

City of Rock Hill
Department of Police



827 N ROCKHILL ROAD, ROCK HILL, MISSOURI 63119
PHONE: 314-962-6600
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POLICE OFFICER SELECTION PROCESS

Thank you for your interest in the position of police officer with the Rock Hill Police Department. The application process for this important position is a key component in ensuring that we meet your expectations as an employer, and that your personality, skills, and work ethic meet our expectations of community police service and protection.

The Process for Police Officers

- Job Posting
- Application Received by Applicant
- Submission of Formal Application to include a Resume
- Application / Resume Reviewed by staff
- Job Related Test (Discretionary)
- Oral Interview Board
- Background Investigation
- Polygraph
- City Administrator/Police Chief Interview
- Conditional Offer of Employment
- Psychological Test
- Medical Exam, to include Drug Screen
- Status Notification to all Applicants

Expected Duration

Dependent upon testing schedules, if applicable, and your response time to the background investigator's requests for information, the application process will last from two to three months.

Re-Application and Re-Employment

An unsuccessful candidate may reapply following the normal procedures anytime an opening exists, unless the candidate is expressly prohibited from reapplying by the chief of police.

Former employees shall be required to apply and compete for a position with all other qualified applicants unless approved for re-employment by the Chief of Police with the approval of the City Administrator.

Notification

Those applicants determined to be ineligible or who are otherwise not selected for employment shall be notified in writing by the department within 30 days of the conclusion of the selection process.

Job Description
Police Officer
Bureau of Field Operations

City of Rock Hill, Missouri
Police Department

General Purpose of Position

Patrol of an assigned area, to accomplish the prevention and suppression of crime, to arrest law violators, the protection of life and property, and the preservation of the peace.

Major Duties and Responsibilities

Provides administrative support

- Reports to the sergeant (shift supervisor) and Bureau of Field Operations commander all information concerning police matters that comes to their attention.
- Interacts with all other officers on suspect information and crime trends.
- Prepares police reports in a timely manner, in conformity with established procedures, on all matters that come to his/her attention which require such.

Performs as Patrol Officer within the Bureau of Field Operations

- Remains constantly aware that the basic function is to patrol the assigned area, to accomplish the prevention and suppression of crime, to arrest law violators, to protect life and property, and to preserve the peace.
- Confines patrol within the limits of the assigned area, except in the arrest of a prisoner or other necessary absence, until the time fixed for the expiration of his/her tour of duty and he/she is properly relieved. Gives assistance in the protection of persons and property near his beat if called upon, but shall return as soon as possible to the assigned area.
- Patrols his/her beat constantly and systematically, except when on special assignment, and shall not lounge, loaf or gather with others at any place.
- Reports to the police station at the time appointed and attends roll call, being alert and attentive to the orders and instructions given and records all necessary and pertinent information disseminated.
- Maintains equipment and uniforms in a neat and orderly fashion and is properly groomed in compliance with department policy.
- Routinely checks all public and licensed places within assigned area, enforcing the laws, ordinances and regulations concerning their operation.
- Devotes the maximum possible time to the performance of the basic duty of patrol, remaining in the police station only when necessary. Patrol shall include foot patrol, business visits and interaction with citizens of the assigned area.
- Examines and inspects the vehicle at the beginning of the tour of duty ensuring all equipment is in proper working order. During the tour of duty he/she operates the vehicle and equipment in a safe and prudent manner, avoiding hazardous or careless situations.
- Provides service, assistance, and information to citizens when requested, as is possible and consistent with his/her duties.
- Ensures the civil treatment and the observance of rights of all persons with whom he/she has contact.
- Is accountable for the immediate securing, receipting, and proper transporting of all evidence and property coming into his/her custody so that proper chain-of-custody is maintained.
- Is alert in his/her efforts to discover and suppress violations of law and city ordinance.
- Enforces equally all traffic laws and ordinances.
- Physically checks the security of each business place in his/her assigned area after their normal business hours or when businesses are closed through systematic inspection.
- Familiarizes himself/herself with conditions and persons within his/her area, reporting all potential trouble spots to his superiors and make recommendations for action or correction.

- Responds to emergency radio calls and provides prompt assistance to all sick, injured or destitute persons.
- Ensures fair treatment and the protection and rights of all people coming within the scope of their police authority.
- Interrogates/interviews suspects, witnesses and drivers. Preserves evidence. Arrests violators. Investigates and renders assistance at scene of vehicular accidents. Summons ambulances and other law enforcement resources as needed. Takes measurements and draws diagrams of scene when required or directed.
- Conducts follow-up investigations of crimes committed during assigned shift. Seeks out and questions victim, witnesses and suspects. Develops leads and tips. Searches crime scenes for clues. Analyzes and evaluates evidence and arrests offenders. Prepares cases for giving testimony and testifies in court proceedings. Forwards all information on open cases to the Bureau of Investigation.
- Assists other patrol officers with investigations or backup, as may be required.
- Processes and transports prisoners to the prisoner processing facility.
- Performs community oriented police functions, (i.e., visits designated C.O.P.S sites, does foot patrols in residential and business areas, identification of neighborhood problems, and coordinates police and community resources to solve problems).
- Maintains normal availability by radio or telephone.
- Attends in service training as required and is mandated by Missouri Law.
- Maintains substantive knowledge of pertinent city, state and federal law and ordinances.
- Maintains substantive knowledge and adheres to all department policies and procedures.

Performs in specific Units within the Bureau of Field Operations as assigned

- May be assigned as a Field Training Officer with responsibility for the training and evaluation of recruits assigned to them by using the Field Training Officer's Manual in fulfilling the training objectives.
- Performs all other reasonably related duties as assigned by supervisors or instructed by written directive.

Education and Experience

Must be a citizen of the United States at the time of application and a Missouri resident at time of appointment; No felony record or serious misdemeanor record; Applicants must have reached their 21st birthday at the time of appointment. Proof of successful completion of basic police training from any Missouri POST approved training facility is desired. Applicant must meet one of the following education or work experience requirements:

- An associate's degree or 64 semester credit hours from an accredited university or college is desirable. The city may option to hire the applicant as a probationary police officer and enroll him/her as a recruit in a Missouri POST approved training facility.
- High school diploma or GED with
 - Graduation of Missouri POST approved basic police training academy.
 - One year experience in a noncommissioned position with the City of Rock Hill and successfully passes all competitive hiring procedures. The city may option to promote the employee to the position of probationary police officer and enroll the employee as a recruit in a Missouri POST approved training facility.
 - Two years of military service.

Licenses and Certifications

Must hold a valid driver's license from any state at time of application and a valid Missouri Driver's license at time of appointment; Must have been honorably discharged from military, if applicable; Must be a graduate of a POST approved training facility; Missouri State Statutes require that all commissioned officers complete 48 continuing education hours of appropriate training every three (3) years.

Knowledge, Skills and Abilities

Knowledge

Working knowledge of Departmental General Orders and Directives;
Working knowledge of State Statutes and City Ordinances;
Understanding of rules of law and evidence as well as related Court Decisions and case law;
General knowledge of the functions and operations of municipal government;
Principles of patrol work;
Interviewing techniques;
Arrest procedures;
Use of force policy and techniques including defensive tactics and firearms;
Public relations principles and their application for law enforcement;
Principles and practices of crime scene and evidence collection;
Proper grammar and the use of English in speaking and writing; and,
Rules and regulations concerning employee safety.

Skills

Speak, read and write the English language in a clear, understandable fashion;
Effectively communication skills, both oral and written
Mathematical skills, including addition, subtraction, division and multiplication;
Functional knowledge of computers and software including word processing and email;
Demonstrate attention to details;
Maintain confidentiality;
Public relations;
Earn respect of fellow officers and the community;
Apply common sense and intuition;
Demonstrate proficiency with tactics, weapons and police equipment;
Exhibit time organization, planning, and leadership skills;
Render basic medical assistance including administering CPR;
Understand and interpret the law;
Process crime scenes to collect, document and preserve evidences;
Assess situations and problems and determine the best solution;
Prioritize work and meet specified or required deadlines; and,
Work as a team member with other employees.

Abilities

React and move rapidly from sedentary to active condition in response to environmental situations or events;
Assume a variety of bodily positions and postures as necessary to employ available "cover and concealment" during deadly force encounters;
Physically apprehend suspects including the engagement in the foot pursuit of fleeing suspects;
Defend self and others against assault or resistance to arrest;
Exercise proficiency in defense tactics and the use of authorized weapons and firearms using both hands, as well each hand individually;
Safely operate motor vehicle and vehicle mounted equipment in all situations and conditions;

Discern colors as they relate to traffic and hazard situations (signs, signals and placards) and to the description of vehicles, persons and items;
Recognize and relate sound to situations within the range of normal hearing and to determine or estimate the origin of the noise;
Employ the normal sense of touch and smell;
Wear required equipment and safety equipment including soft body armor and vehicle seat belts;
Stand for long periods in all types of environments;
Work in all types of weather conditions;
Recount details in preparing reports and providing expert testimony; and,
Maintain good physical condition.

Job Context

Status	Full-time
FLSA Status	Non-Exempt
Department	Police

Immediate Supervisor(s)	Bureau of Field Operations Sergeant or Corporal
Frequency of Supervision	Daily
Number of Supervised Employees	No direct reports
Type of Work Schedule	Shift work
Frequency of Overtime	Once a week on average
Frequency of Night Work	For workload, and emergencies
Shift Position	Not Applicable
On Call Status	Always
Percentage of Work Indoors	30%
Percentage of Work Outdoors	70% (including in motor vehicle)
Types of Accountabilities	Safety, Legal
Exposure to Chemicals / Hazardous Materials	Infrequent
Applicable Chemicals / Hazardous Materials*	Vehicle exhaust, drugs, pepper spray, or mace
Average Stress Level	Moderate to Moderately High, varies with activities
Physical Work Associated With This Position**	Running, restraining of suspects, ability to lift 100 pounds or more.

**Exposure to chemicals / hazardous materials may include but is not limited to this list.*

***These are the most common types of physical work associated with this position; however, this list is not considered to be exhaustive.*

Revised May 6, 2015

CITY OF ROCK HILL

APPLICATION FOR EMPLOYMENT

We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.

GENERAL INFORMATION

Name (Last)	(First)	(Middle Initial)	Home Telephone () -
Address (Mailing Address)	(City)	(State)	(Zip) Other Telephone () -
E-Mail Address		Are you legally entitled to work in the U.S.? <input type="checkbox"/> Yes <input type="checkbox"/> No	

POSITION

Position Applied For	Will Accept: <input type="checkbox"/> Part-Time <input type="checkbox"/> Full-Time <input type="checkbox"/> Temporary	Shift: <input type="checkbox"/> Day <input type="checkbox"/> Swing <input type="checkbox"/> Graveyard <input type="checkbox"/> Rotating
Are you able to perform the essential functions of the job you are applying for, with or without reasonable accommodation? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Salary Desired	Date Available	

How did you learn about us?

Advertisement Friend Walk In Employment Agency Relative Other _____

EDUCATION AND TRAINING

High School Graduate Or General Education (GED) Test Passed? Yes No
If no, list the highest grade completed

College, Business School, Military (Most recent first)

Name and Location	Dates Attended Month/Year	Credits Earned		Graduate	Degree & Year	Major or Subject
		Quarterly or Semester Hours	Other (Specify)			
	From			<input type="checkbox"/> Yes <input type="checkbox"/> No		
	To					
	From			<input type="checkbox"/> Yes <input type="checkbox"/> No		
	To					
	From			<input type="checkbox"/> Yes <input type="checkbox"/> No		
	To					
	From			<input type="checkbox"/> Yes <input type="checkbox"/> No		
	To					

Occupational License, Certificate or Registration	Number	Where Issued	Expiration Date
Occupational License, Certificate or Registration	Number	Where Issued	Expiration Date
Occupational License, Certificate or Registration	Number	Where Issued	Expiration Date

Languages Read, Written or Spoken Fluently Other Than English

VETERAN INFORMATION (Most recent)

Branch of Service	Date of Entry	Date of Discharge
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SPECIAL SKILLS (List all pertinent skills and equipment that you can operate)

(Maximum 1000 characters)

WORK EXPERIENCE (Most Recent First) (Include voluntary work and military experience)

Employer		Telephone Number () -	From (Month/Year)
Address			
Job Title		Number Employees Supervised	To (Month/Year)
Specific Duties (Maximum 1000 characters)			Hours Per Week
			Last Salary
			Supervisor
			Reason For Leaving
Employer		Telephone Number () -	From (Month/Year)
Address			
Job Title		Number Employees Supervised	To (Month/Year)
Specific Duties (Maximum 1000 characters)			Hours Per Week
			Last Salary
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Address			
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Specific Duties (Maximum 1000 characters)			Hours Per Week
			Last Salary
			Supervisor
			Reason For Leaving

REFERENCES

1. _____
Name Phone #

Address

2. _____
Name Phone #

Address

3. _____
Name Phone #

Address

I certify that answers given herein are true and complete to the best of my knowledge.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

This application shall be considered active for a period of time not to exceed 45 days. Any applicant wishing to be considered for employment beyond this time should inquire as to whether or not applications are being accepted at that time.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by authorized executive of this organization.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer.

Signature of Applicant _____ Date _____

FOR PERSONNEL DEPARTMENT USE ONLY

Arrange Interview Yes No Employed Yes No Remarks _____

By _____
Job Title _____ Hourly/Salary Rate _____ Department _____ How Long _____

NOTES
