

**WARRENTON POLICE DEPARTMENT  
200 West Booneslick  
Warrenton, MO 63383**

**THE FOLLOWING COPIES MUST BE SUBMITTED WITH  
YOUR COMPLETE APPLICATION**

- 1. VALID DRIVERS LICENSE**
- 2. CERTIFICATE OF POST CERTIFICATION**
- 3. ACCREDITED LAW ENFORCEMENT ACADEMY CERTIFICATE**
- 4. HIGH SCHOOL DIPLOMA OR GED**

# CITY OF WARRENTON APPLICATION FOR EMPLOYMENT

200 WEST BOONESLICK  
WARRENTON, MO. 63383-1930

PHONE: 636-456-3535  
FAX: 636-456-8135

## An Equal Opportunity Employer

We do not discriminate on the basis of race, color, religion, national origin, sex, age or disability. It is our intention that all qualified applicants be given equal opportunity and that selection decision be based on job related factors.

Answer each question fully and accurately. No action can be taken on this application until you have answered all questions. Use blank paper if you do not have enough room on this application. **PLEASE PRINT**, except for your signature on the back of the application. In reading and answering the following questions, be aware that none of the questions are intended to imply illegal preferences or discrimination based upon non-job related information.

Job applied for \_\_\_\_\_ Today's Date \_\_\_\_\_

Are you seeking: Full-Time \_\_\_\_\_ Part-time \_\_\_\_\_ Temporary \_\_\_\_\_ employment?

When could you start work? \_\_\_\_\_

\_\_\_\_\_  
Last Name

\_\_\_\_\_  
First Name

\_\_\_\_\_  
Middle Name

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Present Street Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip Code

Are you 18 years of age or older? Yes \_\_\_\_\_ No \_\_\_\_\_ (If you are hired, you may be required to submit proof of age.)

Social Security # (Optional) \_\_\_\_\_

If hired, can you furnish proof you are eligible to work in the U.S.? Yes \_\_\_\_\_ No \_\_\_\_\_

Have you ever applied here before? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, when? \_\_\_\_\_

Were you ever employed here? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, when? \_\_\_\_\_

Have you ever been convicted of any law violation (except a minor traffic violation)? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, give details \_\_\_\_\_

( A "Yes" answer does not automatically disqualify you from employment, since the nature of the offense, date, and the job for which you are applying is also considered.)

Are you now or do you expect to be engaged in any other business or employment? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please explain \_\_\_\_\_

EDUCATION

List Name and Address of Schools

Number of  
Years  
Completed

Diploma/  
Degree/  
Certificate

High School or GED \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

College or University \_\_\_\_\_

Number of  
Years  
Completed

Diploma/  
Degree/  
Certificate

Subjects Studied \_\_\_\_\_  
\_\_\_\_\_

Vocational or Technical \_\_\_\_\_

Number of  
Years  
Completed

Diploma/  
Degree/  
Certificate

Subjects Studied \_\_\_\_\_

SPECIAL SKILLS

What skills or additional training do you have that are related to the job for which you are applying?

\_\_\_\_\_

What machines or equipment can you operate that are related to the job for which you are applying?

\_\_\_\_\_

How many days of work have you missed during the past year?  
(Exclude absences due to disability or those covered by FMLA.) \_\_\_\_\_

Do you have a valid driver's license? Yes \_\_\_\_\_ No \_\_\_\_\_

For Driving Jobs Only:

Driver's License Number \_\_\_\_\_ Class of License \_\_\_\_\_

Have you had your driver's license suspended or revoked in the last three (3) years? Yes  No

If yes, give details \_\_\_\_\_

List professional, trade, business or civic activities and offices held. (Exclude labor organizations and memberships which reveal race, color, religion, national origin, sex, age, disability or other protected status.) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

## WORK HISTORY

List names of employers in consecutive order with present or last employer listed first. Account for all periods of time including military service and any periods of unemployment, if self-employed give firm name and supply business references. **PLEASE GIVE MONTH AND YEAR.**

Name of Employer	Supervisor
Address	Employed
City, State, Zip Code	From (mo/yr) _____ To (mo/yr) _____
Telephone	Pay Start \$ _____ Final \$ _____
Title _____ Reason for Leaving _____	
Duties	
Name of Employer	Supervisor
Address	Employed
City, State, Zip Code	From (mo/yr) _____ To (mo/yr) _____
Telephone	Pay Start \$ _____ Final \$ _____
Title _____ Reason for Leaving _____	
Duties	
Name of Employer	Supervisor
Address	Employed
City, State, Zip Code	From (mo/yr) _____ To (mo/yr) _____
Telephone	Pay Start \$ _____ Final \$ _____
Title _____ Reason for Leaving _____	
Duties	
Name of Employer	Supervisor _____
Address	Employed
City, State, Zip Code	From (mo/yr) _____ To (mo/yr) _____
Telephone	Pay Start \$ _____ Final \$ _____
Title _____ Reason for Leaving _____	
Duties	

REFERENCES

Have you worked or attended school under any other names? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, give names \_\_\_\_\_

Are you presently employed? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, can we contact them and whom do you suggest we contact? \_\_\_\_\_

Have you ever been fired from a job or asked to resign: Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please explain: \_\_\_\_\_

**Give three references, not relatives or former employers.**

Name	Address	Phone
_____	_____	_____
_____	_____	_____
_____	_____	_____

**AFFIDAVIT**  
**PLEASE READ EACH STATEMENT CAREFULLY**

I certify that all information provided in this employment application is true and complete. I understand that any false information or omission may disqualify me from further consideration for employment and may result in my dismissal if discovered at a later date.

I understand that the employer may request an investigative consumer report from a consumer reporting agency. This report may include information as to my character, reputation, personal characteristics and mode of living obtained from interviews with neighbors, friends, former employers, schools and others. I understand I have a right to make a written request within a reasonable time for the disclosure of the name and address of the consumer reporting agency so that I may obtain a complete disclosure of the nature and scope of the investigation.

I authorize the investigation of any or all statements contained in this application. I also authorize, whether listed or not, any person, school, current employer, past employers and organizations to provide relevant information and opinions that may be useful in making a hiring decision. I release such persons and organizations from any legal liability in making such statements.

I understand I may be required to successfully pass a drug screening examination. I hereby consent to a pre-and/or post-employment drug screen as a condition of employment, if required.

**I UNDERSTAND THAT THIS APPLICATION OR SUBSEQUENT EMPLOYMENT DOES NOT CREATE A CONTRACT OF EMPLOYMENT NOR GUARANTEE EMPLOYMENT FOR ANY DEFINITE PERIOD OF TIME. IF EMPLOYED, I UNDERSTAND THAT I HAVE BEEN HIRED AT THE WILL OF THE EMPLOYER AND MY EMPLOYMENT MAY BE TERMINATED AT ANY TIME, WITH OR WITHOUT CAUSE AND WITH OR WITHOUT NOTICE.**

I have read, understand, and by my signature consent to these statements. A signature by the parent or legal guardian is also required if the applicant is under sixteen (16) years of age.

Signature:

\_\_\_\_\_ / \_\_\_\_\_ Date: \_\_\_\_\_  
Signature Of Parent or Legal Guardian

This application for employment will remain active for six months.

# City of Warrenton

Job Title: Patrol Officer	Job Code:
Department: Police Department	Job Grade:
Effective Date: November 6, 2008	(FLSA): Non-Exempt
Revision Date: July 2, 2010	

## **MISSION**

To provide excellent customer service to the citizens and staff of the City of Warrenton.

## **GENERAL PURPOSE**

The position of Patrol Officer is responsible for the protection of life and property through active, continuous enforcement of laws and ordinances. Duties encompass the various aspects of crime prevention, traffic accident investigations, on-the-scene interviews of witnesses and participants in various incidents wherein infractions or ordinances are violated, traffic control, and special assignments. Officers must be available to work rotating shifts, nights, weekends, 24-hour availability, mandatory overtime, uniform and grooming requirement, adherence to police department rules and regulations, or mandatory physical wellness requirements.

## **SUPERVISION RECEIVED**

Works under the guidance and direction of the unit Sergeant.

## **SUPERVISION EXERCISED**

In the absence of the shift supervisor (Sergeant), the patrol officer with the most experience assigned to each shift will assume the responsibilities of the shift supervisor (Sergeant). The Junior patrol officer exercises no supervision.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Establishes rapport with the community by establishing positive citizen contacts throughout the City.
- Operates police vehicle throughout assigned geographical area, observing for criminal activity or other incidents requiring police intervention. May perform similar duties on foot patrol.
- Responds to in-progress or recent criminal incidents to apprehend violators, restore or maintain public safety, and obtain pertinent information for subsequent investigations.
- Participates in planned police stakeouts and raids as required.
- Secures crime scenes, preventing unauthorized persons from entering premises or area.
- Interviews victims, witnesses, and actual or suspected subjects in criminal incidents.
- Searches for and evaluates physical evidence at the scene of the crime.
- Confers with superiors, other law enforcement personnel, and prosecutors in preparation of criminal cases for trial.

- Testifies in courts on criminal, misdemeanor, and ordinance violation incidents in which he or she has knowledge.
- Responds to scenes of civil disturbances involving family members, landlords, tenants, merchants, customers, etc., to maintain and/or restore order. May provide advice or referral to proper agencies for assistance concerning the problems.
- Counsels mentally and/or emotionally disturbed persons to suggest means of dealing with their problems and prevent them from harming themselves or other persons.
- Confers with parents of juveniles who have been apprehended to inform them of the nature of apprehension, required reporting procedures, referral to juvenile authorities, and give suggestions or means to improve rapport with the juvenile.
- Compiles initial reports at “cold crime scenes” gathering information which may lead to solving crimes.
- Maintain liaison with other departmental personnel, discussing information pertinent to recent or anticipated criminal activity.
- Speaks informally on a continuing basis with citizens concerning local ordinances and police-related subjects, providing them with directions and/or other information to assist in resolving their particular problems in cooperating with the Department.
- Enforces local ordinances and state statutes concerning traffic by apprehending violators, issuing citations, and counseling motorists as the situation demands.
- Informs police dispatcher of traffic hazards; utility services that require repair; and directs traffic at such sites, if required, until the repairs are made.
- Conducts after-hours security checks of commercial establishments and residential properties.
- Conducts searches for persons reported missing (typically small children and elderly persons).
- Maintains thorough familiarity with departmental directives, local ordinances, and such statutes as are related to work.
- Ability to acquire knowledge of accepted practices and procedures of police science.
- Ability to acquire knowledge of the Missouri State Statutes and Municipal Code.
- Ability to acquire knowledge of modern police methods and procedures of patrol.
- Ability to acquire superior working knowledge of his/her assigned specialty area.
- Ability to write clean, concise and comprehensive reports.
- Establishes and maintains cooperative working relationships with Department employees and the public.

## **PERIPHERAL DUTIES**

- Serves as a member of various staff committees as assigned.
- Attends professional development workshops and conferences to keep abreast of trends and developments in the field law enforcement.

## **DESIRED MINIMUM QUALIFICATIONS**

### **Education and Experience:**

- High school graduate of equivalent, and
- Must have completed a prescribed basic training at an accredited Police Academy and be pursuing courses of training in criminal justice and other courses of police-related instruction, or
- A combination of education and experience acceptable to the City as meeting the above requirements.
- Prefer some degree of experience in dealing with the public.

### **Necessary Knowledge, Skills and Abilities:**

- Knowledge of the rules and regulations of the Police Department.
- Knowledge of the geography of the city and of the location of important buildings and areas requiring more than usual police attention.
- Ability to deal firmly and courteously with the public.
- Knowledge and application skills in the principles of first-aid.
- Ability to observe situations impartially and objectively and to record them clearly and completely.
- Ability to react quickly and calmly in emergencies.
- Ability to express oneself clearly and concisely both orally and in writing.
- Ability to enforce laws, ordinances, and regulations firmly, tactfully, and impartially.
- Ability to understand and carry out oral and written orders.
- Be in good physical condition and of such initiative and pride in occupation as to maintain that condition.

## **SPECIAL REQUIREMENTS**

Must possess or be able to obtain a valid State Driver's License without record of suspension or revocation in any state.

## **TOOLS AND EQUIPMENT USED**

Police car, police radio, speed measurement devices, handgun and other weapons as required, baton, handcuffs, breathalyzer, first aid equipment, video and audio equipment, riot equipment and restraint equipment.

## **SPECIAL QUALIFICATIONS**

- Demonstrated aggressiveness in the preservation of law and order.
- Demonstrated ability to apply basic principles of leadership and to set an example for subordinates.
- Demonstrated desire to avail themselves of opportunity for self improvement through furtherance of education or applicable training of an advanced nature.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed mostly in field settings. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.

While performing the duties of this job, the employee is occasionally required to stand or sit; walk; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; must be able to see, speak English and hear.

The employee must be able to lift at least 25 pounds and on occasion, be able to lift objects in excess of 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth-perception and the ability to adjust focus.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee occasionally works near moving mechanical parts; in high, precarious places; and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, and vibration.

The noise level in the work environment is usually moderate in the field.

## **SELECTION GUIDELINES**

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

<p><b>NOTE:</b> This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.</p>
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200 W BOONESLICK  
 WARRENTON, MO 63383  
 (636) 456-3535  
 fax (636) 456-8135

## REQUEST FOR CRIMINAL RECORD CHECK

PLEASE PRINT OR TYPE

### APPLICANT INFORMATION

NAME                      LAST                      FIRST                      MIDDLE                      JR/SR

MAIDEN/ALIAS                      LAST                      FIRST                      MIDDLE                      JR/SR

SEX	DATE OF BIRTH (MM/DD/YYYY)	SOCIAL SECURITY NUMBER	RACE
<input type="checkbox"/> MALE  <input type="checkbox"/> FEMALE			<input type="checkbox"/> BLACK <input type="checkbox"/> INDIAN <input type="checkbox"/> OTHER  <input type="checkbox"/> WHITE <input type="checkbox"/> ASIAN

ADDRESS                      STREET - PO BOX                      CITY                      STATE                      ZIP CODE

#### PURPOSE FOR REQUEST

EMPLOYMENT     OTHER (SPECIFY) \_\_\_\_\_  
 LICENSING

I (Print Full Name) \_\_\_\_\_ hereby certify that all statements made on or in connection with this application are true and complete to the best of my knowledge and belief. I understand and agree that any mis-statements or omission of material facts will cause forfeiture on my part to all rights of employment or revocation of license by the City of Warrenton.

I (Print Full Name) \_\_\_\_\_ hereby authorize the City of Warrenton Police Department make a search to see whether or not I have any record of arrest and/or convictions anywhere in the United States, and that information can be given to the Director of Operations, Human Resources, Licensing personnel, as well as the Mayor of the City of Warrenton to become part of my file.

Photo static or Xerox copy of this authorization shall be considered as effective as the original.

THIS AUTHORIZATION, APPLICATION, AND ALL DOCUMENTS SUBMITTED BECOME THE PROPERTY OF THE CITY OF WARRENTON AND WILL NOT BE RETURNED.

\_\_\_\_\_  
 (Signature of Applicant)

\_\_\_\_\_  
 (Date)