applicants or re-hires with certified Full-Time Law Enforcement experience that have not maintained employment as a full-time Law Enforcement Officer for six months or more are required to undergo a medical physical and psychological evaluation and may be required to complete some of the assessment examinations.

All applications will be held on file with the Blytheville Police Department for a period of one year. Open positions do not guarantee an applicant will be contacted, tested, interviewed or employed. If you have been contacted and entered into the assessment process but are not hired you may re-apply at anytime understanding that you may not be suited for employment with the Blytheville Police Department. Applicants that are not immediately hired but remain suited for employment may be contacted at anytime for employment or re-assessment purposes. Test results remain valid for 6 months.

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Blytheville Police Department

201 West Walnut Street Blytheville, AR 72315

Telephone (870) 763-4411

General Waiver of Responsibility Waiver of Liability, Assumption of Risk, and Indemnity Agreement

Waiver: I the undersigned in consideration of being permitted to participate in any way in the Blytheville Police Department applicant assessment process that includes but is not limited to an extensive background investigation and physical fitness ability and agility examinations do hereby authorize their officers, employees or other agents to investigate and compile a complete history of my former employment history, credit history, arrest record, criminal history, school record etc. I hereby release any and all law enforcement agencies, places of credit, schools, former or present employers, etc. and all persons acting under them, from all liability for damages whatsoever for furnishing any information concerning me from their files to the Blytheville Police Department. I the undersigned further agree that I shall not hold the City of Blytheville, Arkansas, the Blytheville Police Department, or any of its employees responsible for any injury or damage I may receive or cause to myself during or as a result of a Background Investigation, Physical Fitness Ability / Agility and or other examinations conducted by the Blytheville Police Department. I the undersigned, for myself, my heirs, personal representatives or assigns, do hereby release, waive, discharge, and covenant not to sue the Blytheville Police Department, City of Blytheville, its officers, employees, agents and or those assisting them from liability from any and all claims including the negligence of The Blytheville Police Department / City of Blytheville its officers, employees and agents, resulting in personal injury, accidents or illnesses (including death), and property loss arising from, but not limited to, participation in the Blytheville Police Department applicant assessment process that includes but is not limited to an extensive background check and physical fitness ability/agility examinations.

Assumption of Risks: Participation in the Blytheville Police Department applicant assessment process carries with it certain inherent risks that cannot be eliminated regardless of the care taken to avoid injuries or damages. I hereby assert that my participation is voluntary and that I knowingly assume all such risks agree to **INDEMNIFY AND HOLD** The Blytheville Police Department and City of Blytheville or those who provide information from their files to them **HARMLESS** from any and all claims, actions, suits, procedures, costs, expenses, damages and liabilities, including attorney's fees brought as a result of my involvement in the Blytheville Police Department applicant assessment process. The undersigned further expressly agrees that the foregoing Waiver and Assumption of Risk Agreement is intended to be as broad and inclusive as is permitted by the law, and that if any portion thereof is held invalid, it is agreed that the balance shall, notwithstanding, continue in full legal force and effect.

Acknowledgment of Understanding: I the undersigned have read this Waiver of Liability, Assumption of Risk, and Indemnity Agreement, fully understand its terms, and understand that I am giving up substantial rights, including my right to sue. I acknowledge that in fact the signature that appears on this document is my own and that I am signing the agreement freely and voluntarily, and intend by my signature to be a complete and unconditional release of all liability.

Applicant's DOB _____ Social Security # _____

Applicant's Drivers License # _____ Drivers License State _____

Applicant's Signature _____ Date _____

Administrator's Signature _____ Date _____

Subscribe and sworn to before me, a Notary Public, in and for the County of Mississippi, State of Arkansas, this the _____ day of _____, _____.

Notary Public

Commission Expires

City of Blytheville

Blytheville Police Department

Equal Opportunity Employer

The City of Blytheville is committed to providing equal employment opportunity without regard to race, color, religion, national origin, sex, age, handicap or veteran status as required by all federal and state laws. Furthermore, the City does not discriminate on the basis of disability.

American with Disabilities Act

The City of Blytheville abides by the requirements of the Americans with Disabilities Act and state laws governing employment of individuals with disabilities. Qualified individuals with disabilities may be entitled to an accommodation in the application process and/or in the workplace. Any qualified individual with a disability who requires reasonable accommodation in the employment process and/or in the workplace shall notify the Personnel Office. It shall be the responsibility of a qualified individual with a disability to request reasonable accommodation in the hiring process or in the workplace.

At-Will Employer

The City of Blytheville is an at-will employer. This means that the City of Blytheville or any city employee may terminate the employment relationship at any time for any reason with the understanding that neither has an obligation to base that decision on anything but his or her intent not to continue the employment relationship. No policies, comments, or writings made herein or during the employment process shall be construed in any way to waive this provision.

Authorization for the Release of Information

TO WHOM IT MAY CONCERN:

As an applicant for a position with the Blytheville Police Department, I recognize that two essential characteristics for anyone entering the law enforcement profession are honor and integrity. I further recognize the need for the Blytheville Police Department to conduct an extensive background check on every applicant.

With this recognition in mind, I hereby authorize the Blytheville Police Department and its authorized representatives in possession of this release, or a copy thereof, within one year of its date, to obtain any information in your files pertaining to my employment, military, credit, education, juvenile court, psychological, or medical records, including not limited to academic, achievement, attendance, athletic, personal history, and disciplinary records, medical records, and credit records.

I hereby direct you to release such information upon request of the Blytheville Police Department. This release is executed with full knowledge and understanding that the information is for official use. Consent is granted to all parties to furnish such information, as described above, to third parties in the course of fulfilling its official responsibilities. I hereby release you, as custodian of such records, and any law enforcement agency, court, school, college, university, or other educational institution, hospital, or other repository of medical records, credit bureau, lending institution, consumer reporting agency, or retail business establishment including its officers, employees, or related personnel, both individually and collectively, from any and all liability for damages of whatever kind, which may at any time result to me, my heirs, family or associates because of compliance with this authorization and request to release information, or attempt to comply with it.

I am furnishing my Social Security Account Number on a voluntary basis with the understanding such is not required by any law or regulation. I have been advised that all parties will utilize this number only to facilitate the location of employment, military, credit, court, law enforcement, and educational records concerning me in connection with this application. Should there be any question as to the validity of this release, you may contact me as indicated below:

Applicant's Full Name (Print): _____

Address: _____

Telephone Number: (_____) _____

Applicant's Notarized Signature: _____

Sworn to and signed before me, on this the _____ day of _____, _____, in and for _____ county, in the state of _____ .

Signature of Notary Public: _____

NOTARY SEAL

Printed Name of Notary Public: _____

My Commission Expires: _____

AFFIDAVIT

STATE OF ARKANSAS

_____, being first duly sworn on oath, states as follows:

My name is _____. I am applying for an employment position with the Blytheville Police Department. As part of my background investigation, I have been asked to provide this sworn affidavit to attest to whether I have ever been the subject of a domestic violence investigation; a protective order related to domestic violence or an arrest based on a domestic violence charge. I understand that as a condition of employment, this background investigation requires that I provide this information. This is necessary to ensure that I meet the criteria for employment with the Blytheville Police Department. I understand that this information is necessary due to federal statutes which disqualify certain individuals from possessing firearms.

Signature

Subscribed and sworn to before

me this _____ day of _____ 20____

Notary Public, County of _____ State of _____

My Commission Expires: _____

AFFIDAVIT

STATE OF ARKANSAS

_____, being first duly sworn on oath, states as follows:

My name is _____. I am applying for an employment position with the Blytheville Police Department. As part of my background investigation, I have been asked to provide this sworn affidavit to attest to whether I have any social network accounts. I understand that as a condition of employment, this background investigation requires that I voluntarily provide access to any such social network accounts I may have. This is necessary to ensure that I meet the criteria for employment with the Blytheville Police Department. I understand that this information in itself will not disqualify me from employment, but will provide the department with additional information that will assist in a reasonable employment background investigation.

Signature

Subscribed and sworn to before

me this _____ day of _____ 20____

Notary Public, County of _____ State of _____

My Commission Expires: _____

Arkansas Commission of Law Enforcement Standards and Training

CLEST

SPECIFICATION S-1

TITLE: CITIZENSHIP AND AGE VERIFICATION

This requirement supplements Section 1002 (3)(a) and (b) of the Regulations. Verification of U.S. citizenship and age of an applicant is required.

REQUIREMENT

Every officer employed by a law enforcement unit must be a citizen of the United States of America and must be at least twenty-one (21) years of age.

PROCEDURES

1. Verification of place and date of birth may be established by any of the following means:
 - (a) Birth Certificate
 - (b) Family Bible Records
 - (c) Religious Documents (Certificate of baptism, birth, etc.)
 - (d) Copy of Department of Defense Notice of Separation (DD-214)
 - (e) Local voter registration records
 - (f) Naturalization or other citizenship records
 - (g) Any other official documents approved by the Commission
2. Copies of the documents used for verification will be retained by the employing agency and must be available for examination at any reasonable time by representatives of the Commission.

CLEST

SPECIFICATION S-4

TITLE: HIGH SCHOOL EDUCATION

This Specification supplements Section 1002(3) (f) of the Regulations which require high school graduation or the equivalent as a minimum standard for employment or appointment.

REQUIREMENTS

1. Applicants for the position of a law enforcement officer must be high school graduates or have passed the General Education Development Test.

RECOMMENDED PROCEDURES

1. Applicants for the position of law enforcement officer under the Act will be required to furnish documentary evidence of one of the following:
 - (a) Graduation from a high school accredited by the Arkansas or other state's department of education.
 - (b) Successful completion of the General Development Test.
 - (1) Applicants may be required to obtain an Arkansas certificate at the discretion of the Commission.
2. Documentary evidence of the above shall consist of a copy of official transcripts, diplomas, or G.E.D. test report forms. In unusual circumstances the Commission may be requested to accept other documentation, and in such cases the decision of the Commission shall be final. Home schooling diplomas will not be accepted unless approved by the by the Commission.
3. Copies of documents used for verification will be retained by the employing agency and must be available for examination at any reasonable time by representatives of the Commission.