



**City of Maumelle**

**CITY OF MAUMELLE  
invites applications for  
the position of:**

**Entry Police  
Officer or  
Certified Police  
Officer II**

---

**SALARY:** \$19.71 - \$20.25 Hourly  
\$41,000.00 - \$42,128.00 Annually

**DEPARTMENT:** Police

**OPENING  
DATE:** 12/07/22

**CLOSING  
DATE:** 01/16/23 11:59 PM

**OBJECTIVE:**

Police Officer I or II is responsible for the prevention of crime, apprehension of criminals, the direction of vehicular and pedestrian traffic, and the general enforcement of laws and ordinances on an assigned shift. Work is performed in accordance with departmental rules and regulations and normally consists of patrol, preliminary investigations, and traffic regulation duties that may be performed in cars or on foot. Work involves an element of personal danger and officers must be able to act without direct supervision and exercise good judgment during a work shift.

**ESSENTIAL JOB DUTIES:**

1. Patrol the City on an assigned shift. Preserve law and order, prevent and discover the commission of crime, direct traffic, and enforce motor vehicle operation and parking regulations.
2. Investigate accidents and suspected criminal activity and make required reports to be filed with appropriate agencies.
3. Answer calls and complaints involving fire, automobile accidents, robberies, and other misdemeanors and felonies which present physical danger to the public and officer.
4. Perform any other related duties as required or assigned.

**MINIMUM QUALIFICATIONS:**

The knowledge, skills, and abilities are usually, although not always, acquired through completion of high school or GED. Must meet the minimum age of twenty (20) years and six (6) months for hire into this position. Equivalent combinations of education and experience will be considered.

**ADDITIONAL REQUIREMENTS:**

1. Meet the minimum age of twenty (20) years and six (6) months at the time of the written exam. No person shall be hired as a Police Officer who has not arrived at the age of twenty-one (21).
2. Have graduated from a standard high school or possess a high school equivalency certificate General Education Diploma (G.E.D.)
3. Have no domestic violence and/or felony convictions.
4. Be of good moral character.
5. Be free of any visual defect which in the opinion of the examining physician would adversely affect the performance of duty.
6. Possess normal hearing and be free of any hearing defect which in the opinion of the physician would adversely affect the performance of duty. Hearing may be considered normal when a whispered conversation can be heard at 15 feet.
7. Be a citizen of the United States at the time of hire.
8. Must possess a current, valid, unrestricted Arkansas Class D (Non-Commercial Vehicle) Driver's License before employment and maintain the license for the duration of employment in this position.
9. The candidate must meet any other requirements established by the Maumelle Civil Service Commission and the State Commission on Law Enforcement Standards and Training.

## **SUPPLEMENTAL INFORMATION:**

### **Special Accommodations:**

If you have a disability and require reasonable accommodation OR are in need of military accommodation in the application and/or testing process, you must notify the City of Maumelle HR Department 10 calendar days BEFORE the date of the written examination. The request may be made via email to [HR@maumelle.org](mailto:HR@maumelle.org)

### **Police Officer Selection Process**

**Written Exam, Saturday, January 28, 2023**

**9:00 am Central time**

**1100 Edgewood Dr, Maumelle, AR 72113 (Jess Odom Community Center)**

Candidates must arrive no later than 0900 to participate in the examination. We will not make exceptions for those arriving after 0900.

### **Additional Points**

**Candidates who meet the following criteria may be eligible to earn additional points to be added to their written exam score for the purpose of ranking. *Documentation must be provided before the written examination date (no exceptions).***

**Arkansas Law Enforcement Certification Credit:** Any candidate who has acquired certification as a Law Enforcement Officer in Arkansas may earn five (5) additional points.

**Veteran Credit:** Candidates who are serving or have served honorably in the armed services. A copy of a DD-214 or equivalency is required to obtain three (3) additional points

**College Credit:** Degree from an institution recognized by the U.S. Secretary of Education in an area or discipline directly related to the position of Police Officer I or II. A **certified** transcript is required to earn up to two (2) additional points.

### **Physical Ability Test: TBA**

### **Pre-Employment Screenings**

Non-DOT Drug/Alcohol Screening, Medical Evaluation - Public Safety, Psychological Assessment, Criminal History Background Check, Sex Offender Status Check - all Levels, Motor

Vehicle Report Check, Credit/Financial Check (in accordance to FCRA), Criminal Background completed by the MPD.

**Starting Pay, Benefits, Perks**

- Sign-on bonus \$2,500.00
- Entry Police Officer I \$41,000 annually + additional compensation for a college degree
- Police Officer II \$42,128 annually + additional compensation for a college degree, law enforcements certification(s)
- 12-hour Shifts: One week each: 3 on/3 off and 4 on/4 off
- Take home 2020 Ford Interceptor\*
- Training opportunities
- Promotion eligible after 3 years
- Eligible to transfer to a specialized division after 1 year
- Paid Vacation, Sick Leave, Personal Leave, Holiday Pay (96 hours holiday)
- Employee Health, Dental, LT Disability, Life Insurance/AD&D 100% paid; with reduced rates for family coverage
- Tuition Reimbursement\*
- Uniform Allowance = \$1,000.00 annually
- LOPFI Retirement
- Free Individual Community Center membership with reduced rates for family memberships
- Dues to professional or civic organizations paid\*

\*restrictions apply

**NOTICE OF NON-DISCRIMINATION**

*The City of Maumelle is an equal opportunity employer*

---

APPLICATIONS MAY BE FILED ONLINE AT:  
<http://www.Maumelle.org>

Position #202200030  
ENTRY POLICE OFFICER OR CERTIFIED POLICE  
OFFICER II  
DM

550 Edgewood Drive  
Maumelle, AR 72113  
501-851-2500

[HR@Maumelle.org](mailto:HR@Maumelle.org)

---

**Entry Police Officer or Certified Police Officer II Supplemental Questionnaire**

- \* 1. On the date of the written examination, will you be at least 20 1/2 years of age?  
 Yes    No
  
- \* 2. State your date of birth using month, day, and four digit year (i.e. 03/21/2022)
  
- \* 3. I have read and understand the City of Maumelle's Notice of Non-Discrimination. The City of Maumelle (the "City") is committed to assuring full compliance with, and is prohibited by law from violating , all civil rights provisions of federal statutes and related authorities that prohibit discrimination in programs and activities receiving federal financial assistance. Therefore, the City of Maumelle does not discriminate on the basis of race, color, creed, religion, sex, national origin, age, disability, marital status, sexual orientation, gender identity, genetic information, political opinions or affiliation, or any protected class, in the admission, access to and treatment in the City's programs and activities, as well as the City's hiring or employment practices, in accordance with applicable federal, state and local laws. Complaints of alleged

violation and inquiries regarding the City's non-discrimination policies may be directed to: Director of Human Resources (EEO/DBE/ Title VI Coordinator), 550 Edgewood Drive, Maumelle, AR 72113, (501) 851-2784 ext. 233 HR@Maumelle.org

Yes  No

- \* 4. Have you graduated from a high school accredited by the Arkansas or other state's department of education OR do you have a high school equivalency certificate (e.g. G.E.D.)?  
 Yes  No
  
- \* 5. Are you now, or will you be a citizen of the United States at the time of hire?  
 Yes  No
  
- \* 6. I have read and made myself familiar with the City of Maumelle's Civil Service Commission Rules and Regulations.  
<https://www.maumelle.org/DocumentCenter/View/271/Civil-Service-Commission-Rules-PDF>  
 Yes  No
  
- 7. If you were referred by an employee of the Maumelle Police Department, please enter their name. Only one name per applicant.
  
- \* 8. I understand that I must complete this supplemental questionnaire as part of the application screening and selection process. The information provided will be reviewed and used to determine my eligibility to move forward in the selection process. Incomplete responses, false statements, omissions or partial information ("see resume" is not acceptable) may result in disqualification from the selection process.  
 Yes  No
  
- \* 9. Do you possess a current, valid, unrestricted driver's license?  
 Yes  No
  
- \* 10. To earn additional points, I understand I must provide the required documents before the written exam (no exceptions).  
 Yes  No
  
- \* 11. I understand that all correspondence from the City of Maumelle will be through phone and email. It will be my responsibility as an applicant to stay up to date checking my email and phone calls.  
 Yes  No
  
- \* 12. I acknowledge that I must attend the written exam 0900 (Central Time) at Jess Odom Community Center, 1100 Edgewood Drive, Maumelle, AR 72113 on Saturday, January 28, 2023. I understand that if I arrive after 9:00 am Central Time, I will not be allowed to take the exam.  
 Yes  No

\* 13. I am free of any domestic violence convictions.

Yes  No

\* 14. I am free of any felony convictions.

Yes  No

\* 15. I am free of any visual defect which in the opinion of the examining physician would adversely affect the performance of duty.

Yes  No

\* 16. Are you applying for Entry Police Officer or Certified Police Officer?

Entry Police Officer

Certified Police Officer

\* Required Question