



PINE BLUFF POLICE DEPARTMENT

3039 West 28th Avenue, Pine Bluff, AR 71603 Phone: 870-850-2414 Fax: 870-850-2423



R E Q U I R E M E N T S

The Successful Candidate Must:

- **Be a citizen of the United States.**
- **Be at least 21 years of age.**
- **Possess a valid driver's license.**
- **Pass tests and successfully complete medical and related examinations and evaluations.**
- **Undergo a comprehensive background investigation.**
- **Have acceptable vision (uncorrected visual acuity must not exceed 20/100 in either eye, correctable to 20/20 or better in each eye).**
- **Possess normal hearing in each ear.**
- **Possess a high school diploma or GED equivalent.**

Application Disqualifications

1. Having a conviction for, being under indictment for, or currently charged with any felony offense.
2. Having a conviction for or currently charged with a class "A", "B", "C", or any unclassified misdemeanor, which in the opinion of a majority of the Interviewing Board would call into question the moral character or judgment of the applicant.
3. Having a conviction for a class "A" misdemeanor offense consisting of Domestic Violence/Domestic abuse.
4. Having a conviction for driving under the influence (DWI or DUI) within three (3) years preceding the date of application, or more than one conviction at any time.
5. Currently being on probation for any felony offense, or any offense involving moral character.
6. Illegal use of any controlled substance, except for the use of marijuana more than (3) years from the date of the application.
7. Having an excessive record of traffic convictions or negligent traffic collisions.
8. Not being of good moral character, or being known to habitually associate with those of questionable moral character.
9. Having been discharged from military service with a dishonorable discharge, or a general discharge indicating (a) bad conduct, or (b) any other characterization indicating bad character.
10. Being a member of any organization, which advocated the overthrow of the government by force or violence.



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11. Having been discharged from any commissioned or recruit position within a law enforcement agency for disciplinary reasons, resigning to avoid suspension or discharge, or having resigned during a disciplinary investigation without a final judgment being rendered.
12. Having resigned or being terminated from the Pine Bluff Police Department due to a lack of proficiency in an academic or skill area with disqualify the applicant for a period of twelve months from the date of resignation or termination.
13. Failing to cooperate fully with and keep all scheduled appointments with staff personnel involved in the selection process, failing to provide added personal information as needed, or failing to submit information updates/changes within ten days of the change; refusal to submit, if requested, to a polygraph exam to resolve any conflicts with might arise during the background investigation.
14. Making any false statements of fact, being deception by statement or omission in the applicant screening process. Disqualification is for a minimum of two years from the date of application.
15. Failure to supply the needed documents and/or submit the application within the specified time limits.
16. Making false statements, falsely swearing to statements, or in any other manner falsifying testimony in any official matter or in any significant business transaction.
17. Without being specifically enumerated in the above disqualifications if circumstances exist which indicate the applicate is clearly unsuited for a career with the Pine Bluff Police Department, the applicant will be rejected.

All interpretations regarding these rules will be made by the Chief of Police or his/her designee.



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Application for Employment and Personal History Statement

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

It is the policy of the Pine Bluff Police and Fire Department that no eligible person shall be denied the right of employment or advancement with the Pine Bluff Police and Fire Departments, nor shall any person be denied admission or access to any of the Department's program or activities offered to the public on the basis of political or religious affiliation, race, sex, age, national origin, color, handicap or disability, or veteran status.

The Pine Bluff Police and Fire Departments will attempt to refrain from contracting or associating with firms, which openly and knowingly practice any form of discrimination in their employment practices.

The Pine Bluff Police and Fire Departments recognize the right of all citizens to take part in and to be provided equal opportunities in all public activities carried on by the Pine Bluff Police and Fire Departments. The Pine Bluff Police and Fire Departments will work toward the following goals and objectives as it relates to the Equal Employment Opportunity Policy.

- (A) To ensure an environment that will provide an equal opportunity for public employment to all eligible segments of society; and,
- (B) To increase the employment of female and minority citizens within the police and fire departments consistent with state and federal law.



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Employment Benefits

- Starting salary of approximately \$41,401.8
- 1-year service salary of approximately \$44,146.62
- A salary increase is provided after 1 year of service and earning a college degree
- College Pay \$1.25/college/hour/month up to maximum of \$1,800 annually
- Certificate Pay \$300/certificate up to a maximum of \$1,500 annually
- Military Leave
- Holiday & Longevity Pay
- Excellent Retirement Plan
- Annual Clothing Allowance: First Year: \$1200 & \$800 Every Year After
- Health Insurance & Life Insurance
- 15 Days Annual Vacation (After 1 Year)
- 20 Days Annual Sick Leave (After 1 Year)
- Employees may join The Credit Union upon entry



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Personal Information Continued

Marital Status: Single Married Divorced Engaged Separated
 Widowed

List every child born to you:

Name	Birth Date	Place of Birth	Resides With
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____



PINE BLUFF POLICE DEPARTMENT

Applicant Questionnaire



ANSWER EACH QUESTION TRUTHFULLY, ANSWERS ARE SUBJECT TO REVIEW FOR APPLICANT ELIGIBILITY

Do you have a conviction for, are currently under indictment, or are currently charged with a felony offense? Yes No

Do you have a conviction for or are currently charged with a Class "A", "B", "C" or any unclassified misdemeanor, if so, your continued eligibility will be decided by the opinion of the majority of the interviewing Board would call into question the moral character or judgment of the applicant. Yes No

Have you ever been arrested for a Class "A" misdemeanor offense consisting of Domestic Violence / Domestic Abuse? Yes No

Have you ever been convicted for driving under the influence (DWI or DUI) within the last three (3) years preceding the date of application, or more than one conviction for any time period? Yes No

Are you currently on probation for any felony offense, or any offense involving moral character? Yes No

Have you used and/or experimented with marijuana within the last three (3) years preceding the date of application? Yes No

Have you used and/or experimented with any other illegal drug such as cocaine, methamphetamine, LSD, ecstasy, etc.? Yes No

Have you been discharged from any commissioned or recruit position within a law enforcement agency for disciplinary reasons, resigning to avoid suspension or discharge or having resigned during a disciplinary investigation without a final judgment being rendered? Yes No

Are you currently a certified officer, employed by a law enforcement agency? Yes No

How did you learn of this position?
 Newspaper Internet Recruitment Other _____

I hereby certify that all statements made in this questionnaire are true and complete. I understand that any misstatement of material facts will subject me to disqualification or dismissal.

Notice: False swearing is a Class A Misdemeanor, Punishable under Arkansas Code 5-53-103

 Applicant's Signature

SUBSCRIBED AND SWORN before me this _____ day of _____, 20_____
 _____ My Commission Expires: _____

NOTARY PUBLIC



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Background Investigation Waiver (PLEASE PRINT)

LAST NAME _____ FIRST _____ MIDDLE _____

PLACE OF BIRTH _____ COUNTY OR CITY _____

STATE _____ COUNTRY _____ BIRTH NAME _____

SEX _____ RACE _____ DATE OF BIRTH _____ SSN _____

I, _____, do hereby authorize a review of and full disclosure of all records, or any part thereof concerning myself by and to any duly authorized agent of the Pine Bluff Police Department, whether the said records are of public, private, or confidential nature. This release authorizes all persons, employers, partnerships, corporations, all civilians and government entities, military agencies, law enforcement agencies, and private, city, country, state, and federal entities to release any and all available information relating to me for the purpose of determining my suitability to be appointed and certified as a law enforcement officer.

The intent of this release is to give my consent for full and complete disclosure of the records of educational, financial or credit institutions, including but not limited to credit reports or ratings, public utility companies, employment and pre-employment records, including background reports, efficiency ratings, complaints or grievances led by or against me, internal affairs investigations, personnel files, and salary records; real and personal property tax statements and records, and other financial statements and records wherever led; records of complaints, arrests trials and or convictions for alleged or actual violations of law, including criminal, civil, and/or traffic records; the results of any polygraph examinations, reason for terminations/resignations; records of complaints of a civil nature made by or against me, whosesoever located and to include the records and recollections of attorneys at law, or of other counsel, whether representing me or another person in any case in which I presently have or have had an interest.

I reiterate and emphasize that the intent of this authorization is to provide full and free access to the background and history of my personal life, for the specific purpose of pursuing a background investigation that may provide pertinent data for the Pine Bluff Police Department to consider in determining my suitability for employment by that department. It is my specific intent to provide access to personal information, however personal or confidential it may appear to be, and the sources of information specifically identified herein.

I understand that my information obtained by a personal history background investigation that is developed directly or indirectly, in complete or in part, upon release authorization will be considered in determining my suitability for employment by the Pine Bluff Police Department. I understand that all materials pertaining to this background investigation become the property of the Pine Bluff Police Department and will not be returned to me.

I agree to indemnify and hold harmless the person to whom this request is presented and their agents and employees, from and against all claims, damages, losses, and expenses, including reasonable attorney's fees, arising out of or because of complying with this request. I further understand and agree that if my application is disapproved, the sources of confidential information will not be revealed to me through any court process/ action and that I waive all rights to such information under any federal, state, or local law.

A photocopy of this release form will be valid, as an original hereof, even though the said photocopy does not contain an original writing of my signature.

NOTICE: MUST BE SIGNED IN THE PRESENCE OF A NOTARY PUBLIC.

Applicant's Signature

Date

SUBSCRIBED AND SWORN before me this _____ day of _____, 20 _____

My Commission Expires: _____

NOTARY PUBLIC



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FALSE SWEARING ADVISEMENT

The Pine Bluff Police Department is required to complete an extensive background investigation before an applicant becomes eligible for employment as a Police Officer. Applicants will be required to sign an information release form which will enable the Investigator to check credit records, employment records, past and present, SCAN, Arkansas Child Support Division, criminal and traffic records, military records, medical records, and personal background.

Fingerprints will be taken and the prints will be sent to Arkansas State Police and the F.B.I. If an Applicant has even been adjudicated guilty or pled guilty to any crime which result in a suspended sentence, probation or a fine and could have resulted in incarcerated in any correctional facility, or who has been sentenced to a correctional facility and in fact served time for an offense, the fingerprint check will reveal such record. Felony expungements are also revealed by the fingerprint checks.

The Arkansas Criminal Code, 5-53-103 defines False Swearing as (A) A person commits false swearing if other than in an official proceeding he makes a false material statement, knowing it to be false, under an oath required or authorized by law. (B) Lack of knowledge of the materiality of the statement is not a defense to a charge of false swearing. (C) False Swearing is a Class A Misdemeanor.

If a person is found to be guilty of a Class A Misdemeanor the person may be sentenced up to one (1) year in jail and/or up to a one thousand (\$1,000.00) dollar fine.

If any Statement in the applicant's application is found to be false, criminal charges will be files and the applicant will be disqualified and removed from the eligibility list.

I have read and fully understand the definition and the penalty of false swearing and further understand that charges will be filed against me if I am found to be in the violation of this Code.

Applicant Signature

I request that my application be withdrawn at this time and understand that no background investigation will be conducted.

Applicant Signature