



ADMONISHMENTS

All prospective police applicants of the City of Normandy should be aware that it is the policy of the Police Department to conduct a thorough and intensive background investigation on all applicants and information provided by applicants.

Any misrepresentation, willful or negligent omissions, or other falsehoods will disqualify the applicant and permanently remove any future considerations for employment with the City of Normandy.

If the above listed detriments are discovered after employment or at any time during employment, it is considered grounds for immediate termination of employment with the City of Normandy without recourse.

Therefore, it is absolutely imperative that the applicant **COMPLETELY** and **TRUTHFULLY** provide all information as required on the application and during any and all phases of the application/employment pre-screening process.

The City of Normandy Police Department reserves the right to determine the veracity of any statement or information provided by the applicant via polygraph and/or Computer Voice Stress Analyzer (CVSA).

If you have applied with the City of Normandy within the last twelve months, and have not been advised that your application is to be retained for a period of one year from time of application, no new applications will be accepted.

ALL APPLICANTS are **HIGHLY** encouraged to take advantage of the Normandy Police Department Ride-Along Program. This program is a great opportunity for competitive prospects to discover key facets of the Normandy Police Department and to make an informed decision concerning employment with the City of Normandy.

It is further encouraged that applicants exercise individual initiative and expand their personal and professional knowledge of the City of Normandy. This includes the history, its population/demographics, and all levels and divisions of City government to include its many contract patrol service areas.

Applicants are advised that oral board interviews may be video-taped for in- depth critique of the applicant's suitability.



NORMANDY POLICE OFFICER (FULL-TIME AND RESERVE COMMISSIONED) ESSENTIAL DUTIES AND RESPONSIBILITIES DESCRIPTION

Police Officer – Patrol Division

1. Shall be constantly aware that his/her basic function is patrol of his assigned area, to accomplish the prevention and suppression of crime, to arrest law violators, the protection of life and property, and the preservation of the peace.
2. Shall confine his/her patrol within the limits of his assigned area, except in the arrest of a prisoner or other necessary absence, until the time fixed for the expiration of his tour of duty and he is properly relieved. He/she shall give assistance in the protection of persons and property near his beat if called upon, but shall return as soon as possible to his/her assigned area.
3. Shall constantly and systematically patrol his/her beat, except when on special assignment, and shall not lounge, loaf or gather with others at any place.
4. Shall report to the police station at the time appointed and attend roll call, being alert and attentive to the orders and instructions given and records all necessary and pertinent information disseminated.
5. Maintains equipment and uniforms in a neat and orderly fashion and is properly groomed in compliance with department policy.
6. Shall routinely check all public and licensed places within his area, enforcing the laws, ordinances and regulations concerning their operation.
7. Shall devote the maximum possible time to the performance of his basic duty of patrol, remaining in the police station only when necessary. Patrol shall include foot patrol, business visits and interaction with citizens of his/her assigned area.
8. Shall examine and inspect the vehicle at the beginning of his/her tour of duty ensuring all equipment is in proper working order. During the tour of duty he/she shall operate the vehicle and equipment in a safe and prudent manner, avoiding hazardous or careless situations.
9. Shall prepare police reports in a timely manner, in conformity with established procedures, on all matters that come to his attention which require such.
10. Shall provide service, assistance, and information to citizens when requested, as is possible and consistent with his duties.
11. Shall insure the civil treatment and the observance of rights of all persons that he/she has contact.
12. Shall be accountable for the immediate securing, receipting, and proper transporting of all evidence and property coming into his/her custody so that proper chain-of-custody is maintained.

13. Shall be alert in his/her efforts to discover and suppress violations of law and city ordinances.
14. Shall enforce equally all traffic laws and ordinances.
15. Shall, through systematic inspection, physically check the security of each business place in his/her assigned area after their normal business hours or when businesses are closed.
16. Shall familiarize himself/herself with conditions and persons within his/her area, reporting all potential trouble spots to his superiors and make recommendations for action or correction.
17. Responds to emergency radio calls and provide prompt assistance to all sick, injured or destitute persons.
18. Ensures fair treatment and the protection and rights of all people coming within the scope of their police authority.
19. Interrogates suspects, witnesses and drivers. Preserves evidence, arrests violators, investigates and renders assistance at scene of vehicular accidents. Summons ambulances and other law enforcement resources as needed. Takes measurements and draws diagrams of scene when required or directed to do so.
20. Conducts follow-up investigations of crimes committed during assigned shift. Seeks out and questions victim, witnesses and suspects. Develops leads and tips. Search crime scenes for clues. Analyzes and evaluates evidence and arrests offenders. Prepares cases for giving testimony and testifies in court proceedings. Forward all information on open cases to the Division of Criminal Investigation.
21. Assists other patrol officers with investigations or backup, as may be required.
22. Processes and transports prisoners.
23. Performs community oriented police functions, (i.e., Community Policing Initiative, does foot patrols in residential and business areas, identification of neighborhood problems, and coordinates police and community resources to solve problems).
24. Maintains normal availability by radio, or telephone.
25. Attends in service training as required and is mandated by Missouri Law.
26. Maintains substantive knowledge of pertinent City, State and Federal law and ordinances.
27. Maintains substantive knowledge and adheres to all department policies and procedures.
28. May be assigned as a Field Training Officer with responsibility for the training and evaluation of recruits assigned to them by using the Field Training Officer's Manual in fulfilling the training objectives.
29. Performs all other reasonably related duties as assigned by supervisors or instructed by written directive.



NORMANDY POLICE DEPARTMENT

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COLONEL FRANK A. MININNI

MINIMUM REQUIREMENTS FOR POLICE OFFICERS

(Reserve police officer applicants must meet the same basic qualifications and complete the same process as indicated below. Reserve police officers are unpaid volunteers.)

AGE REQUIREMENT: Must be at least 21 years of age or have reached 21st birthday by the end of the police basic training academy. *(The Normandy Police Department has a mandatory retirement age of 55 for those assigned to patrol operations unless granted an extension to 60 years of age by the Chief of Police and pending a full battery of physical assessments conducted by a physician.)

RESIDENCY: No residency requirements but must live within an hours drive commute to the agency.

EDUCATIONAL EXPERIENCE: An associates degree or 64 semester credit hours from an accredited university or college with no less than a cumulative average letter grade of C or a cumulative GPA of 2.0 on a 4.0 scale is **preferred**, but a high school diploma or GED is the absolute minimum acceptance standard. Candidates must possess a State of Missouri POST class "A" certification prior to application submission. 600 hours of training is the minimum standard for class "A" certification; competitive candidates will have attended accredited academies with instruction in excess of the minimum.

ARREST RECORD: Must be free from conviction of any Felony. A Class "A" misdemeanor conviction will be cause for immediate dismissal from the process, unless otherwise directed by the Chief of Police on a case by case basis. **ANY** DWI/DUI/OUI convictions, to include Suspended Imposition of Sentence, will be cause for disqualification. This includes offenses incurred during military service.

DRIVER'S LICENSE: Must possess a valid State Driver's License by date of employment and have five (5) or less points charged against his/her driving record at time of application.

MILITARY: Must have an "**Honorable**" discharge, or a discharge "**Under Honorable Conditions**" if having served in the military.

COMPETITIVE SELECTION PROCESS

Under the Normandy Police Department General Orders, the department does not have a continuous recruitment effort as the City hires only to fill actual or forecasted vacancies. However, the department will continuously communicate to potential applicants our intentions toward affirmative hiring when vacancies do occur. Applications will be accepted throughout the year and solicited (where there is a job opening and it is posted) applications will be kept on file for one year; unsolicited (where there is not a job opening) will be kept on file for six months. Applications are accepted during normal business hours of 9am to 4pm, Monday through Friday, excluding recognized national holidays, at any operational Normandy Police Department facility. Each applicant must successfully complete each stage of the selection process before becoming eligible to proceed to the next step. Those applicants whose applications were not selected to be kept on file at the end of the process will not be eligible to reapply for one calendar year from the date on their application.

PRELIMINARY BACKGROUND REVIEW: A review and detailed evaluation of the candidate's application and supporting documents will be conducted to determine if applicant meets the minimum requirements for the position.

SUPPORTING DOCUMENTATION: Applicants are mandated to provide all supporting documentation necessary to process their application and provide all others requested by the City of Normandy. These documents become the property of the City of Normandy and applicants are strongly warned not to send original documents for they will not be returned. Failure to provide the necessary documents will likely delay the application process or eliminate the applicant outright.

WRITTEN TEST: Administration of written test to include reading, comprehension, memory, and police knowledge.

ORAL BOARD REVIEW: This is conducted by a panel of varying rank and assignment police officers with at least one member of the Normandy City Council or one of its contracted service cities. This evaluation is to determine the candidate's overall fitness for the position, including appearance, self-expression, mental alertness and suitability for police duties. The oral board will present its findings and recommendations to the Chief of Police along with the results of the testing who in turn will select a number of the highest ranking candidates to move to the next phase. All officer candidates will be advised via letter of their status in the process.

BACKGROUND INVESTIGATIONS: A thorough background investigation will be conducted on all police applicants in the areas of past employment record and reputation, personal references, neighborhood reputation, police record checks, credit history and military record (when applicable). The background investigation is concluded with a Computer Voice Stress Analyzer (CVSA) examination in an attempt to verify information received from and about the applicant. Results of the CVSA examination are confidential and will be considered with the applicant's total file.

CHIEF OF POLICE AND CITY ADMINISTRATOR INTERVIEW: This interview will be conducted by the Chief of Police and City Administrator upon successful completion of the prerequisite background investigation and with the recommendation of any involved staff members. This interview may result in an offer of conditional employment contingent upon successful completion of any drug screening, psychological evaluations, and approval of the City of Normandy Police Board.

PRE-EMPLOYMENT DRUG SCREENING, MEDICAL EXAMINATION, AND

PSYCHOLOGICAL EXAMINATIONS: All applicants must be able to successfully pass a drug screening physical examination with employment approval from physician before employment can begin. In addition, all applicants must be able to pass an extensive psychological testing and interview prior to employment. Both examinations are provided at no cost to the prospective employee after being selected for advancement by the Chief of Police and City Administrator.

FIELD TRAINING AND PROBATIONARY PERIOD: All officers regardless of prior experience must complete an intensive twelve (12) week Field Training Program. After successful completion of Field Training, the officer will be on probation for the remainder of the year from start date. Either Field Training or probation can be extended upon review of command staff and approval of Chief of Police.