



Trenton Police Department/Police Officer Application

# Trenton Police Department

## Service, Integrity, Leadership



Thank you for your interest in employment with the Trenton Police Department.

Attached you will find an application for completion. Please ensure all questions are answered, those questions that do not apply to the position you are seeking should be marked N/A (non-applicable). Also, listed on page 6, of the application form are documents in which copies need to be attached to your application. Applications that are mailed in and do not have proper attachments will not be processed or reviewed. These applications will be removed from the process and no further consideration will be given to them. APPLICATIONS WILL NOT BE PROCESSED OR REVIEWED WITHOUT FULL COMPLETION OF THE APPLICATION AND/OR REQUESTED DOCUMENT COPIES. All applicants must possess a high school diploma or equivalent, possess a Missouri P.O.S.T. license, and be at least 21 years of age. Applicants, by law, cannot be eligible for employment if they are related by blood or marriage to Chief Rex A. Ross.

**Beginning Salary :** *Police Officer \$38,938. Additional compensation can be earned through a step program rewarding years of service, education, and training certifications.*

All employees receive benefits to include health insurance, dental insurance, life insurance, retirement plans, plus Personal Time Off (PTO), and Major Medical Leave (MML). (Employees may add dependents to insurance coverage at an additional charge)

Upon completion and submission of your application, you will be notified of when the testing dates are scheduled and when to come in and start the testing. Further instructions will be given at that time concerning the next step in the application process. Depending on what position you are seeking, the hiring process may include written testing, typing tests, background investigations, medical physicals, psychological examination, physical agility testing, voice stress analysis testing, and oral interviews. The hiring process takes approximately one to three months to complete. In the event that you do not pass any of the testing process, you cannot reapply for a period of one year.

Applications will remain on file for a period of one year. Updates to your application may be made at anytime.

We at the Trenton Police Department once again would like to thank you for your interest in employment with our agency. We look forward to seeing you in the future as the application process takes place.

Good luck,

A handwritten signature in black ink, appearing to read "R. Ross", written over a light blue horizontal line.

Chief Rex A. Ross

AN EQUAL OPPORTUNITY EMPLOYER

## Trenton Police Department/Police Officer Application

To Whom It May Concern:

I, \_\_\_\_\_ am an applicant for a position with the Trenton Police Department. The Trenton Police Department needs to thoroughly investigate my employment background and personal history to evaluate my qualifications to hold the position for which I applied. It is the public's interest that all relevant information concerning my personal and employment history be disclosed to the Trenton Police Department.

I hereby authorize any representative of the Trenton Police Department bearing this release to obtain any information in your files pertaining to my employment records, and hereby direct you to release such information upon request of the bearer. I do hereby authorize a review of and full disclosure of all records, or any part thereof, concerning myself by and to any duly authorized agent of the Trenton Police Department, whether said records are of public, private, or confidential nature. The intent of this authorization is to give my consent for full and complete disclosure. I reiterate and emphasize that the intent of this authorization is to provide full and free access to the background and history of my personal life for the specific purpose of pursuing background investigation that may provide pertinent data for the Trenton Police Department to consider in determining my suitability for employment in that agency. It is my specific intent to provide access to personnel information, however personal or confidential it may appear to be.

I consent to your release of any and all public and private information that you may have concerning me, my work record, my background and reputation, my military service records, educational records, my financial status, my criminal history record, including any arrest records, any information contained in investigative files, efficiency ratings, complaints and grievances filed by or against me, the records or recollections of attorneys at law, or other counsel, whether representing me or another person in any case, either criminal or civil, in which I presently have or have had an interest, attendance records, polygraph examinations, and any internal affairs investigations and discipline, including any files which are deemed to be confidential or sealed.

I hereby release you, your organization and all others from liability or damages that may result from furnishing the information requested, including any liability or damage pursuant to any state or federal laws. I hereby release you, as the custodian of such records of your organization, including its officers, employees or related personnel, both individually and collectively, from any and all liability for damages of whatever kind, authorization and request to release information or any attempt to comply with it. I direct you to release such information upon request of the duly accredited representative of the Trenton Police Department regardless of any agreement I have made with you previously to the contrary. The law enforcement organization requesting the information pursuant to this release will discontinue processing my application if you refuse to disclose the information requested.

For and in consideration of the Trenton Police Department's acceptance and processing of my application for employment, I agree to hold the Trenton Police Department, its agents and employees harmless from any and all claims and liability association with my application for employment or in any way connected with the decision whether or not to employ me with the Trenton Police Department. I understand that should information of a serious criminal nature surface as a result of this investigation such information may be turned over to the proper authorities.

I understand my rights under Title 5, United States Code, Section 552a, the Privacy Act of 1974, with regard to access and disclosure of records, and I waive those rights with the understanding that information furnished will be used by the Trenton Police Department in conjunction with employment procedures.

A Photocopy or Fax copy of this release form will be valid as an original thereof, even though said photocopy or fax

Trenton Police Department/Police Officer Application

does not contain an original writing of my signature.

This waiver is valid for a period of one year from the date of my signature.

Should there be any questions as to the validity of this release, you may contact me at the address or phone number listed on this form.

I agree to pay any and all charges for fees concerning this request and can be billed for such charges at the address listed on this form.

I agree to indemnify and hold harmless the person to whom this request is presented and thier agents and employees, from and against all claims, damages, losses and expenses, including reasonable attorney's fees arising out of or by reason of complying with this request.

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Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone #: \_\_\_\_\_

Signature: \_\_\_\_\_

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Subscribed and sworn before me this \_\_\_\_\_ day of

(Notary Seal)

\_\_\_\_\_ 20\_\_\_\_.

Notary Public Signature: \_\_\_\_\_

Notary Public Printed Name: \_\_\_\_\_

# Trenton Police Department Police Officer Application

## JOB DESCRIPTION POLICE OFFICER

### CITY OF TRENTON

THE POSITION OF POLICE OFFICER IS ESTABLISHED IN CHAPTER 200 TRENTON CITY ORDINANCES AS A FULL TIME POSITION

#### **SUPERVISION**

UNDER THE SUPERVISION OF THE SHIFT SUPERVISOR, LIEUTENANT, AND CHIEF OF POLICE

#### **RESPONSIBILITIES**

1. TO ENFORCE THE CITY ORDINANCES, STATUTES OF MISSOURI AND THE UNITED STATES
2. ALL DUTIES DEFINED IN CHAPTER 200 TRENTON CITY ORDINANCE
3. INVESTIGATE COMPLAINTS, ACCIDENTS AND COMPILE REPORTS
4. OTHER DUTIES ASSIGNED BY SUPERVISORS

#### **KNOWLEDGE, SKILLS, AND ABILITIES**

1. LEARN CITY ORDINANCE AND HAVE A WORKING KNOWLEDGE OF STATUTES OF MISSOURI AND THE UNITED STATES
2. LEARN CITY STREETS
3. TECHNICAL AND COMPUTER SKILLS

#### **EDUCATIONAL QUALIFICATIONS**

1. MINIMUM REQUIREMENTS INCLUDE HIGH SCHOOL GRADUATE
2. POLICE ACADEMY TRAINING TO MEET MISSOURI P.O.S.T. REQUIREMENTS

#### **RESIDENCY**

AS A CITY EMPLOYEE, OFFICERS ARE ENCOURAGED TO LIVE WITHIN THE CITY OF TRENTON. OFFICERS MAY, AT THE DISCRETION OF THE CHIEF OF POLICE, LIVE OUTSIDE THE CITY OF TRENTON. IF A POLICE OFFICER LIVES OUTSIDE THE CITY LIMITS, THEY MUST BE WITHIN A 30 MINUTE RESPONSE TIME TO THE WORK PLACE AT LEGAL DRIVING SPEEDS. THE POLICE CHIEF MAY, AT THE CHIEF'S DISCRETION, LIMIT THE NUMBER OF OFFICERS LIVING OUTSIDE THE CITY TAKING INTO CONSIDERATION THE NUMBER OF OFFICERS ALREADY LIVING OUTSIDE THE CITY AND THE DISTANCE INVOLVED.

# Trenton Police Department Police Officer Application

## PERSONAL DATA

(This application must be typed or hand printed in black ink)

***We are an equal opportunity employer, dedicated to a policy of non-discrimination in employment on any basis including age, sex, color, race, creed, national origin, religious persuasion, marital status, political belief, or disability that does not prohibit performance of essential job functions.***

Date of Application: \_\_\_\_\_ Position Seeking: \_\_\_\_\_

Name: \_\_\_\_\_ JR/SR \_\_\_\_\_

Last

First

Middle

Maiden or AKA

Social Security Number: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Contact Phone #: (\_\_\_\_) \_\_\_\_\_

Do you have the right to live and work in the United States?\* ( ) YES ( ) NO

***Federal law prohibits the employment of unauthorized aliens. All persons must submit satisfactory proof of employment authorization and identity (valid driver's license, birth certificate, Green Card, etc.) within three days of being hired. Failure to submit such proof within the required time shall result in immediate employment termination. Employer participates in the E-Verify program.***

Is there information we would need about your name or use of another name for us to be able to check your work record? Please specify: \_\_\_\_\_

Do you have a valid driver's license? ( ) Yes ( ) No /State and DL# \_\_\_\_\_

Are you able to obtain a Missouri drivers license? ( ) Yes ( ) No

Starting with your present address, list all addresses where you have lived for the past ten years, including Military Post(s);

| FROM | TO | ADDRESS | CITY/ZIP | COUNTY | STATE |
|------|----|---------|----------|--------|-------|
|      |    |         |          |        |       |
|      |    |         |          |        |       |
|      |    |         |          |        |       |
|      |    |         |          |        |       |
|      |    |         |          |        |       |
|      |    |         |          |        |       |
|      |    |         |          |        |       |

Can you perform shift work, work weekends, nights, and work odd hours? ( ) Yes ( ) No

Check the box indicating your education level: (Check all that are applicable/attach copies)

( ) GED Certificate ( ) High School Diploma ( ) Associates Degree

( ) Bachelors Degree ( ) Graduate Degree ( ) Technical or vocational school

## Trenton Police Department Police Officer Application

List all schools you have attended;

| From | To | School Name/Address/Zip | Type of Diploma |
|------|----|-------------------------|-----------------|
|      |    |                         |                 |
|      |    |                         |                 |
|      |    |                         |                 |
|      |    |                         |                 |
|      |    |                         |                 |
|      |    |                         |                 |

List your employment history below. This includes time spent in military and school, beginning with the most recent employer: (Last Ten years only starting with most recent)

Employer \_\_\_\_\_

Address \_\_\_\_\_

Telephone Number (    ) \_\_\_\_\_ Supervisor Name \_\_\_\_\_

Title/Job \_\_\_\_\_

Description \_\_\_\_\_

Dates of employment \_\_\_\_\_

From \_\_\_\_\_ To \_\_\_\_\_ Begin Salary/Ending Salary \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

Employer \_\_\_\_\_

Address \_\_\_\_\_

Telephone Number (    ) \_\_\_\_\_ Supervisor Name \_\_\_\_\_

Title/Job \_\_\_\_\_

Description \_\_\_\_\_

Dates of employment \_\_\_\_\_

From \_\_\_\_\_ To \_\_\_\_\_ Begin Salary/Ending Salary \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

Employer \_\_\_\_\_

Address \_\_\_\_\_

Telephone Number (    ) \_\_\_\_\_ Supervisor Name \_\_\_\_\_

Title/Job \_\_\_\_\_

Description \_\_\_\_\_

From \_\_\_\_\_ To \_\_\_\_\_ Begin Salary/Ending Salary \_\_\_\_\_

# Trenton Police Department Police Officer Application

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Reason for Leaving

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## Military Service

1. Are you registered with the Selective Service? ( ) Yes ( ) No
2. Have you served in the Armed Forces? ( ) Yes ( ) No
3. Type of Discharge\* \_\_\_\_\_

\*A Dishonorable or Less-Than-Honorable Discharge is not an absolute bar to employment.  
Other factors will affect a final decision to hire or not hire.

Describe your military service:

| Date | Branch | Discharge Date | Discharge Type | Rank |
|------|--------|----------------|----------------|------|
|      |        |                |                |      |
|      |        |                |                |      |
|      |        |                |                |      |
|      |        |                |                |      |

Were you ever subject to court martial, disciplined, tried on charges, taken to summary court, deck court, captain's mast, company punishment, or subject to any other type of disciplinary action while in the military? ( ) Yes ( ) No If yes, explain or describe below:

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List your Duty Stations in the Military:

| From | To | Location |
|------|----|----------|
|      |    |          |
|      |    |          |
|      |    |          |
|      |    |          |
|      |    |          |
|      |    |          |

What was your military occupations/training?

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List your military schools and training:

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## Trenton Police Department Police Officer Application

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List your awards and medals:

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### Arrest/Convictions

Have you ever plead guilty to or been found guilty of any felony, misdemeanor, and/or ordinance violation? ( ) Yes ( ) No

| Violation | Date | Disposition | From Where |
|-----------|------|-------------|------------|
|           |      |             |            |
|           |      |             |            |
|           |      |             |            |
|           |      |             |            |

\*Include all traffic violations that you have plead guilty to.

### References

List three character references (not relatives or in-laws) who are responsible adults and have known you for at least five years;

|            |       |                  |    |
|------------|-------|------------------|----|
| Name       | _____ | Phone #          | __ |
| Address    | _____ | Work #           | __ |
| Occupation | _____ | Years Acquainted | __ |

|            |       |                  |    |
|------------|-------|------------------|----|
| Name       | _____ | Phone #          | __ |
| Address    | _____ | Work #           | __ |
| Occupation | _____ | Years Acquainted | __ |

|            |       |                  |    |
|------------|-------|------------------|----|
| Name       | _____ | Phone #          | __ |
| Address    | _____ | Work #           | __ |
| Occupation | _____ | Years Acquainted | __ |

Do you have any relatives that are employed by the City of Trenton or the Trenton Police Department?

( ) Yes ( ) No If yes, please explain: \_\_\_\_\_

Have you ever been employed by the City of Trenton? ( ) Yes ( ) No If yes, please explain, including dates, and reason for leaving:

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Have you ever been tested or considered for employment by the Trenton Police Department?

( ) Yes ( ) No If yes, please explain:

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## Trenton Police Department Police Officer Application

Are you willing to take a pre-employment drug screening, physical, psychological, and truth verification test? ( ) Yes ( ) No

### Police Training and Experience

Are you a graduate of a bona fide police academy? ( ) Yes ( ) No

Name/Address of Academy: \_\_\_\_\_

Dates attended: \_\_\_\_\_ to \_\_\_\_\_ # of training hours \_\_\_\_\_

Do you possess a valid Missouri POST license? ( ) Yes ( ) No Missouri POST License # \_\_\_\_\_

List law enforcement trainings and seminars: \*Attach additional sheets if necessary.

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Have you ever worked as a police officer, police reserve officer, deputy sheriff, dispatcher, or in any other capacity related to law enforcement? ( ) Yes ( ) No

If yes, please explain your positions and assignments, including the dates and locations. Attach additional sheets if necessary:

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Were you ever disciplined as a police officer or law enforcement employee? ( ) Yes ( ) No

*If yes, please explain including the nature of alleged offense and disposition (reprimand, suspension, etc.)*

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List any awards or commendations that you received in law enforcement or a related function:

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Have you applied for a position in law enforcement prior to this? (Please include all past and current applications that are in process). ( ) Yes ( ) No \*use separate sheet if necessary

| <u>Date</u> | <u>Agency</u> | <u>Disposition</u> |
|-------------|---------------|--------------------|
| _____       | _____         | _____              |
| _____       | _____         | _____              |
| _____       | _____         | _____              |

# **Trenton Police Department Police Officer Application**

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## **Requirements**

**This application will not be processed or reviewed without the following documents attached:**

- 1. Copy of Birth Certificate**
- 2. Copies of all training certifications and degrees declared, including Missouri P.O.S.T. certificate**
- 3. Copy of high school diploma or equivalency**
- 4. Copy of current, unexpired driver's license**
- 5. Military DD214 (if applicable)**

**Please use the front and back of this page to further explain all answers you did not have the room for in this application. Please note the question in your response.**