

**HENDERSON POLICE DEPARTMENT  
RECRUITMENT AND SELECTION UNIT**

**200 BRECKENRIDGE STREET  
HENDERSON, NC 27536  
252-438-4141**

[www.hendersonncpolice.com](http://www.hendersonncpolice.com)

[www.facebook.com/HPDNC](https://www.facebook.com/HPDNC)



## Career Opportunities

Thank you for making the Henderson Police Department your choice in a career in law enforcement. Before we can process your application the following items must be submitted.

**Documents requiring notarizing must be done so prior to submission.** Incomplete applications will not be accepted.

### Application Process

1. Personal History Statement (NC Form F-3) with notarized signature.
2. Notarized Authorization and Release form, signed Waiver and Record Investigation form and Pre-Employment Polygraph Testing Notification form.
3. Photocopy of birth certification or naturalization papers to verify age and citizenship.
4. Certified copy of high school transcripts or proof of successful completion of High School education of the General Education Development (GED) test or a photocopy of such documentation which includes name, address, and phone number of the school.
5. Certified copy of any academic record above high school, or technical school, or photocopy which includes name, address, and phone number of school.
6. Photocopy of a current, valid Driver's License and Social Security Card
7. A personal photocopy of the applicant in business attire on a passport sized photograph
8. Non-BLET Certified applicants must submit to a reading and writing comprehension exam as well as a physical abilities test which is administered at the local college.

The forms downloaded from our site are designed so the applicant can type the information directly into them. After completing the documents print them out and have them notarized.

Completed applications and all supporting documents should be returned to the:

Henderson Police Department  
200 Breckenridge Street  
Henderson, NC 27536  
Attention: Recruiting

## Minimum Requirements

- Be a United States Citizen
- Must be 20.5 years of age upon completion of training
- Must not have been convicted of a felony or serious misdemeanor
- Must meet vision, hearing and other physical requirements
- Possess a valid North Carolina license with good driving record
- Possess a high school diploma or equivalent
- Must rate standard on the physical abilities test\*
- Must pass a reading and writing comprehension exam\*
- BLET certified applicants preferred but not required
- Military personnel must have an honorable discharge and must be eligible for reenlistment

\*Does not apply to BLET certified candidates or candidates currently enrolled in a BLET program

## Automatic Disqualifiers

- Any felony conviction
- Any conviction for a crime for which the punishment could have been more than two years
- Conviction of one or more crimes, unlawful acts defined as a Class B Misdemeanor within the preceding five years
- Conviction of two or more crimes or unlawful acts defined as a Class A Misdemeanor within the preceding five years

## Traffic Violations

- Having a driver's license suspended or revoked in the past three years or any time during and after the application process; entering a plea of no contest, being convicted, or receiving a prayer for judgment continued for a traffic offense which may result in the suspension or revocation within the past five years.

## Drug Violations

- Any involvement in the sale of illegal drugs
- Prior drug usage is evaluated for the extent of the use and how recent the use has been

## Credit

- Demonstrated history of financial irresponsibility

## Other

- Military personnel must have an honorable discharge
- Untruthfulness or the intentional withholdings 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

## Hiring Process

- Submission of application materials
- Initial Interview
- Written Examination
- Physical Agility Test
- Oral Board Interview
- Extensive Background Investigation
- Polygraph Examination
- Conditional offer followed by medical screening, psychological evaluation, and drug screening
- Final Selection / Hire Date

## Benefits

- Individually assigned take home vehicles
- Career Development Program
- Accrued paid vacation
- Unlimited accumulation of sick time
- Employer paid major medical for employee (discounted rates for family)
- On-site fitness room with on-duty use
- 11-12 paid holidays per year
- Uniforms and equipment are furnished
- State and City retirement plans
- 401(k) retirement plan (5% of annual salary contributed by city)
- Tuition reimbursement
- Employee Assistance Program (EAP)