

GENERAL INFORMATION

The City of Hot Springs Police Department is divided into three sub departments:

- ◆ OPERATIONS (all sworn law enforcement personnel)
- ◆ COMMUNICATIONS (all dispatchers/radio operators)
- ◆ CLERICAL (all clerical personnel)

Police Operations includes three divisions, each headed by a Captain:

- 1) Patrol Division
- 2) Criminal Investigation Division
- 3) Professional Standards

Each officer is regularly assigned to a specific section/shift; however, from time to time, an officer may be transferred from one shift to another or from one division to another.

APPLICANT REQUIREMENTS

To be eligible for employment with the City of Hot Springs Police Department, applicants must:

- ◆ be a citizen of the United States;
- ◆ be at least 21 years of age;
- ◆ not have been convicted of a felony;
- ◆ have a high school diploma or GED; and
- ◆ possess a valid driver=s license

APPLICATION & HIRING PROCESS

Applicant testing is generally administered once each year on the first Monday in October. Application forms are available in the Human Resources Department at City Hall approximately one month prior to testing and must be completed prior to the written exam. Proof of citizenship, age and high school graduation (or GED) must also be furnished at this time. Acceptable documents for proof of citizenship and age are:

- ◆ Birth Certificate
- ◆ Family Bible Record
- ◆ Religious Document
- ◆ DD-214
- ◆ Local Voter=s Registration
- ◆ Naturalization or Other Citizenship Record

The written examination must be successfully completed with a score of 70 or higher to qualify for a personal interview with the City of Hot Springs Civil Service Commission. Prior to being scheduled for an interview, each applicant must complete a personal history statement.

After the interviews, the Civil Service Commissioners will rate each interviewed applicant based on their qualifications for becoming a police officer. Those applicants who accumulate enough total points during this process will then be placed on an eligibility list in the order of ranking; i.e., the applicant scoring the highest number of points will be #1, the applicant scoring the second highest number of points will be #2, etc. The eligibility list is effective for one year.

When a vacancy occurs, the Police Chief has the option of selecting from the top three candidates on the eligibility list at that time. Once the Chief has made this selection, a thorough background investigation will be conducted on the selected individual. If the results of this investigation are satisfactory, a conditional offer of employment will then be extended, subject to the successful completion of psychological and medical examinations, as well as a negative drug test.

If a candidate is disqualified at any time during the above procedure, his/her name will be removed from the eligibility list, and the Chief will then make another selection from the top three remaining candidates on the list.

EMPLOYMENT STATUS

All newly hired police officers serve a probationary period of one year, during which time they may be discharged by the Police Chief. Upon satisfactory completion of the probationary period, a police officer has achieved permanent status and is then governed by the City of Hot Springs Civil Service Commission.

All new hires are classified as Police Officer. Promotional guidelines are outlined by the department=s promotion system.

During an officer=s first year of employment, s/he will be required to attend the Police Training Academy. This training generally extends for a 12-week period; your regular pay from the City is continued while you are attending training. Officers who are certified through another state may only be required to attend a refresher course. These cases are reviewed on an individual basis.

EMPLOYEE BENEFITS

Annual Vacation Leave - 120 Hours Per Year + 8 hours for each year of uninterrupted service in excess of five years, to a maximum of 200 Hours Per Year

Discretionary Leave - 16 Hours Per Year

Sick Leave - 6.1 Hours Per Biweekly Period to a Maximum of 480 Hours

Longevity Pay - \$2.50 Per Month after first year of service, to a maximum of \$900; paid biweekly

Insurance - Medical/Dental/Life/AD&D; employee coverage paid for by City; dependent coverage available and paid for by the employee

Pension - Employee contribution of 8.5% of gross wages; City also contributes

Uniform Allowance - \$1200 at time of hire; \$1200 per year after 6 months, paid biweekly

Educational Incentive - After completion of the one year probationary period, police officers are eligible to receive an additional \$135 per month for an Associate=s Degree; \$200 per month for a Bachelor=s Degree; and \$250 per month for a Master=s Degree; paid biweekly

Certificate Pay - \$50/Month for General; \$100/Month for Intermediate; \$150/Month for Advanced; \$200/Month for Senior; paid biweekly

Available Options - Deferred Compensation; Credit Union; Supplemental Insurance

Salary - Current entry-level salary for police officers is \$34,371 annually (including holiday pay)

**APPLICATION FOR EMPLOYMENT
PROBATIONARY POLICE OFFICER
City of Hot Springs, Arkansas**

(APPLICATION MUST BE COMPLETED ON A TYPEWRITER OR PRINTED IN INK)

PERSONAL INFORMATION

Name _____
(Last) (First) (Middle)

Mailing Address _____

Phone Number _____ Social Security Number _____

Driver's License Number _____ State Where Issued _____

Where were you born? _____ Are you a U.S. citizen? ____

Have you ever been a member of the U.S. Armed Forces? _____ Branch _____

Enlistment Date _____ Discharge Date _____

Type of Discharge _____ Rank at Discharge _____

Do you have any relatives working for the Hot Springs Police Department? ____ Yes ____ No

If "Yes", list name(s) and relationship _____

Are you physically capable of performing the duties of a police officer? ____ Yes ____ No

Are you willing to undergo complete medical and psychological exams? ____ Yes ____ No

What is your practice regarding the use of intoxicating beverages? _____

Do you use narcotics in any form? ____ If "Yes", explain

EDUCATION RECORD

HIGH SCHOOL

Name _____

Location _____

Years Completed _____ Date Graduated or Obtained GED _____

COLLEGE

Name _____

Location _____

Years Completed _____ Major/Degree _____

BUSINESS SCHOOL

Name _____

Location _____

Years Completed _____ Course of Study _____

Certificate/Degree Earned _____

TRADE OR OTHER SCHOOL

Name _____

Location _____

Years Completed _____ Course of Study _____

Certificate/Degree Earned _____

OTHER SCHOOL(S) ATTENDED AND/OR SPECIAL EDUCATIONAL ACHIEVEMENTS:

EMPLOYMENT HISTORY

(LIST ALL PRESENT & PAST EMPLOYMENT, BEGINNING WITH MOST RECENT)

Company Name _____ Phone _____
Address _____ Supervisor _____
Dates _____ To _____ Salary _____ Reason for Leaving _____
Duties _____

Company Name _____ Phone _____
Address _____ Supervisor _____
Dates _____ To _____ Salary _____ Reason for Leaving _____
Duties _____

Company Name _____ Phone _____
Address _____ Supervisor _____
Dates _____ To _____ Salary _____ Reason for Leaving _____
Duties _____

Company Name _____ Phone _____
Address _____ Supervisor _____
Dates _____ To _____ Salary _____ Reason for Leaving _____
Duties _____

May we contact the employer(s) listed? _____ If "No", indicate which one(s) you do **not** wish us to contact:

REFERENCES

(Name, Address and Phone)

(Name, Address and Phone)

(Name, Address and Phone)

CERTIFICATION AND CONSENT

***YOUR APPLICATION WILL BE CONSIDERED INCOMPLETE IF THIS
CERTIFICATION AND CONSENT IS NOT SIGNED AND DATED***

I certify that the information set forth in my application for employment is true and complete to the best of my knowledge. I authorize the City of Hot Springs to make such investigations and inquiries of my personal and employment history and other related matters as may be necessary in arriving at an employment decision. I hereby release employers, schools or persons from any liability in responding to inquiries in connection with my application. In the event of employment, I understand that false or misleading information given in my application and/or interview(s) will be considered sufficient cause for dismissal. I understand that I will be required to abide by all rules and regulations of the City of Hot Springs Board of Civil Service Commissioners.

I agree to submit to pre-employment drug testing. I understand that any offer of employment will be conditional upon completing such test with a negative result. I further understand that a positive test will result in my ineligibility for employment with the City of Hot Springs for a period of at least six (6) months. At any time after the end of the six-month period, I understand that, if I am again selected for hire, I will be required to undergo another drug test at that time with the same requirements and restrictions as applied to the initial testing.

Applicant Signature _____ Date Signed _____

**IMPORTANT INFORMATION
PLEASE READ CAREFULLY**

To be eligible to apply for the police officer's applicant examination on October 3, or 4, 2011, you must:

- ☛ be a citizen of the United States;
- ☛ be at least 21 years of age by October 3, 2011;
- ☛ have a high school diploma or GED;
- ☛ possess a valid driver's license; and
- ☛ not have been convicted of a felony.

The Examination is Scheduled as Follows:

MONDAY, OCTOBER 3, 2011 - 9:00 A.M.
MONDAY, OCTOBER 3, 2011 – 1:00P.M.
TUESDAY, OCTOBER 4, 2011 – 1:00P.M.
HOT SPRINGS POLICE DEPARTMENT
641 MALVERN AVENUE
HOT SPRINGS, ARKANSAS

Completed applications must be received in the Human Resources Office at City Hall no later than 5:00 P.M. on Wednesday, September 28, 2011. A Notice & Authorization form (included with the application form) must also be completed and returned, together with proof of citizenship, age and high school graduation (or GED). Applications WILL NOT be accepted if they do not include these documents. No applications will be accepted after September 28th, and you will not be permitted to take the examination if your application is not on file. If you are returning your application by mail, send all required information to City of Hot Springs Human Resources Office, Post Office Box 700, Hot Springs, Arkansas (71902).

If you have any questions or need assistance in completing the application, do not hesitate to ask us. Please notify us if you are disabled and require special accommodations for any portion of the application process, including tests and interviews. It is important that you be on time for the examination since it will be a timed test and late arrivals will not be allowed to enter the room once the exam has started.

Human Resources Telephone - (501) 321-6841
Human Resources Fax - (501) 321-6769
Human Resources e-mail - lmcafee@cityhs.net
Hearing Impaired Telephone - (501) 321-6843

Current Entry-Level Salary for Police Officers is \$34,371 Annually (Base & Holiday Pay)

ATTENTION POLICE OFFICER APPLICANTS

THE FOLLOWING DOCUMENTS MUST BE RETURNED WITH YOUR ORIGINAL HOT SPRINGS POLICE DEPARTMENT EMPLOYMENT APPLICATION.

PROOF OF HIGH SCHOOL GRADUATION OR EQUIVALENT

*Documents accepted: High School Diploma
G.E.D. Equivalency Certificate
Official School Transcript*

AND

PROOF OF CITIZENSHIP AND AGE

*Documents accepted: Birth Certificate
Local Voter's Registration
DD-214
Family Bible Record
Religious Document
Naturalization or Other Citizenship Record*

AND

DD-214

**(MILITARY DISCHARGE PAPERS)
ONLY IF YOU HAVE BEEN ENLISTED WITH MILITARY SERVICE**

NOTICE AND AUTHORIZATION

This is to notify you that a consumer report of your credit history may be obtained as part of the background investigation relative to your application for employment with the City of Hot Springs Police Department. Your signature below constitutes your authorization for the City of Hot Springs to obtain such a report. If any adverse action (non-hire) is taken based on the consumer report, you will be provided with a copy of the report and a summary of your rights.

I hereby authorize the City of Hot Springs Police Department to obtain a consumer report on my credit history.

Applicant Signature

Date

Printed or Typed Name of Applicant

This Notice & Authorization must be signed and dated and returned to the City of Hot Springs Human Resources Office with your application and related documents.