



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](http://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](http://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.



## 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

## **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



## **Rocky Mount Police Department Pre-Employment Physical Assessment Procedures**

The Rocky Mount Police Department will administer a Pre-Employment Physical Assessment to all Police Cadet Applicants. This pre-test will provide the Academy Staff with an assessment of each applicant's physical fitness.

The pre-employment Physical Assessment 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 pushups and sit-ups. The Physician's Statement Form must be completed and signed by a Medical Doctor prior to testing.

### **The Physical Assessment Includes:**

- Run 200 yards
- Step up on a step box 20 times
- 15 Push Ups
- 15 Sit Ups
- Step up on a step box 20 times
- 15 Push Ups
- 15 Sit Ups
- Run 200 yards



## City of Rocky Mount Police Department Physician Statement Form

\_\_\_\_\_ (Print applicants name) has applied for employment with our agency as a police cadet. Part of the hiring process requires the applicant to participate in our physical assessment. Please read the required activities listed below and determine if the stated applicant, in your opinion, can safely perform the physical assessment.

### The Physical Assessment Includes:

- Run 200 yards
- Step up on a step box 20 times
- 15 Push Ups
- 15 Sit Ups
- Step up on a step box 20 times
- 15 Push Ups
- 15 Sit Ups
- Run 200 yards

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