

## Bella Vista Police Department

**TO:** All Police Applicants

**From:** Chief Ken Farmer

**Ref:** Application and Hiring Procedures

All applications must be complete and notarized. If a question does not apply to you, answer with "N/A".

All applicants will attach copies of the following documents to their application:

- Birth Certificate
- Proof of citizenship if applicable
- Drivers License
- High School Diploma or GED
- Police certifications if applicable
- Police training certificates if applicable
- Other applicable training certificates
- Military discharge orders if applicable

The minimum standards set by the State of Arkansas for employment as a police officer are:

- Be a citizen of the United States.
- Be at least 21 years of age.
- Be fingerprinted and a search initiated of state and national fingerprint files to disclose any criminal record.
- Be free of a felony record.
- Be of good character as determined by a thorough background investigation.
- Be a high school graduate or have passed the GED test indicating high school graduation level.
- Be examined by a physician and meet prescribed requirements.
- Be interviewed by department head or representative.
- Be examined by an individual licensed to practice psychiatry or psychology and qualified to perform such evaluations in the State of Arkansas, who after examination finds the officer to be competent and recommends the agency hire the individual.
- Possess a valid driver's license.

The employment process is as follows:

- Submit Application
- Applicants are notified of the testing date
- Written test is administered
- Physical test is administered to applicants with a passing grade on written test
- Applicants passing tests are scheduled for interview

- Interviews are conducted
- Eligibility list is created
- Applicants are notified of their status on eligibility list

When there is an opening, the chief of police reviews the eligibility list and selects applicants for consideration. The following procedures occur at that time:

- Background investigation
- Fingerprinting
- Interview with the chief of police
- Physical and Psychological Examination
- Drug screening
- Possible conditional offer of employment

#### Equal Opportunity Employer

The Bella Vista Police Department is committed to providing equal employment opportunity without regard to race, color, religion, national origin, sex, age, or veteran status as required by all federal and state laws. The department's commitment in this regard extends to all employment-related decisions and terms and conditions of employment, including job opportunities, promotions, pay and benefits.