



Rocky Mount Police Department Employment Application Packet



Items contained in this document:

1. Instructions for Completing and Submitting this Application Packet
2. City Application for Employment
3. Police Department Minimum Standards
4. Police Department Immediate Disqualifiers
5. Pre-Employment POPAT Procedures (not required for this posting)
6. Pre-Employment POPAT (not required for this posting)
7. Police Department Physician Statement Form (POPAT Release) (not required for this posting)
8. Authorization for Release of Records Form
9. North Carolina Personal Data, Form F-14

Please carefully fill out all items in the application packet and return them along with the following information:

- High School Diploma/GED
- High School/GED Transcript – Certified
- College Transcript (if applicable) – Certified
- Birth Certificate/Marriage License
- Credit Report (800-685-1111 – www.equifax.com)
- Copy of Social Security Card/Drivers License
- Criminal Record from each county lived in since age 16 (Clerk of Court)

***** Please do not include DD-214 *****



Rocky Mount Police Department Employment Application Packet



Instructions for completing this packet:

1. Fill out the City Employment Application and Form F-14 on your computer, then print the entire document. *Note: you will NOT be able to save the completed document prior to printing.* Or, you can print the entire file first, then fill it out by hand. In this case, please print legibly using black ink only.
2. Complete and sign the Authorization for Release Records and have your personal physician complete the Physician Statement Form; please print and write legibly using black ink only.
3. Please go to www.ncf3.com fill out Form F-3 on your computer; the form will be saved for you. If you have questions or need assistance during this process, call toll-free 866-761-0764.
4. Mail all completed documents and forms (except Form F-3), along with the other items listed on the cover page of this document, to:

Rocky Mount Police Department
Office of Recruitment
PO Box 1180
Rocky Mount, NC 27802-1180

If you have any questions or need assistance, contact:

Cpl. Michael Lewis
252.972.1434 (Office)
888.737.0123 (Toll Free)
252.972.1398 (Fax)
michael.lewis@rockymountnc.gov (Email)



The City of Rocky Mount appreciates your interest in the Police Department. Listed below are the minimum standards for employment as a Police Officer. Eligible applicants should:

- A. Be a U.S. Citizen
- B. Be at least 20 years of age
- C. Be of good moral character as determined by a background investigation
- D. Not have been convicted of any of the following:
 1. A Felony,
 2. A crime punishable by more than 2 years imprisonment
 3. An offense involving moral turpitude
- E. Be a high school graduate or have passed the General Education Development (GED) test indicating high school equivalency
- F. Have a valid N.C. Drivers License
- G. Have visual activity sufficient to safely and efficiently perform the essential job functions; vision must be corrected by 20/20
- H. Reside within fifty (50) direct miles of the center of Rocky Mount (designated as the intersection of S. Church Street and Sunset Avenue)

Successful compliance with the above standards qualifies you to consider a challenging and rewarding career in law enforcement offered by the Rocky Mount Police Department. The application process is as follows:

1. Submit to the Police Department Recruiter or to the City of Rocky Mount Human Resources Department a completed application for employment, to include:
 - a. Copy of High School or GED and College Diploma
 - b. Official sealed copies of High School or GED and College Transcripts (may be mailed directly to the Police Department Recruiter or sealed within application)
 - c. Copy of Birth Certificate
 - d. Copy of Marriage License or Divorce Decree
 - e. Current Copy of Credit Report (www.equifax.com)
 - f. Current Criminal Record from every county lived in or charged in since age 16
 - g. Copy of Social Security Card and Drivers License
 - h. Physician Statement Form signed by a Physician (POPAT Authorization)
 - i. Authorization for Release of Records
 - j. Complete Personal History Statement (Form-F3) online at www.ncf3.com
NOTE: Once completed, print the online version and have it notarized and submit with your application packet. If you encounter problems with the online version or have questions, please call 866-761-0764.
2. Initial Interview and Written Examination administered by the Police Department Recruiter.
3. POPAT (Police Officers Physical Abilities Test) Current NC BLET Certified Officers are exempt
4. Interview before an Oral Review Board
5. Be administered a Polygraph Examination by a licensed Polygraph Examiner. **NOTE: Results of the Polygraph Examination are not the sole factor for determining employment.**
6. Background Investigation conducted by a Police Department Background Investigator
7. Psychological Examination conducted by a licensed Psychologist (The FMRT Group)
8. Interview with the Chief of Police
9. Pass a comprehensive medical examination and drug screen

The application process can take up to approximately three months to complete. All required documentation has to be submitted prior to the application process beginning. All information should be detailed and accurate.

The City of Rocky Mount is an Equal Opportunity/Affirmative Action Employer. All qualified persons are encouraged to apply.



APPLICATION FOR EMPLOYMENT
City of Rocky Mount, NC

AN EQUAL OPPORTUNITY EMPLOYER

To Applicants: We appreciate your interest in our organization and assure you that we will carefully consider your qualifications. Please complete the application form thoroughly and accurately.

* If you have a disability, and you need special assistance in order to complete the application process (including written examinations, oral interviews, filling out application forms, etc.) please see the receptionist.

PERSONAL

1. Position applied for _____ Date of Application _____

2. Name _____
(Last First Middle)

4. Mailing Address _____
(Street & No. or RFD City County State Zip Code)

5. Do you reside in the Rocky Mount City Limits? YES [] NO []

6. Telephone: Home _____ If none, where can you be reached by phone? _____
Business _____ Resident's Name _____

7. Are you? Under 18 [] Over 18 []

8. Do you want to work Full-Time [] or Part-Time? [] Specify days and hours if part-time _____
Are you willing and able to work rotating shifts? _____

9. How did you learn of this opening? _____

10. Have you worked for the City before? _____ If yes, when and what position did you hold? _____

11. List any friends or relatives working for the City _____

12. If hired, on what date will you be ready to start work? _____

13. Have you ever been convicted of a crime, including misdemeanors and summary offenses? No [] Yes []

Please list offense(s) and date(s) of conviction(s) _____

Note: You may omit any other offense committed before your 16th birthday which was finally heard in a juvenile court or under a youth offender law.

14. Do you have a valid driver's license? _____ Driver's License Number & Type/State _____

List all traffic convictions, location & date of all traffic convictions _____

15. Clerical Skills: Typing _____ Shorthand: _____ Other: _____

16. Are there any other experiences, skills, or qualifications which you feel would be important to include?

MILITARY HISTORY

Have you ever served in the armed forces? YES NO If yes, what branch? _____

Dates of duty: From _____ To _____ Any current reserves or military obligation? _____

FOR MALES AGE 18 THROUGH 25 ONLY

Males who are 18 through 25 are required to register with the Federal Government in accordance with the Military Selective Service Act. State law prohibits local government from employing anyone who has not complied with this requirement.

Please indicate if you have registered for Selective Service: _____ YES _____ NO

EDUCATIONAL BACKGROUND

TYPE OF SCHOOL	NAME & ADDRESS	HOW MANY YEARS ATTENDED?	DATE GRADUATED	COURSE OR MAJOR
Grammar or Grade				
High School				
College				
Post Graduate				
Business or Trade				
Technical				
Other				

If you did not graduate from High School, did you obtain your GED equivalency? YES NO

WORK HISTORY

List the jobs that you have held, beginning with your last or present employer. Include part-time jobs, military service, and/or periods of unemployment in the proper sequence. Failure to give complete information may result in rejection of your application. If more space is needed, use a continuation sheet.

A.

Dates	Name & Address of Employer	Rate of Pay		Supervisor's Name & Phone Number	Reason for Leaving
		From	To		
Number Hrs./ Week					
Job Title	Describe briefly the work you did:				

B.

Dates	Name & Address of Employer	Rate of Pay		Supervisor's Name & Phone Number	Reason for Leaving
		From	To		
Number Hrs./ Week					
Job Title	Describe briefly the work you did:				

C.	Dates		Name & Address of Employer	Rate of Pay		Supervisor's Name & Phone Number	Reason for Leaving
	From	To		Start	Finish		
	Number Hrs./ Week						
	Job Title		Describe briefly the work you did:				

D.	Dates		Name & Address of Employer	Rate of Pay		Supervisor's Name & Phone Number	Reason for Leaving
	From	To		Start	Finish		
	Number Hrs./ Week						
	Job Title		Describe briefly the work you did:				

May we contact the employers listed above? _____ If not, indicate below which ones you do not wish us to contact.

PERSONAL REFERENCES

List three (3) persons who are not related to you who have definite knowledge of your qualifications and fitness for the position for which you are applying. Do not repeat names of supervisors in WORK HISTORY.

Name & Occupation	Address	Phone Number

DECLARATION OF APPLICANT:

I hereby certify that there are no willful misrepresentations, omissions, or falsifications in the foregoing statements and answers to questions. I am aware that should an investigation disclose any misrepresentation, omission, or falsification, my application may be rejected, or if already employed, my employment may be terminated.

 APPLICANT'S SIGNATURE

 DATE

NOTICE TO APPLICANTS

It is the policy of the City of Rocky Mount not to discriminate on the basis of race, sex, national origin, disability, age, creed, color, or religion in any employment decision.

RETURN APPLICATION TO:

Human Resources Department
City of Rocky Mount
P.O. Drawer 1180
Rocky Mount, NC 27802-1180

Telephone: (252) 972-1186
Fax: (252) 972-1197
Email: jobs@rockymountnc.gov
<http://www.rockymountnc.gov>

NOTICE TO APPLICANTS

It is the policy of the City of Rocky Mount to ensure that its employees are free from the effects of alcohol and drugs. All applicants selected for employment must satisfactorily pass a medical examination which includes a drug screening test. Those applicants with a confirmed positive test for drugs/alcohol will not be hired.

Mission

The mission of the City of Rocky Mount is to provide courteous and responsive public service of the highest quality and value for the benefit and enjoyment of our community and its citizens.

In accordance with the Americans with Disabilities Act, the City of Rocky Mount will consider reasonable accommodations if requested.



PRE-EMPLOYMENT INFORMATION FORM

Please answer the following questions to help us comply with Federal/State equal employment opportunity recordkeeping, reporting, and other legal requirements.

This information will not be used in considering you for employment and the Pre-Employment Information Form will be kept in a confidential file separate from your Application for Employment.

1. Name: _____

2. Birthdate: _____ / _____ / _____ 3. S.S.# _____

4. Race/Ethnic Group: _____ White _____ African American
 _____ Hispanic _____ American Indian
 _____ Other _____

5. Sex: _____ Male _____ Female

6. Marital Status: _____ Single _____ Married
 _____ Divorced _____ Widowed

NOTICE TO APPLICANTS

OVERTIME POLICY AND AGREEMENT FOR NON EXEMPT POSITIONS

Consistent with the provisions contained in the 1985 amendments to the FAIR LABOR STANDARDS ACT, it is the City's policy to compensate non-exempt employees for overtime work with compensatory time off, when possible, in lieu of overtime pay.

If I am employed in a non-exempt position, I agree to accept, at the discretion of the City, either compensatory time off or overtime pay, as appropriate compensation for overtime work that I may be required to perform as an employee of the City of Rocky Mount.

Applicant Signature: _____ Date: _____

DRUGS/ALCOHOL POLICY

It is the policy of the City of Rocky Mount to ensure that its employees are free from the effects of alcohol and drugs. All applicants selected for employment must satisfactorily pass a medical examination which includes a drug screening test. Those applicants with a confirmed positive test for drugs/alcohol will not be hired.



City of Rocky Mount Police Department Immediate Disqualifiers

Police Officer Applicants can be immediately rejected from further consideration for any one or combination of the following:

- Any conviction of a felony.
- Any conviction of a crime for which the punishment could have been more than two (2) years.
- Conviction of two or more crimes or unlawful acts defined as Class B Misdemeanors within the preceding five (5) years. Examples: Breaking and Entering into Buildings, Concealment of Merchandise, Receiving Stolen Goods, Worthless Check over \$100, Worthless Check – Closed Account, Harassing Telephone Calls, Resisting Officers, Impersonation of a Police Officer, Stalking, Child Abuse, Abandonment, Possession of Schedule VI (marijuana) and Consumption on Street or Sidewalk.
- Conviction of one or more crimes or unlawful acts as defined as Class A Misdemeanors within the preceding four (4) years. Examples: Assault on a Female, Assault on Government Officer, Violation of Domestic Violence Protective Order and Misdemeanor Larceny.
- Crimes or acts involving moral turpitude (anything done contrary to justice, honesty, modesty or good morals. It implies something immoral in itself, regardless of its being punishable by law).
- Traffic Violations
 - For a period of three years preceding application or any time after the date of application, having a driver's license revoked or suspended, or pleading guilty to, entering a plea of no contest to, or being convicted for a traffic offense which may result in the suspension or revocation of driving privileges.
 - A DUI or DWI conviction within the past five (5) years. Any convictions over the five (5) year time frame will be reviewed on a case by case basis.
- Any involvement in the sale and/or distribution of illegal drugs.
- Prior usage of illegal drugs is evaluated for the extent of the use and how recent the usage has been. Use of "hard drugs" is an automatic disqualifier.
- Dishonorable discharge from any military service (less than honorable discharge will be reviewed on a case by case basis.
- Untruthfulness or the intentional withholding of information on any application, interview, or paperwork associated with the position.
- Deliberate inaccuracies or incomplete statements.
- Cheating on any examination or testing associated with the position.
- Not meeting basic requirements with the position as defined by the Criminal Justice Education Training and Standards Commission.



POLICE DEPARTMENT

Rocky Mount Police Department Pre-Employment POPAT Procedures

The Rocky Mount Police Department will administer a Pre-Employment POPAT (Police Officer Physical Abilities Test) to all Police Cadet Applicants. The POPAT measures the applicants' abilities to perform tasks related to the job of a police officer. The POPAT is a requirement for certification as a Law Enforcement Officer in North Carolina and all candidates will be required to complete the test in 7:20 prior to graduation from the Police Academy. This pre-test will provide the Academy Staff with an assessment of each applicant's physical fitness.

The pre-employment POPAT will not be used to disqualify anyone from employment. A North Carolina certified Physical Fitness Instructor will administer the test and will consult applicants on ways to improve their performance. Our specialized physical fitness instructors are CPR certified and have a first aid kit on hand at all times.

The applicant is responsible for preparing for this test by running and performing push-ups and sit-ups. The POPAT Physician's Statement Form must be completed and signed by a Medical Doctor prior to testing.



**City of Rocky Mount
Pre-Employment POPAT
(Police Officer Physical Abilities Test)**

The applicant will start the test by sitting in the driver's seat of a patrol vehicle. The seat belt will be properly fastened around the body and the hands will be at 10 and 2 on the steering wheel. The applicant will be given two street names orally. The time will start when the applicant takes his/her hands off the steering wheel.

1. The applicant will remove his/her seat belt, exit the patrol vehicle and advance 100 yards on foot. The applicant will turn around and return 100 yards to the patrol vehicle.
2. The applicant will open the passenger door and remove the seat belt fastened around a victim (150lbs), body drag the subject 50 feet and place gently on the ground.
3. The applicant will then scale a set of 3-up and 3-down steps three times.
4. The applicant will then advance 25 feet on foot and use body force to open a 50-lb. metal door.
5. The applicant will then perform 20 military style push-ups followed by 20 sit-ups.
***(Note: Push-ups and sit-ups will be standardized with no modification for gender or age.)**
6. The applicant will then advance on foot back to the steps and scale and circle the same staircase as before.
7. The applicant will then advance on foot 25 feet from the staircase to a 40-foot enclosed culvert. The applicant will enter the culvert and crawl through on hands and knees.
8. Upon exiting the culvert, the applicant will again perform 20 push-ups and 20 sit-ups.
9. The applicant will then advance on foot 100 yards and return 100 yards to the patrol vehicle.
10. The applicant will then grab the victim (standing by the vehicle) and drag the victim 50 feet. The applicant will then give the two street names in the same order they were given at the start of the test. Once this is completed, the clock will stop. (If the applicant does not remember the street names, he/she will have to advance 100yds and return 100yds to the corner of the steps; then, the clock will stop.)



City of Rocky Mount Police Department Physician Statement Form

_____ (Print applicants name) has applied for employment with our agency as a police officer. Part of the hiring process requires the applicant to participate in our Police Officers Physical Abilities Test (POPAT). Please read the required activities listed below and determine if the stated applicant, in your opinion, can safely perform the POPAT.

The POPAT Includes:

- **The applicant will advance on foot 200 yds;**
 - **Drag a 150-lb victim from a vehicle for 50 feet.**
 - **Climb a group of five steps up and down three times.**
 - Open a 50-lb metal door with body force.
 - **Perform 20 push-ups and 20 sit-ups.**
 - Crawl through a 40 foot enclosed culvert.
- *Bolded items will be performed twice during the test.**

I have read the description of the physical abilities test and state that

_____ (Print applicant's name) can safely perform the physical abilities test as described in the attached document, which I have reviewed.

Print/Type Name of Physician

Physician Signature

Date



Physician Office Stamp



Authorization for Release of Records

In order to determine my suitability for employment, the Rocky Mount Human Resources Department is conducting a personal background investigation.

I, _____ do hereby authorize any military organization, educational institutions, governmental agencies, banks and credit agencies, former and present employers, and individuals to furnish to the Human Resources Director, City of Rocky Mount, NC or her authorized agent, all available information regarding me, whether or not it is in their records. I hereby release them from civil or criminal liability whatsoever for issuing the same.

I understand that all information gathered during the course of this investigation is to be held in the strictest of confidence.

I hereby certify that there are no willful misrepresentations or falsifications of my statements and answers to the questions. I am aware that should an investigation disclose such misrepresentation or falsification, my application will be rejected.

Signature

Date

Witness

CRIMINAL JUSTICE EDUCATION AND TRAINING STANDARDS COMMISSION



CRIMINAL JUSTICE STANDARDS DIVISION
APPLICATION FOR LAW ENFORCEMENT EMPLOYMENT

FORM F-14
(REVISED 7-00)

I. PERSONAL DATA

POSITION APPLIED FOR: _____ DATE: _____

NAME: _____ SOCIAL SECURITY NO.: _____

ADDRESS: _____ (Street or RD)

TELEPHONE: _____ (City or town) _____ (County) _____ (Zip)

DATE OF BIRTH: _____ (Area Code) _____ CITIZENSHIP: _____ (If not U.S. specify)

EDUCATION: H. S. GRADUATE _____ GED _____ COLLEGE _____ (Specify degree or credit hours attained)

II. ANSWER EACH QUESTION

1. HAVE YOU EVER BEEN CONVICTED OF A FELONY OR A SERIOUS MISDEMEANOR?

YES NO

2. HAVE YOU SUCCESSFULLY COMPLETED A COMMISSION ACCREDITED BASIC LAW ENFORCEMENT TRAINING COURSE?

YES NO

(If yes, specify _____)
Date Accredited School

3. HAVE YOU EVER BEEN, OR ARE YOU NOW, CERTIFIED BY THE NORTH CAROLINA CRIMINAL JUSTICE EDUCATION AND TRAINING STANDARDS COMMISSION (OR A SIMILAR AGENCY IN ANOTHER STATE)?

YES NO

(If another state, specify _____)

III. SPECIAL OR LOCAL REQUIREMENTS

FOR AGENCY USE ONLY

IV. CHECKLIST OF REQUIRED DOCUMENTS

- _____ RESULT OF FINGERPRINT RECORD CHECK
- _____ PERSONAL HISTORY STATEMENT (F-3)
- _____ PROOF OF EDUCATIONAL ATTAINMENT
- _____ MANDATED BACKGROUND INVESTIGATION FORM (F-8)
- _____ PROOF OF BASIC TRAINING COMPLETION
- _____ MEDICAL HISTORY STATEMENT (F-1)
- _____ MEDICAL EXAMINATION REPORT (F-2)
- _____ REPORT OF APPRAISAL INTERVIEW (F-4)
- _____ REPORT OF APPOINTMENT (F-5A LE) (AGENCY COPY)
- _____ DOCUMENTATION OF DRUG SCREENING RESULTS
- _____ PSYCHOLOGICAL EXAM RESULTS
- _____ FIREARMS QUALIFICATION RECORD (F-9A)