



Dear Applicant:

Enclosed is the Fort Smith Police Officer application you requested. Please review the attached information and if you have questions you may call the Recruiter's Office at the Fort Smith Police Department (479) 709-5156 or the Office of Human Resources (479)784-2222.

When you have completed your application return it to the Office of Human Resources - P O Box 1908. Fort Smith. AR 72902 or you may deliver it in person to 623 Garrison Avenue -Room 310.

Deadline for accepting applications is 5:00 p.m. August 14, 2009.

All applications must be complete and have copies of required documents attached or application will not be accepted.

Please note: Birth Certificates as issued by the Vital Statistics Bureau of the State you were born in is the only acceptable document for Birth Certificates - **Hospital Certificates are no longer acceptable.**

An informational memo is attached concerning the Physical Agility Course, also a Release Form which needs to be brought with you on **September 14, 2009 at 7:45 a.m.**, when you report to the Police Department (100 S 10th) for the Agility Test.

If you pass the Physical Agility Test you are eligible to take **the written exam which will be administered September 14, 2009 at 6:00 p.m.** at the Fort Smith Convention Center - 800 Rogers Avenue.

If you pass the written test you will be scheduled for other procedures at a date to be announced later.

The City of Fort Smith is an **Equal Opportunity Employer**. All applicants will receive fair consideration without regard to race, color, religion, sex, age, national origin and or disability.

Office of Human Resources
City of Fort Smith

623 Garrison Avenue
P.O. Box 1908
Fort Smith, Arkansas 72902
Administrative Offices FAX (479) 785-2407

**CITY OF FORT SMITH POLICE DEPARTMENT
MINIMUM QUALIFICATIONS AND REQUIREMENTS FOR
APPLICATION**

You must meet all of the following qualifications and requirements to apply for Probationary Police Officer with the city of Fort Smith Police Department.

1. At least 21 years of age at time of initial testing.
2. Vision acuity must be correctable to 20/20
3. Must be a qualified elector. (Eligible to Vote)
4. Must not be a convicted felon or convicted of a misdemeanor that involves a crime of theft, violence (including domestic violence) or of drug usage.
5. High School graduate or GED

**YOUR APPLICATION PACKET MUST BE RETURNED TO THE
OFFICE OF HUMAN RESOURCES BY 5:00 P.M., August 14, 2009 AND
INCLUDE COPIES OF:**

- _____ **Birth Certificate (as issued by the Vital Statistics Bureau of the State where you were born) Hospital Certificates are NOT acceptable.**
- _____ **High School Diploma or GED Certificate**
- _____ **Military discharge papers if applicable**
- _____ **Application**
- _____ **Drivers License**
- _____ **Social Security Card**

If you meet all the above qualifications and requirements, you will be eligible to participate in the testing procedure. The testing procedure includes:

1. Physical Agility
2. Written Test
3. Police Review Board Interview
4. Civil Service Commission Interview

Each phase of the testing procedure must be passed to continue in the process. Applicants successfully passing all four phases of the testing procedure will be placed on a List of Eligibles qualified for appointment to Probationary Police Officer.

Prior to starting duty, all appointees must successfully complete a Polygraph Exam, Psychological Examination, Psychological Interview and a physical examination and drug test, at the City of Fort Smith's expense.

I hereby certify that I have read and understand all of the above qualifications and requirements. I further attest that without exception I meet and agree to all of the above qualifications and requirements. I understand that any misrepresentation or falsification shall be deemed as sufficient grounds for disqualification or dismissal.

Date _____ Signature _____

Name (Please Print) _____

FORT SMITH POLICE DEPARTMENT

APPLICATION FOR EMPLOYMENT

100 S 10TH STREET
FORT SMITH, AR 72901

Application must be typed or printed legibly in ink

Each item must be complete and accurate. Incomplete answers may cause delay in processing of application or disqualification. False answers will lead to dismissal.

Name of Applicant _____

Last

First

Middle

Maiden

Address _____

Street

City

State/Zip

Telephone () _____ () _____ Driver's License # _____
Home Work State

Social Security Number _____ D. O. B. _____ Age _____
(MM/DD/YY)

HS Graduate: ___ Yes ___ No ___ GED College: ___ Some ___ Associates ___ Bachelors ___ Masters

Military Experience: _____ Branch: _____ Type of Discharge _____

Place of Employment: _____

Employment Address: _____

U.S. Citizenship acquired by: ___ Birth ___ Naturalization

Have you ever been arrested for anything other than a traffic ticket? ___ Yes ___ No

Have you ever been convicted of a felony? ___ Yes ___ No

Have you ever been convicted of any misdemeanor crime of domestic violence? ___ Yes ___ No

I certify that all the information I have provided on this application form is truthful and accurate to the best of my knowledge. I understand that my background will be extensively investigated by the Fort Smith Police Department and I consent to such investigation.

Signature of Applicant

Date of Signature (MM/DD/YY)

Each applicant will be notified of the date, time, and location of the first exam. Upon completion, submit this form along with photocopies of your driver's license, birth certificate, military discharge papers, and social security card to: Human Resources Department, Room 310, 623 Garrison Avenue, Fort Smith, AR, 72901. It is the applicant's responsibility to notify the Human Resources Department of a change of address or change of telephone number.

Equal Opportunity Employer

APPLICATION PROCEDURES:

Interested individuals may contact either the Fort Smith Police Department Recruitment Coordinator (479) 709-5156 or the Human Resources Department (479) 784-2222. When applications are released a copy will be available at both locations or may be e-mailed or mailed directly to those seeking employment. Testing dates will be advertised through various media outlets, at least 60 days prior to the test.

SELECTION PROCEDURES:

Each step in the selection process must be passed before proceeding to the next phase. The scores from steps 2 and 5 will be combined and a ranked list will be established and certified by the Civil Service Commission. The Chief of Police may hire from the top three candidates listed, with no further justification.

1. **Physical Agility Test** (pass/fail)
2. **Written Test** The minimum passing score for the written exam will be **75%**.
3. **Full Background Investigation** (pass/fail)
4. **Police Department Review Board** (pass/fail)
5. **Civil Service Review Board** (minimum **70%**)
6. **Psychological and Medical Evaluation** as well as a **Polygraph Examination or Computer Voice Stress Analysis** will be given to those candidates who are offered conditional employment.

Fort Smith Police Department

Police Officer Application Information and Physical Agility Test

The City of Fort Smith and the Fort Smith Police Department is an **EQUAL OPPORTUNITY EMPLOYER**. In the recruitment and selection process, equal employment opportunity is guaranteed to all persons without regard to race, creed, color, sex, national origin, age, religion, mental or physical handicap, labor affiliation, sexual orientation, or any other factors not related to merit and fitness for the position.

REQUIREMENTS:

All applicants for the position of probationary police officer must meet the following criteria established by the State of Arkansas Commission on Law Enforcement:

1. Be a citizen of the United States of America.
2. Be at least 21 years of age at the time of employment.
3. Be fingerprinted and a search initiated of state and national fingerprint files to disclose any criminal record.
4. Be free of felony record. A felony record shall mean having entered a plea of guilty, or otherwise having been convicted of an offense, the punishment for which could have been imprisonment in a federal or state penitentiary. The fact that an individual has received a pardon, or their record has been expunged shall not release the individual from having a felony record for the purpose of this regulation.
5. Be free from conviction of a misdemeanor crime of domestic violence.
6. Be of good character as determined by a thorough background investigation.
7. Be a high school graduate or have passed the General Education Development (GED) Test indicating high school graduation level.
8. Be examined by a licensed physician and meet physical requirements.
9. Be interviewed personally, prior to employment, by the department head or his representatives, to determine such things as the applicant's motivation, appearance, demeanor, attitude and ability to communicate.
10. Be examined by an individual licensed to practice psychiatry or psychology and qualified to perform such evaluations in the State of Arkansas, who after the examination finds the officer to be competent and recommends the agency to hire the individual.
11. Possess a valid driver's license.

PHYSICAL AGILITY TEST:

The Fort Smith Police Department conducts a timed physical agility examination as part of the selection process in which potential candidates are considered for possible employment as police officers.

The physical agility course utilized by the Fort Smith Police Department consists of eight (8) individual elements or "stations", each of which attempts to fairly replicate or recreate a physical activity that a police officer can reasonably expect to perform. The stations are described as follows:

Station One:

The applicant will be seated in a patrol vehicle with his or her seatbelt fastened and the door closed. The timing begins when the applicant is commanded to begin. The applicant must be able to exit the vehicle, push the patrol vehicle sixty (60) feet, and proceed to Station Two.

Station Two:

The applicant will run 440 yards and proceed to Station Three.

Station Three:

The applicant must be able to negotiate, by climbing or jumping, a five-foot fence and proceed to Station Four.

Station Four:

The applicant must climb to the top stair of a flight of bleachers, ring a bell, then descend the flight of bleachers and proceed to Station Five.

Station Five:

The applicant must be able to negotiate, by climbing or jumping, a five-foot fence a second time and proceed to Station Six.

Station Six:

The applicant must deliver thirty (30) strikes, using a training baton, to a person wearing a "Red Man" training suit (or a training dummy) to the approved areas of the body (arms and legs) and proceed to Station Seven.

Station Seven:

The applicant will drag a 125 pound dummy fifty (50) feet and proceed to Station Eight.

Station Eight:

The applicant returns from Station Seven, enters the passenger seat of the patrol vehicle and closes the door. The timing of the test ends at the time the door is closed.

Time Limit:

The time limit to complete the physical agility examination shall be **Four (4) minutes and 30 seconds**. Candidates who fail to complete all eight stations within four minutes and 30 seconds shall be deemed to have failed the test. Candidates who fail the examination will be afforded the opportunity to retest immediately. Failure to complete the retest within 4 minutes and 30 seconds disqualifies the candidate from further consideration in the testing process.

NOTE: **The applicant is strongly encouraged to physically prepare for this examination.**

Fort Smith Police Department
Pre-Employment Physical Agility Test
Release of Claims for Personal Injury

State of Arkansas>

Know all men by these presents:

County of Sebastian>

That I, _____ do hereby, indemnify, and agree to hold harmless the City of Fort Smith, its officers, directors and employees, from and against any and all claims, liability and causes of action which I may have or which may subsequently accrue to me, as a result of my taking a test administered by the City of Fort Smith to determine my physical fitness to be a police officer. I understand that such skills assessment is required as a part of the application procedure for consideration for employment as a probationary patrol officer of the Fort Smith Police Department. I further understand that, during the taking of said test, my physical strength and general physical condition will be measured, and, in conjunction therewith, it will be necessary for me to exert myself physically, and that such exertion is only intended to measure by requirements regarding physical strength and condition to be considered for employment by the Fort Smith Police Department.

This consent and release of liability is voluntarily given this ____ day of _____, 2009. It is intended to be binding on me as well as my heirs and assigns.

Signature

Acknowledgment

I, _____ do hereby acknowledge that the foregoing instrument was executed by me on the above date for the purposes expressed therein, and I acknowledge that I have voluntarily executed the afore going instrument, and that the contents thereof are true and correct.

Signature

On this ____ day of _____, 2009, personally appeared before me the police applicant who, after being duly sworn, acknowledged that the foregoing instrument was executed by him/her for the purposes expressed therein and that the contents thereof were true and correct.

Notary Public

My Commission expires: _____

**DO NOT TURN THIS FORM IN WITH
THE APPLCIATION.
BRING IT WITH YOU TO THE
PHYSICAL AGILITY TEST.**

Fort Smith Police Department

2008 Employee Benefits

Pay	\$34,507.20 annual salary.
Language Incentive	\$83.00 per month pay increase, upon meeting certain requirements.
Education Incentive	Associates Degree – 3% pay increase. Bachelors Degree – 6% pay increase. Masters Degree – 7% pay increase.
Education Assistance	Will pay for college classes up to \$1287.00 per semester. Books not included.
Vacation	3 Weeks paid vacation after 1 st year. Up to a total of four weeks with time in service.
Sick Leave	Accumulate 160 hours per year beginning one year after date of employment. Maximum accumulation of 960 hours allowed.
Retirement	L.O.P.F.I. 54% of base salary after 20 years and age 55. 77% of base salary after 25 years and age 55. 87% of base salary after 28 years and age 55.
Medical Insurance	Provided with some out of pocket expense, depending on the coverage. Health Prescription Dental Vision
Life Insurance	Up to five times your annual salary. Maximum of \$465,000.00.
Dependent Life	\$10,000.00 for all dependents for one price.
Long Term Disability	50% or 66 2/3% to a maximum of \$6,000.00 per month.
Pre Paid Legal Plan	Supplemental Benefit. Available at employees expense.
Employee Assistance Plan	Provides guidance and help to all employees for virtually any reason.
Credit Unions	Arkansas Federal Credit Union and the Municipal Employee Credit Union.