



SHREWSBURY POLICE DEPARTMENT

4400 Shrewsbury Avenue
Shrewsbury, MO 63119
Phone: (314) 647-5656
Fax: (314) 647-0019



Application for Employment

An Equal Opportunity Employer: Qualified applicants are considered for employment without regard to age, race, color, religion, sex, national origin, genetic information, sexual orientation, disability or veteran status. If you need assistance or an accommodation during the application process because of a disability, it is available upon request. The Police Department is pleased to provide such assistance, and no applicant will be penalized as a result of such a request.

Date of Application		
Position(s) Applied For		
How Did You Learn About Us?	<input type="checkbox"/> Advertisement <input type="checkbox"/> Friend <input type="checkbox"/> Relative	<input type="checkbox"/> Website <input type="checkbox"/> Inquiry <input type="checkbox"/> Other _____

Last Name	First Name	Middle Name		
Address		City	State	Zip Code
Telephone (home, work & cell) Number(s)				
E-mail Address: _____				

	YES	NO
Have you ever filed an application with the City of Shrewsbury before? If yes, give position and date of application:	<input type="checkbox"/>	<input type="checkbox"/>
Have you ever filed an application with the Shrewsbury Police Department before? If yes, give position and date of application:	<input type="checkbox"/>	<input type="checkbox"/>
Have you ever been employed with the City of Shrewsbury before? If yes, give position and dates:	<input type="checkbox"/>	<input type="checkbox"/>
Have you ever been employed with the Shrewsbury Police Department before? If yes, give position and dates:	<input type="checkbox"/>	<input type="checkbox"/>
Do any of your relatives or friends work for the City of Shrewsbury? If yes, who? What department?	<input type="checkbox"/>	<input type="checkbox"/>
Do you know any member of the Shrewsbury Police Department? If yes, who and in what capacity?	<input type="checkbox"/>	<input type="checkbox"/>
Are you currently employed?	<input type="checkbox"/>	<input type="checkbox"/>
May we contact your present employer?	<input type="checkbox"/>	<input type="checkbox"/>
Are you prevented from lawfully becoming employed in this country because of Visa or immigration status? (Proof of citizenship or immigration status will be required upon employment)	<input type="checkbox"/>	<input type="checkbox"/>
Do you possess a valid Missouri Operators License? License #: Expiration Date:	<input type="checkbox"/>	<input type="checkbox"/>
Have you been convicted of a crime (misdemeanor or felony)? If yes, explain fully (dates, jurisdiction, charge, sentence, disposition, etc.)	<input type="checkbox"/>	<input type="checkbox"/>

**** If you need additional space, please continue on a separate sheet of paper ****

What date are you available to begin work?	
What is your desired salary range?	\$ _____ per
What type of position are you applying for?	<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time
Are you available for shift work?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If you are applying for a position as a police officer, are you currently Missouri POST certified to work in a county of the first class?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you a graduate of a certified police academy or Law Enforcement Training Program or are you currently enrolled in such a program?	<input type="checkbox"/> Yes <input type="checkbox"/> No Academy Name _____ Date of Graduation _____

EDUCATION				
	Name & Address of School	Course of Study	# of Years Completed	Diploma / Degree Received
Elementary School				
High School				
Undergraduate College				
Graduate Professional				
Other (Specify)				

Describe any specialized training, apprenticeship, skills and/or extra-curricular activities:

Describe any job-related training received in the United States military:

**** If you need additional space, please continue on a separate sheet of paper ****

EMPLOYMENT EXPERIENCE

Start with your present or last job. Include any military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, disabilities or other protected status. If you need additional space, please continue on a separate sheet of paper.

1.	Employer		Dates Employed	
			From	To
	Address			
	Phone Number (s)		Hourly Rate / Salary	
			Starting	Final
	Job Title			
	Supervisor		Phone Number	
	Reason for Leaving			
Work Performed / Duties				
2.	Employer		Dates Employed	
			From	To
	Address			
	Phone Number (s)		Hourly Rate / Salary	
			Starting	Final
	Job Title			
	Supervisor		Phone Number	
	Reason for Leaving			
Work Performed / Duties				
3.	Employer		Dates Employed	
			From	To
	Address			
	Phone Number (s)		Hourly Rate / Salary	
			Starting	Final
	Job Title			
	Supervisor		Phone Number	
	Reason for Leaving			
Work Performed / Duties				

ADDITIONAL INFORMATION

Other Qualifications: Summarize special job-related skills and qualification acquired from employment or other experience.

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List any other information you feel may be helpful to the Shrewsbury Police Department in considering your application:

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**** If you need additional space, please continue on a separate sheet of paper ****

SPECIALIZED SKILLS (Check Skills / Equipment Operated)					
<input type="checkbox"/>	Terminal	<input type="checkbox"/>	Spreadsheet	<input type="checkbox"/>	Copier
<input type="checkbox"/>	PC / MAC	<input type="checkbox"/>	Word Processing	<input type="checkbox"/>	Fax Machine
<input type="checkbox"/>	Typewriter WPM	<input type="checkbox"/>	Shorthand WPM	<input type="checkbox"/>	Other (list)
<input type="checkbox"/>	R.E.J.I.S.	<input type="checkbox"/>	N.C.I.C.	<input type="checkbox"/>	Other (list)
<input type="checkbox"/>	C.A.R.E.	<input type="checkbox"/>	M.U.L.E.S.		
<input type="checkbox"/>	Other (list)				

REFERENCES			
1.	Name		Phone ()
	Address		
2.	Name		Phone ()
	Address		
3.	Name		Phone ()
	Address		

1. Have you been provided with the job description, requirements, and essential job functions of the position for which you are applying? Yes No (If no, do not answer the following question)
2. Are you capable of performing in a reasonable manner, with or without a reasonable accommodation, the activities involved in the job or occupation for which you have applied? Yes No

APPLICANT'S STATEMENT	
<p>I certify that the answers given herein are true and complete.</p> <p>I authorize the investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. I understand that a thorough background investigation will be conducted as part of the hiring process.</p> <p>This application for employment shall be considered active for a period of time not to exceed one-hundred twenty days. (Any applicant wishing to be considered for employment beyond this time should inquire as to whether or not applications are being accepted at that time.)</p> <p>I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with the Shrewsbury Police Department is of an <i>“at will”</i> nature, which means that the Employee may resign at any time and the Employer may discharge the Employee at any time with or without cause. It is further understood that this <i>“at will”</i> employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized representative of the City of Shrewsbury.</p> <p>In the event of my employment, I understand that false or misleading information given in my application, interview(s), or background investigation may result in discharge. I also understand that I am required to abide by all rules and regulations of the Shrewsbury Police Department and the City of Shrewsbury.</p>	
Signature of Applicant	Date

E-VERIFICATION NOTIFICATION

Notice to Applicant

This Employer Participates in the E-Verify Program

Pursuant to Missouri state law, and in accordance with Federal requirements, the City of Shrewsbury participates in the E-Verify Program to verify the eligibility of every newly hired employee to work in the United States. Missouri state law requires government employers to verify the identity and validate the ability of all persons hired to work in the United States.

The City of Shrewsbury will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each new employee's Form I-9 to confirm work authorization. If the Government cannot confirm that you are authorized to work, this employer is required to provide you written instructions and an opportunity to contact the SSA and/or DHS before taking adverse action against you, including terminating your employment. Employers may not use E-Verify to pre-screen job applicants or to re-verify current employees and may not limit or influence the choice of documents presented for use the Form I-9.

I confirm that I have read and understand the above as it pertains to the E-Verify Program and further affirm that I have been notified by the City of Shrewsbury of its participation in the E-Verification Program.

Signature: _____

Print Name: _____

Date: _____

ESSENTIAL JOB FUNCTIONS FOR

POLICE OFFICER

In accordance with the Americans with Disabilities Act (ADA), the following list of essential functions is established as criteria for qualification to receive confirmed offers of employment as a Police Officer with the Shrewsbury Police Department.

GENERAL SUMMARY:

Under direct supervision of the Patrol Sergeant, performs a variety of routine and complex public safety duties. Responsibilities include police patrol, criminal investigations, traffic enforcement, apprehension and prosecution of criminals and all related local, state and federal law enforcement activities in an assigned area in the City of Shrewsbury.

JOB FUNCTIONS AND RESPONSIBILITIES:

ESSENTIAL:

- Responsible for the protection of people, property and the streets on a rotating shift in an assigned area in the City of Shrewsbury.
- Apprehends suspects, processes arrests and assists in the prosecution of criminals and suspects.
- Maintains and preserves the peace by utilizing skills (i.e., de-escalating a situation, sensitivity to victims, etc.) developed in Police Academy training.
- Performs routine patrols using law enforcement vehicles including automobile, bike and others as necessary.
- Responds to radio calls; preserves and investigates evidence of crime/accident scenes and conducts initial interviews of witnesses, suspects and victims at the scene of misdemeanor or felony crimes or vehicular accidents, develops leads and follow up investigations of incidents during assigned shift.
- Searches homes, businesses, buildings, and other areas for suspects.
- Traffic enforcement – issues citations, investigates accidents and performs problem solving with regard to general traffic issues in assigned area.
- Transports criminals and evidence.
- Prepares, ensures accuracy, and files a variety of daily reports, summons and investigations on a daily basis to be submitted to superiors.
- Prepares cases for giving testimony and testifies in State and/or Municipal court in prosecuting criminals.
- Participates in public awareness/safety and training programs – coordinates school safety patrol, participates in traffic safety educational programs and other crime prevention and education programs.

IMPORTANT

- Maintains fleet vehicles and equipment, radar machines, supplies and miscellaneous equipment used by law enforcement officers.
- Assists citizens with matters including, but not limited to, locked or stalled vehicles, crime prevention, drug resistance, traffic safety, etc.
- Hand delivers mail and other administrative support services as needed.
- Performs other related duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

EDUCATION AND EXPERIENCE:

- Successful completion of a high school education or GED equivalent. P.O.S.T. certification as a police officer of a first class county in the State of Missouri through Police Academy Training.

SKILLS:

- Ability to deal courteously and effectively with peers, supervisors and the general public in unusual situations that may involve tragic and/or stressful circumstances.
- Problem solving skills.
- Effective oral and written communication skills.
- Ability to exercise sound judgment in evaluating situations and making decisions.
- Ability to follow verbal and written instructions.
- Ability to efficiently and safely operate an automobile at a high-rate of speed.
- Good powers of observation and memory.
- Ability to perform all duties in conformance with Federal, State, County and City laws and ordinances.
- Skills in the operation of the materials and equipment listed below (see Material and Equipment Used).

KNOWLEDGE:

- Extensive knowledge of City's geography, laws and ordinances.
- Knowledge of modern law enforcement principles, procedures, techniques and equipment.
- Understanding of department rules and regulations.

OTHERS (AS APPLICABLE):

- Must be 21 years of age at time of appointment.
- No felony convictions.
- Must be able to render credible testimony in a court of law.

MATERIALS AND EQUIPMENT USED:

- | | |
|----------------|----------------------------------|
| • Police Car | • First Aid Equipment |
| • Police Radio | • Computer Hardware and Software |
| • Telephone | • Handcuffs |
| • Firearms | • Radar Gun |
| • Baton | • Pepper Spray |
| • Breathalyzer | • TASER |
| • Pager | |

PHYSICAL DEMANDS:

- Must be able to lift and/or move more than 100 pounds and pursue and restrain suspects.
- Able to efficiently and safely operate an automobile at a high-rate of speed.
- Keen eyesight and eye-hand coordination.
- Required to frequently walk, sit, talk, hear, stand, kneel, crouch, crawl, climb, balance, stoop and run.
- Required to occasionally use hands to fingers, handle or operate objects, controls and/or tools, reach with hands and arms, taste and smell.
- Exposure to weather conditions, fumes, airborne particles, toxic/caustic chemicals and extreme cold/hot conditions.

LICENSE(S):

- Valid Missouri driver license without record of suspension, revocations or felony convictions in any state.

CERTIFICATION(S):

- P.O.S.T. certification as a police officer of a first class county in the state of Missouri through Police Academy Training.

The above statements are intended to describe the general nature and level of work being performed by employees assigned this classification. They are not to be construed as an exhaustive list of all job duties or roles performed by personnel so classified. It is as well intended to be compliant with the Americans with Disabilities Act.

The qualifications listed above are guidelines. Other combinations of education and experience, which could provide the necessary knowledge, skills, and abilities to perform this job, should be considered.

The Shrewsbury Police Department Is An Equal Opportunity Employer: All qualified applicants for employment for all positions within the Shrewsbury Police Department are given equal consideration regardless of race, color, sex, creed, national origin, age, veteran status, marital status, religious affiliation, sexual affiliation, genetic history or the presence of a non-job related medical condition or handicap. All job appointments are based on merit and fitness for the position.

If you need assistance or an accommodation during the application process because of a disability, it is available upon request. The police department is pleased to provide such assistance, and no applicant will be penalized as a result of such a request.

POLICE OFFICER APPLICATION & SELECTION PROCESS

Thank you for your interest in the position of Police Officer with the Shrewsbury Police Department. The application process for this important position is a key component in ensuring that we meet your expectations as an employer and that your personality, skills, and work ethic meet our expectations of community police service and protection.

The Process for Police Officers

- Job Posting
- Application Request (Applicant Personal History Questionnaire)
- Submission of Formal Application & Required Supporting Documents
- Application Review/Verification of Qualifying Credentials including P.O.S.T. certification and license
- Oral Interview Board
- Written Aptitude Test
- Integrity Interview
- Background Investigation to include review of criminal record and verification of personal references
- Chief's Interview
- Conditional Offer of Employment
- Psychological Test
- Medical Exam, to include Drug Screen

Expected Duration

Dependent upon testing schedules, if applicable, and your response time to the background investigator's requests for information, the application process will last from three to six months.

Re-Application and Re-Employment

An unsuccessful candidate may reapply following the normal procedures anytime an opening exists, unless the candidate is expressly prohibited from reapplying by the Chief of Police.

Former employees shall be required to apply and compete for a position with all other qualified applicants.

- No retroactive reinstatement of a previous employee's previously accrued vacation or sick leave shall be given in the event a former employee is rehired.
- Eligibility for accruals of leave or other forms of compensation, based on longevity, shall begin with the last date of hire and not the total time with the City.

Notification

Those applicants determined to be ineligible or who are otherwise not selected for employment shall be notified in writing by the department within 30 days of the conclusion of the selection process.

PAY/BENEFITS

The benefits, etc. listed here are described based upon Chapter 110 of the Municipal Code in effect at the time this application was completed and are subject to change at any time by the governing body of the City of Shrewsbury.

- Minimum starting salary, depending upon qualifications: \$41,515
- Nine (9) paid holidays per year
- Two (2) personal days per year
- Two (2) weeks paid vacation
- Paid sick leave
- Paid Retirement Program
- Paid Medical Benefits Program for employee and family
- Disability Plan
- Life Insurance
- Family Leave
- Emergency Leave
- Bereavement Leave