

HOPE POLICE DEPARTMENT
APPLICATION COVER

Applicant Name: _____

Complete Address: _____

Phone Number: _____

Date of Birth: _____ Date Application Submitted: _____

I am applying for the following position(s)(check all that apply):

Police Officer _____
Reserve Police Officer _____
Dispatcher _____
Animal Control Officer _____
Support/Office Staff _____

I am currently a Certified Police Officer: _____ (yes) _____ (State)
_____ (no)

I serve in the Military reserve: _____ (yes)
_____ (no)

I am a Military Veteran: _____ (yes)
_____ (no)

I consider myself a Spanish speaker _____ (yes)
_____ (no)

I have attended college: _____ Number of credit hrs
_____ Associates Degree
_____ Bachelors Degree
_____ Post Graduate hrs
_____ Masters Degree

HPD USE ONLY:	
(Employment process): Preliminary Background: PASS / FAIL	
Written Testing Date: _____	Reading Exam Grade: _____
Writing Exam Grade : _____	Oral Interview Invitation: (Yes /No)
Oral Interview Date: _____	Oral Board Ranking of Applicant: _____
Background Investigation: _____	Employment Offer date: _____
(Post-Offer Employment Criteria): Psychological Testing Date: _____	
Physical Testing Date: _____	Employed: YES / NO
Notes:	

STATE OF ARKANSAS
COMMISSION
ON
LAW ENFORCEMENT STANDARDS
AND TRAINING
PERSONAL HISTORY STATEMENT

Marital

8. Marital Status (check one) Single Married Divorced
 Engaged Separated Widowed

9. Names of Spouse or Fiancé(e) _____

10. If married, are you living with your spouse? Yes No

If not, state reason: _____

11. Have you ever been separated or divorced? Yes No If yes give date and location of court or jurisdiction. _____

12. Give the following information concerning your spouse's parents:

	Name	Address
Father		
Mother		

13. List below every child born to you:

Name	Birth date	Place of Birth	With Whom Resides

14. Are you now supporting all children born to you, adopted by you and stepchildren?
 Yes No If no, give details _____

15. Have you ever been involved as defendant in a paternity proceeding? Yes No
If yes, give date and court or jurisdiction: _____

References:

16. Give the names of five responsible persons, other than relatives or past employers, who could provide information about your character, ability, experience, personality, and other qualities:

Name	Address	Telephone

Family History:

17. List your parents, brothers, and sister:

	Name	Address	Telephone
Father			
Mother			
Bro/Sis			
Bro/Sis			
Bro/Sis			
Bro/Sis			

18. Has any member of your immediate family ever been arrested for or convicted of a felony arrest? ____ Yes ____ No If yes, complete the following:

<u>Date</u>	<u>Location</u>	<u>Charge</u>	<u>Disposition</u>
<hr/>			

Financial:

19. Do you have life insurance and/or hospitalization insurance? ____ Yes ____ No

20. Do you have a savings account? Yes No

Bank _____ City and State _____

Bank _____ City and State _____

21. Do you have a checking account? Yes No

Bank _____ City and State _____

Bank _____ City and State _____

22. Do you own or have an interest in any type of business dealing in alcohol?

Yes No If yes, give name, location and type of business:

23. Do you or are you buying your own home? Yes No

Is there a mortgage on the property? Yes No

Bank or Company _____ City and State _____

24. Do you own or are you buying other real estate? Yes No

If yes, give name of agency holding mortgage;

Bank or Company _____ City and State _____

25. List motor vehicles that you own or are buying or leasing:

Make	Model	Year	Amount Owed

26. What income other than salary do you have at present? Include Spouse's salary?

27. List credit references:

Name of Firm	Address	Amount Owed

28. What is your total indebtedness at present? _____

29. Have your creditors treated you fairly? _____ If not, explain: _____

30. Have you ever been sued? _____ Yes _____ No If yes, give details: _____

Residences:

31. List addresses for the past 10 years starting with **present** address at top of next page:

From Mo. Yr.	To Mo. Yr.	Address/ Residence	City & State	Landlord
	Present			

Work History:

32. Are you now or have you ever been engaged in any business as an owner, or corporate board member? ____ Yes ____ No If yes, give details below:

33. If you have ever been discharged or forced to resign because of misconduct or unsatisfactory service, give details: _____

34. Have your employers always treated you fairly? ____ Yes ____ No If no, explain: _____

35. Do you object to wearing a uniform? _____ Yes _____ No

36. Do you object to working nights? _____ Yes _____ No

37. Do you object to working shifts? _____ Yes _____ No

38. List all jobs you have held in the last ten years. Put your present or most recent job first. If you need more space, you may attach additional sheets. Include military service in proper time sequence and temporary part-time jobs.

A. Title of present or last position _____ Starting Salary _____ Last Salary _____

Date employed		
Date separated		
Full Time	Yrs	Mos.
Part Time	Yrs.	Mos.
If part-time # of hours worked per Week:		

Name and title of supervisor _____
Employer _____ Address _____

Duties _____

Reason for leaving: _____

B. Title of present or last position _____ Starting Salary _____ Last Salary _____

Date employed		
Date separated		
Full Time	Yrs	Mos.
Part Time	Yrs.	Mos.
If part-time # of hours worked per Week:		

Name and title of supervisor _____
Employer _____ Address _____

Duties _____

Reason for leaving: _____

C. Title of present or last position _____ Start Salary _____ Last Salary _____

Date employed		
Date separated		
Full Time	Yrs	Mos.
Part Time	Yrs.	Mos.
If part-time # of hours worked per Week:		

Name and title of supervisor _____
 Employer _____ Address _____

 Duties _____

Reason for leaving: _____

D. Title of present or last position _____ Starting Salary _____ Last Salary _____

Date employed		
Date separated		
Full Time	Yrs	Mos.
Part Time	Yrs.	Mos.
If part-time # of hours worked per Week:		

Name and title of supervisor _____
 Employer _____ Address _____

 Duties _____

Reason for leaving: _____

39. Have you submitted an application for employment with this agency?
 _____ Yes _____ No Approximate date: _____

Military Service:

40. Were you ever in the U.S. Military Service or any other military organization?
 _____ Yes _____ No
 Branch of Service _____ Unit _____ Date of Enlistment _____
 Date Of Discharge _____ Service # _____ Highest Rank _____

41. List medals and decorations: _____

42. Type of Discharge: _____

43. If you are presently a member of the National Guard or any military reserve, give the unit, location, and describe your obligation: _____

44. List all schools attended:

Name of School	Location City and State	From Mo. & Yr.	To Mo. & Yr	Year Completed
Grade School				
High School				
College or University				

45. Did you either graduate from high school or pass the high school equivalency test?
____ Yes ____ No

46. List college degrees received and major field of each. Include incomplete courses:

47. Were you ever expelled from any school or were you ever disciplined by any school official? ____ Yes ____ No If yes, explain: _____

Arrest and Military Disciplinary:

Answer all of the following questions completely and accurately. Any falsifications or misstatements of fact may be sufficient to disqualify you. Include all arrests and charges, regardless of outcome of case. Expunged, Sealed, or otherwise disposed of must be disclosed.

48. Have you ever been arrested, detained or charged with a crime by police?
___ Yes ___ No If yes give details:

Crime Charged _____ Police Agency _____

Date _____ Disposition of Case _____

Crime Charged _____ Police Agency _____

Date _____ Disposition of Case _____

Crime Charged _____ Police Agency _____

Date _____ Disposition of Case _____

49. Have you ever been placed on probation? ___ Yes ___ No If yes give details:

50. Have you ever been required to pay a fine in excess of \$25.00? ___ Yes ___ No

If yes, give details: _____

51. Have you ever been reported as a missing person or a runaway? ___ Yes ___ No

If yes give complete details, including jurisdiction, dates, and outcome: _____

52. Were you ever court-martialed, tried on charges, or were you the subject of a summary court, deck court, captain's mast, or company punishment, or any other disciplinary action while a member of the armed forces? ___ Yes ___ No

If yes, explain: _____

53. List any disciplinary action taken against you in the National Guard or other reserve unit? _____
54. If you have ever been fingerprinted by a police officer other than for an arrest, give details below. Your answers will be checked by the F.B.I. and other agencies.
- Agency _____ Date _____ Purpose _____
- Agency _____ Date _____ Purpose _____
- Agency _____ Date _____ Purpose _____
55. Can you operate a motor vehicle? ____ Yes ____ No
56. Do you possess a valid operator's license from the State of Arkansas?
 ____ Yes ____ No Operator's License Number _____ Date issued _____
57. Do you possess an operator's license issued by any state other than Arkansas?
 ____ Yes ____ No If yes, give state and number _____
58. Was your license ever suspended or revoked? ____ Yes ____ No If yes, state which and give reasons: _____
59. Was your license ever restored? ____ Yes ____ No When? _____
60. Have you ever been refused an operator's license by any state? ____ Yes ____ No
61. Have your driving privileges ever been restricted? ____ Yes ____ No If yes, give details: _____

62. Has a motor vehicle being driven by you ever been involved in an accident?
 ____ Yes ____ No If yes, give complete details for each accident whether collision or non-collision: On next page.

Date _____ Police Investigation? ____ Yes ____ No

Location _____ Cause of accident _____

Date _____ Police Investigation? ____ Yes ____ No

Location _____ Cause of accident _____

Date _____ Police Investigation? ____ Yes ____ No

Location _____ Cause of accident _____

63. List any convictions for minor traffic violations:

Location	Approx. Date	Nature of Violation	Penalty or Disposition

Attitudes:

64. What do you consider to be the current social problems of greatest concern?

65. What are your experiences and beliefs concerning the use of alcoholic beverages?

66. What are your experiences and beliefs concerning the use of marijuana and/or other mind altering drugs?

67. What are your feelings about the use of deadly force if it became necessary in the performance of official duties?

Career Objectives

68. Explain briefly your reason for applying for this position: _____

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

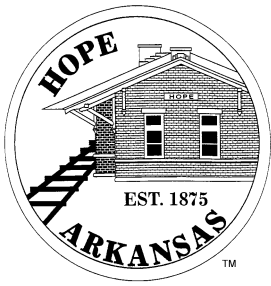
Signature in full

SWORN AND SUBSCRIBED BEFORE ME

NOTARY PUBLIC, THIS _____ DAY OF _____, 20_____.

MY COMMISSION EXPIRES _____

Notice- False swearing is a Class A misdemeanor. Punishable under Arkansas Code 5-53-103.



CITY OF HOPE

P.O. BOX 667
 HOPE, ARKANSAS 71802-0667
 PHONE 870-777-6701

APPLICATION FOR EMPLOYMENT

Last Name _____

First Name _____

Middle Name _____

Address _____

City _____

State/Zip _____

Telephone # _____

Certification: I hereby certify that all the information given in this application for employment is true to the best of my knowledge

Applicant's Signature

Date: _____

The City of Hope is an Equal Opportunity Employer and does not discriminate against applicants for employment because of Race, Color, Religion, Sex or National Origin

POSITION FOR WHICH APPLYING

High School	Name of <u>School</u>	Location of <u>School</u>	Dates Attended From To	<u>Grade Completed</u>
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College Attended	Name of <u>School</u>	Location of <u>School</u>	Dates Attended From To	<u>Degrees Earned</u>
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Other Training	Name of <u>School</u>	Location of <u>School</u>	Dates Attended From To	<u>Certificates Earned</u>
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Have you ever worked for the City of Hope in the Past? _____ Include in Employment

Do you have any relatives currently working for the City of Hope? _____ Please list

EMPLOYMENT RECORD: List below every job that you have held. Start with your present or most recent job. List any promotions separately. Include any service in the Armed Forces.

<u>NAME OF COMPANY</u>	<u>TITLE OF YOUR JOB</u>	<u>DATES OF EMPLOYMENT</u>
<u>LOCATION OF COMPANY</u>	<u>DUTIES OF YOUR JOB</u>	<u>FROM:</u>
<u>NAME OF SUPERVISOR</u>	<u>REASON FOR LEAVING</u>	<u>TO:</u>
		<u>SALARY:</u>

<u>NAME OF COMPANY</u>	<u>TITLE OF YOUR JOB</u>	<u>DATES OF EMPLOYMENT</u>
<u>LOCATION OF COMPANY</u>	<u>DUTIES OF YOUR JOB</u>	<u>FROM:</u>
<u>NAME OF SUPERVISOR</u>	<u>REASON FOR LEAVING</u>	<u>TO:</u>
		<u>SALARY</u>

<u>NAME OF COMPANY</u>	<u>TITLE OF YOUR JOB</u>	<u>DATES OF EMPLOYMENT</u>
<u>LOCATION OF COMPANY</u>	<u>DUTIES OF YOUR JOB</u>	<u>FROM:</u>
<u>NAME OF SUPERVISOR</u>	<u>REASON FOR LEAVING</u>	<u>TO:</u>
		<u>SALARY</u>

<u>NAME OF COMPANY</u>	<u>TITLE OF YOUR JOB</u>	<u>DATES OF EMPLOYMENT</u>
<u>LOCATION OF COMPANY</u>	<u>DUTIES OF YOUR JOB</u>	<u>FROM:</u>
<u>NAME OF SUPERVISOR</u>	<u>REASON FOR LEAVING</u>	<u>TO:</u>
		<u>SALARY</u>

<u>NAME OF COMPANY</u>	<u>TITLE OF YOUR JOB</u>	<u>DATES OF EMPLOYMENT</u>
<u>LOCATION OF COMPANY</u>	<u>DUTIES OF YOUR JOB</u>	<u>FROM:</u>
<u>NAME OF SUPERVISOR</u>	<u>REASON FOR LEAVING</u>	<u>TO:</u>
		<u>SALARY</u>

AFFIDAVIT

STATE OF ARKANSAS

_____, being first duly sworn on oath, states as follows:

1. My name is _____. I am applying for an employment position with _____. As part of my background investigation, I have been asked to provide this sworn affidavit to attest to whether I have ever been the subject of a domestic violence investigation; a protective order related to domestic violence or an arrest based on a domestic violence charge. I understand that as a condition of employment, this background investigation requires that I provide this information. This is necessary to ensure that I meet the criteria for employment with _____. I understand that this information is necessary due to federal statutes which disqualify certain individuals from possessing firearms.

Subscribed and sworn to before
me this _____ day of _____ .

Notary Public, State of
My Commission _____

2019 Hope Police Department
Approximate Current Base Pay Rates
Sworn Staff and Tele-Communications

Position	Base Rate	Hol. Rate	OT Rate	Base Salary + Hol
Asst. Chief				(Base/Hol)
Lieutenant				(Base/Hol)
Sergeant	18.91	.73	28.36	41,299 (42 hr/wk) <u>1,518.40 (Annual hol)</u> 42,817
Senior Corporal	17.48	.67	26.22	38,176 (42 hr/wk) <u>1,393 (Annual Hol)</u> 39,569
Corporal	16.98	.65	25.47	37,084 (42/hr/wk) <u>1,352 (Annual Hol)</u> 38,436
Patrolman	16.45	.63	24.67	35,926 (42 hr/wk) <u>1,310 (Annual Hol)</u> 37,236
Probationary	15.95	.61	23.92	34,834 (42/hr) <u>1,268 (Ann. Hol)</u> 36,102
Certified New Hire	TBD	TBD		
Dispatch Supervisor	TBD	TBD		(40 hr/wk) <u>(Annual Hol)</u>
Dispatcher 2	14.70	.57	22.05	30,576 (40 hr/wk) <u>1,185 (Annual Hol)</u> 31,761
Dispatcher 1	14.20	.55	21.30	29,536 (40 hr/wk) <u>1,144 (Annual Hol)</u> 30,680
Dispatcher New Hire	13.70	.53	20.55	28,496 (40/hr) <u>1,102 (Hol)</u> 29,298

Support Staff not listed
Animal Control not listed

Additional Pay and Benefits

** Workweek base hours:

1. Sworn Officers - 42 hours
2. All other positions - 40 hours

** Holiday pay is annualized for Sworn and Tele-communicator staff

** Shifts:

1. Patrol: 12 hour
2. Dispatch: 8/10 hour
3. Detective: 42 / wk
4. ACO/Support Staff: 8 hour

** Certificate pay of \$75 per month:

1. Per CLEST certificate above basic (Possible \$300)
2. CJI LE Tech certificate (\$75)

** College Pay (monthly, for all employees):

- \$50 - 30 credit hours
- \$75 - Associates Degree
- \$100 - Bachelor's Degree

** Spanish Language Pay of \$75 per month for all qualified employees

** APERS Retirement Plan (Employee 5% contribution, Contribute Soc. Sec.)

** Municipal Health Benefit: City pays full cost for employee; ½ cost for family

** Corporal is an automatic rank in Patrol upon 5 years of service.

** Senior Corporal is a promotional rank currently held by Detectives

** Dispatcher 2 is an automatic rank upon 5 years of service.

City of Hope Police Department Employment Information Packet

February 24, 2004

Law Enforcement Officer
Description of Benefits
(as of February 24, 2004)

<u>Certificate Pay:</u>	\$75.00 a month for each certificate (above Basic) accumulated. Officers may earn up to \$200.00 a month for receiving all certificates. (General, Intermediate, Advance, Senior)
<u>Vacation Time:</u>	Accumulated at 2.31 hours per week of vacation. Averages 15 days per year. After 15 years it is 18 days per year. Maximum accumulation vacation time is 360 hours.
<u>Sick Leave:</u>	Accumulated at 3.08 hours per week of sick time. Averages 4 weeks per year. Maximum accumulation for sick leave is 720 hours.
<u>Insurance:</u>	The insurance has medical, dental, and vision benefits. Insurance is paid by the City of Hope for all full time employees. Family benefits are paid ½ by City and ½ by employee. The weekly premium is \$51.92. Prescription card will be provided after 6 months of employment.
<u>Retirement Benefits:</u>	City of Hope retirement is a non-contributory system. The City of Hope pays all premiums for this benefit. Employees are vested after 5 years.
<u>Tuition Benefits:</u>	Any college courses taken, (that pertains to your current position), the city will reimburse tuition only, on the condition that the course is completed with an ending grade of a B or above.

Hope Police Department

Hiring procedures for Police Officer Applicants

- Step 1:** Obtain application packet from the Hope Police Department.
- Step 2:** Return completed application along with all documents requested to the Hope Police Department Lieutenant of Patrol
- Step 3:** A preliminary background investigation will be conducted to determine Suitability for employment.
- Step 4:** If invited, applicant will participate in a preliminary interview
- Step 5:** Upon being chosen, applicant will participate in entrance level examinations.
- Step 6:** Upon successful completion of entry-level examinations applicant will Participate in a formal oral interview board.
- Step 7:** Upon successful completion of oral interview, the applicants will be ranked in Order of selection.
- Step 8:** Conditional offer for employment will be made
- Step 9:** Formal background interviews will be conducted based on the ranked selection List.
- Step 10:** Applicant will participate in post offer employment examinations (i.e. physical, Psychological examination)

Applicants can expect this process to take up to one year to complete. Application will be held on file for one year. After one year, the application will be destroyed.

EQUAL OPPORTUNITY EMPLOYMENT

The City of Hope is committed to providing equal employment opportunity without regard to race, color, religion, national origin, sex, age, handicap or veteran status as required by Federal and State laws. The City's commitment extends to all employment-related decisions and terms and conditions of employment. The City expressly prohibits any form of unlawful employee harassment based on race, color, religion, sex, national origin, age, handicap, or disability.

Arkansas Relay Service for hearing impaired individuals, dial 711.

HOPE POLICE DEPARTMENT

Police Applicant Required Documentation & Minimum Requirements

1. Photo copy of Birth Certificate
2. Photo copy of Arkansas Motor Vehicle Operator License
3. Photo copy of High School Diploma or GED Certificate
4. Photo copy of College Transcripts if applicable
5. Photo copy of Military Discharge (DD-214)
6. Photo copy of Naturalization or Citizenship Documentation if not a U.S. born citizen
7. At time of appointment must be a minimum of 21 years of age
8. Must be free of any felony convictions