



REQUIREMENTS FOR POLICE OFFICER APPLICANTS

Thank you for making Henderson Police Department your choice in 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 considered for further processing.

1. Personal History Statement (NC Form F-3) with notarized signature
2. Notarized Authorization and Release form, signed Waiver of 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 the school
6. Photocopy of military service discharge papers and form DD-214, if applicable
7. Photocopy of a current, valid Driver's License and Social Security Card
8. A personal photograph of the applicant in business attire on a passport sized photograph
9. Certified copies of local criminal records checks issued by the county clerk's office from each county you have lived since the age of 18. Records checks cannot be more than 90 days old from the time application is submitted.
10. Applicants must submit to a reading and writing comprehension exam with passing results of a minimum of 70% at a tenth grade level as well as physical abilities assessment. Applicants must pass the Police Officer Agility Test (POPAT) in less than ten minutes.

Post-Conditional Offer Testing Only: Applicants receiving Conditional Offers must complete NC Forms F-1 and F-2 (Medical History and Evaluation) and complete a Psychological Screening as required by the State of North Carolina Criminal Justice Education and Training Standards Commission.





Application Process Steps

- ❖ **Human Resources Department Pre-Screening:**
 - This step was completed after you filled out your City of Henderson Employment Application and submitted it to the Human Resources Department.

- ❖ **Minimum Legal Requirements for Employment:**
 - Must be at least 20 years of age, and
 - A United States citizens, and
 - Have no felony convictions and a criminal and driving record that meets the standards of the North Carolina Criminal Justice Education and Training Standards Commission. (After completing the necessary waivers, criminal and driving records check will be conducted to ensure all requirements are met.

- ❖ **Reading/Writing Comprehension Exam:**
 - All applicants must submit to a reading and writing comprehension exam. Applicants must pass with a minimum of 70% at a tenth grade reading and writing level.

- ❖ **Physical Abilities Test:**
 - BLET candidates must undergo a physical abilities assessment. The assessment consists of the Police Officer Physical Agility Test (POPAT) and must be completed in less than ten minutes.

- ❖ **Background Investigation:**
 - The Henderson Police Department will conduct an in-depth background investigation following your completion of the necessary waivers and the NC Form F-3 (Personal History Statement). All applicants should be aware that, due to the sensitive nature of police work, sensitive or confidential aspects of your personal life might be explored. All applicants are required to be forthcoming and truthful in all aspects of this process. If it determined that if any applicant is unforthcoming, deceiving, or untruthful with any portion of any process as it relates to this application the applicant will no longer be eligible to participate with the hiring process.

- ❖ **Oral Interview Panel:**
 - Upon successful completion of the background phase, all applicants will be scheduled for an oral interview with members of the Henderson Police Department

- ❖ **Polygraph Testing:**
 - All applicants must submit to a polygraph examination. The examination is used to verify various items provided on the application materials by the applicant.





❖ **Conditional Offer:**

- Once these steps have been completed, the Chief of Police may determine that an applicant be given a "Conditional Offer of Employment." This offer, which is given in writing, indicates that the department intends to hire an applicant after successful completion of other tests.

❖ **Physical Examination:**

- This is done regionally by a physician of the Department's choosing at the expense of the Henderson Police Department

❖ **Drug Screening:**

- This is done regionally by center at the expense of the Henderson Police Department

❖ **Psychological Testing:**

- This done at a State Certified Psychiatrist (specified by the Department) at the expense of the Henderson Police Department

The entire Hiring Process can take approximately 90 days. However, obtaining vital records, documentation, contacting references and the scheduling of post-conditional offer testing may lengthen the duration of this process. This is why it is important to provide all requested information and documents in a timely manner to expedite the process.

Candidates not selected for employment may re-apply. Such candidates may be re-tested or reevaluated in elements of the process for which they received less than satisfactory scores. Candidates not selected, but receiving satisfactory scores in all elements, will be placed on an eligibility list to fill vacancies as they occur. The records of candidates not appointed will be maintained on file for a minimum of one year beyond the determination. All federal, state and documentation guidelines will be met.

If, during the hiring process, an applicant is deemed ineligible for appointment, we will contact that applicant within 30 days of such decision.

Applicants are required to notify the Henderson Police Department's Recruiting Unit when changes in their status occur such as address changes, contacts with law enforcement, etc.





Alcohol and Drug Screening Advisory

Mandatory testing of Criminal Justice Officers for illegal drugs and abuse is necessary because of the unique responsibilities that these officers have. In particular, Police and other Criminal Justice Agencies hold a special public trust to ensure that their employees are drug free and free of impairment.

The urinalysis testing method is capable of identifying marijuana, cocaine, and the major drugs of abuse including but not limited to heroin, amphetamines, and barbiturates.

The urine sample is first analyzed using a screening method. A specimen that tests positive shall undergo an additional confirmation test. An initial positive test should be classified as "Confirmation Pending."

I have reviewed the basic rules for drug testing and screening for Police Applicants for the City of Henderson, North Carolina. I hereby agree to submit to all testing procedures for drug use and agree for all test results to be released to the City of Henderson Human Resources Director and the Chief of Police or their designee(s) in charge of these procedures.

Name: (Please print) _____

Signature: _____

Address: _____

Witness: _____





Pre-Employment Polygraph Examination Notification

As part of our Pre-Employment Background Investigation, the Henderson Police Department conducts a Pre-Employment Polygraph Screening. However, it is the policy of the Henderson Police Department that the use of the Polygraph Screening as a detection of deception is not a single determination of employment status.

The Pre-Employment Polygraph Screening will include questions that are drawn from areas provided by the applicant in the application forms, such as **financial history, work history, use of alcohol or drugs, criminal conduct, disciplinary actions, military history and motor vehicle driving history.**

As part of this Pre-Employment Polygraph Screening, information that the applicant has submitted to the Henderson as part of the Application Process (City of Henderson application, NC Personal History Form F-3), will be turned over to the Polygraph Examiner prior to the date of the polygraph examination. The Polygraph Examiner will forward the results of this examination to the Department's Recruiting/Selection Officer, who will then process the application based on the Department's Recruitment and Selection Process Policies.

Applicants who fail to keep scheduled polygraph appointments and who did not properly notify the Department's Recruiting/Selection Officer will be considered withdrawn from the application process unless an emergency situation beyond the applicant's control can be verified.

I, _____, have read and understand this Pre-Employment Polygraph Examination Notification.

Applicant Signature: _____ Date: _____

Recruiting/Selection Officer Signature: _____

Date Information sent to Polygraph Examiner: _____

Date of Polygraph Examination: _____

Date results received and filed: _____





Waiver of Record Investigation

I, _____, hereby consent and waive all rights under the Federal Privacy Act, for the Henderson Police Department to investigate my background and have released to the Henderson Police Department all records of arrest and convictions, for employment purposes only.

Applicant's Signature: _____

Date: _____

Witnesses Name (Please print): _____

Witnesses Signature: _____

Applicant's Full Name: _____

Applicant's Social Security Number: _____

Applicant's Date of Birth: _____

Applicant's Driver's License Number: _____





Credit History Request

Applicant's Name: _____

Social Security Number: _____

Nicknames or Aliases: _____

Present Mailing Address: _____

Permanent Mailing Address: _____

Date of Birth: _____ Place of Birth: _____

Applicant's Signature: _____

Authorized Official: _____

Date: _____





Notification of Change Requirement

You are required to inform the Henderson Police Department of any arrest record you may have. This includes any criminal or traffic offenses pending or adjudicated.

All applicants are required to notify the Recruiting/Selection officer of any change(s) in the circumstances reported on any document submitted during the application process. This includes, but not limited to, changes in name, address, telephone number, marital status, and any other responses to the questions contained in the City of Henderson Application and the North Carolina Personal History Statement (Form F-3).

Specifically required to be reported are changes in current employment status, any disciplinary action while a member of the armed forces, any usage of alcohol and/or drugs not reported in response to questions 43, 44, 45, and 46 on the Personal History Statement (Form F-3), any criminal offense(s) including minor traffic offenses with which the applicant is charged or convicted between the date of application and the date of employment and any change in the driver's license status.

All changes must be reported to the Recruiting/Selection Division in writing within ten (10) days of the occurrence. Failures to notify the Recruiting/Selection Division of any change in status will be treated as a willful omission of information and grounds for rejection. Changes in those areas specifically required to be reported could affect an applicant's suitability for employment. Should the applicant be rejected because of failure to notify the Recruiting/Selection Division of a change in status, the applicant will be notified in writing.

I, _____, understand my duty and obligation to respond truthfully to any and all questions on any document submitted during the hiring process. I have been advised that I am obligated to report any changes in my current status to the Recruiting/Selection Unit in writing within ten (10) days of such change. I understand that my failure to make this notification in writing may result in my disqualification for employment with the Henderson Police Department.

Applicant's Signature: _____ Date: _____

Social Security Number: _____





**Authorization for Release of Personal Information and Records for Law
Enforcement Employment/Certification**

I understand that in order to determine my suitability for employment as a Police Officer, the Henderson North Carolina Police Department must make a thorough investigation of my personal history and background. It is in the public interest that all relevant information concerning my personal and employment history be disclosed to the Henderson Police Department.

Therefore, I, _____, do hereby authorize the release of all records pertaining to my personal history, background and employment to any duly authorized agent of the Henderson Police Department, whether the said records are of a public, private, confidential nature.

The intent of this authorization is to give my consent for full and complete disclosure of records of educational institutions; financial or credit institutions (including records of loans), the records of commercial and retail credit agencies (including credit reports and/or ratings), and other financial statements and reports wherever filed; medical and psychiatric treatment and/or consultation facilities, including hospitals, clinics, private practitioners, and the U.S. Veterans Administration; current and previous actual or prospective employers, including employment and pre-employment records, background reports, efficiency ratings, complaints or grievances filed by or against me, and the records or recollections of attorneys at law, or of other counsel, whether representing me or another person in any case, either criminal or civil, in which I presently have, or have had an interest.

I understand that any information obtained by a personal history background investigation which is developed directly or indirectly, in whole or in part, upon this release authorization will be considered in determining my suitability for employment as a Police Officer by the Henderson Police Department and certification through the North Carolina Training and Standards Commission. I hereby waive all right to inspection or review of any information compiled in reference to my application for employment. I also certify that any person(s) who may furnish such information concerning me shall not be held accountable for giving factual information, and I do hereby release said person(s) from any and all liability whatsoever which may be incurred as a result of furnishing such information. I further release the City of Henderson, the Henderson Police Department and its agents and employees from any and all liability whatsoever which may be incurred, or as a result arise, from the collection and evaluation of such information as it relates to my application for employment as a Police Officer with the City of Henderson Police Department.

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**HENDERSON POLICE DEPARTMENT
RECRUITMENT AND SELECTION UNIT**



Moreover, I do hereby further authorize the Henderson Police Department and its agents and employees to release copies of any and all information to any agency or entity that regulates the certification, authority or conduct of law enforcement employees, understanding that release of such information may affect my qualification for any present or prospective employment as a law enforcement employee. This authorization for release is to include, but not necessary limited to, the Attorney General of NC, the NC Criminal Justice Education Training and Standards Commission, the NC Sheriff's Education and Training Standards Commission, agencies of other states, the federal government, and any government agency by which I am currently employed or to which I have applied for employment.

A photocopy of this release form shall be considered valid, just as an original.

I have read and fully understand the contents of this authorization.

Applicant Name: _____ (Print)

Applicant Signature: _____

Date: _____

STATE OF NORTH CAROLINA
COUNTY OF _____

Subscribed and sworn to me, this the _____ day of _____, 20____

Notary Public (Print): _____

Signature: _____

My Commission Expires: _____

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