



**Don Roper**  
Chief of Police

# Mount Holly Police Department

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400 East Central Avenue • Mount Holly, NC • 28120 • (704) 827-4343 • (704) 822-2932

Dear Applicant,

Thank you for your interest in applying with the City of Mount Holly and the Mount Holly Police Department. The application process consists of a detailed and thorough background investigation, oral interview, written exercise and the completion of certain qualifications. It can take several days to a few weeks to complete the process. In this packet, you will find information that needs to be completed before returning the application packet to the Human Resources Director at the City of Mount Holly Municipal Building (see attached checklist on page 3).

There are several phases during the application process. To give you a better understanding of what the process is, the phases are listed below:

## **Phase # 1:**

- Applicant will receive the application packet and, once completed, return it to the Human Resources Director at the City of Mount Holly Municipal Building.
- The application is reviewed first by the Human Resources Director and then forwarded to the Mount Holly Police Department Training and Recruitment Supervisor for further review.
- A records check of the applicant is conducted. This includes, but is not limited to, a criminal history check and a DMV license check.
- If the applicant is already certified by the State of North Carolina to be a law enforcement officer, the North Carolina Training & Standards Division will be contacted to see if the applicant is eligible for lateral transfer.

## **Phase # 2:**

- After Phase # 1 is completed, eligible applicants will be contacted in reference to conducting an interview with the Oral Review Board. The Oral Review Board consists of various Mount Holly Law Enforcement Officers of varying rank and duties, and may also consist of certain civilian personnel. The interview consists of verbal questioning and a written exercise.
- After the interview and written exercise, the Oral Review Board will make recommendations to the Chief of Police for his/her review. The Chief of Police then informs the Training and Recruitment Supervisor as to which candidates should proceed to Phase # 3.



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## **Phase # 3:**

- At this point, a complete and thorough background investigation will be conducted on the eligible applicants. The results of the background investigation will be forwarded to the Chief of Police for further review.
- Based on the Chief of Police's recommendation, eligible applicants will then be presented a Conditional Offer of Employment, at which time the eligible applicant becomes a candidate for employment by the City of Mount Holly and the Mount Holly Police Department.
- A psychological examination (unless waived by the Chief of Police) is then scheduled. Once the psychological evaluation results have been reviewed, the eligible applicant is scheduled for a medical examination and urinalysis drug screening.
- Upon completion of these examinations, the candidate will be taken for State and departmental firearms qualifications. The course of fire uses the standard BLET course of fire (using a B-27 NCJA target). The Mount Holly Police Department minimum qualifying score is 70% (both day and night handgun and day shotgun).

## **Phase # 4:**

- Upon completion of the firearms qualifications, all relevant paperwork is sent to the North Carolina Training & Standards Division. Upon their approval, the candidate will be sworn (or affirmed) into office and begin his/her career with the City of Mount Holly and the Mount Holly Police Department.



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## **New Applicant Information:**

The following documentation is needed for the background investigation. You need to make sure that you have completed and enclosed the following information before returning your application packet.

- City of Mount Holly Application
- Personal History Statement (Form F-3) (**signed and notarized**)
- Three (3) Applicant Fingerprint Cards- Contact your local Sheriff's Office to get fingerprinted.
- Copy of High School Diploma / GED and Transcripts
- Copy of College Degree and Transcripts (if applicable)
- Copy of Basic Law Enforcement Diploma and Transcripts (if applicable)
- Copy of Birth Certificate, Social Security Card, and Driver License
- Military Discharge Papers DD-214 (if applicable)
- Authorization for Consumer Credit Report
- Release of Personal Information Authorization (**signed and notarized**)
- Police Officer Job Description is initialed and signed
- Other: \_\_\_\_\_

Once the application packet has been completed, return the packet to the Human Resources Director at the Mount Holly Municipal Building, located at 400 East Central Avenue Mount Holly, North Carolina or mail to P. O. Box 406 Mount Holly, North Carolina 28120 (Attn: Human Resources Director).

## **Police Officer Requirements and Duties:**



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The following is a list of requirements, duties, and responsibilities of a Police Officer. Carefully read the following and sign in the place provided.

## **General Statement of Duties:**

Performs responsible police work in the protection of life and property through the enforcement of laws and ordinances; may be assigned to special duties such as School Resource Officer or Code Enforcement; performs related duties as required.

## **Distinguishing Features of the Class:**

The work of a Police Officer involves patrolling of assigned areas, accident and crime scene investigations, collection and preservation of physical evidence, follow-up investigations, and special assignments for the purpose of the prevention of crime, apprehension of criminals, and enforcement of laws and/or ordinances. This employee must be able to act without direct supervision using independent judgment and discretion in meeting emergency and non-emergency situations. Duties are performed in accordance with departmental rules and directives. Work involves extensive public contacts and situations of personal danger. Work is performed under the regular supervision of a Patrol Sergeant.

## **ESSENTIAL JOB FUNCTIONS:**

Effects an arrest, forcibly if necessary, using handcuffs and other restraints;

Subdues resisting suspects using maneuvers and weapons and resort to the use of hands and feet and approved weapons in self-defense;

Prepares investigative and other reports, including sketches, using appropriate grammar, symbols and mathematical computations;

Exercises independent judgment in determining when there is reasonable suspicion to detain, when probable cause exists to search and arrest and when force may be used and to what degree;



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Operates a law enforcement vehicle during both the day and night, in emergency situations involving speeds in excess of posted limits, in congested traffic and in unsafe road conditions caused by factors such as fog, smoke, rain, ice and snow;

Communicates effectively and coherently over law enforcement radio channels while initiating and responding to radio communications;

Gathers information in criminal investigations by interviewing and obtaining the statements of victims, witnesses, suspects and confidential informers;

Pursues fleeing suspects and perform rescue operations which may involve: quickly entering and exiting law enforcement patrol vehicles; lifting, carrying and dragging heavy objects; climbing over and pulling up oneself over obstacles; jumping down from elevated surfaces; climbing through openings; jumping over obstacles, ditches and streams; crawling in confined areas; balancing on uneven or narrow surfaces and using body force to gain entrance through barriers;

Loads, unloads, aims and fires from a variety of body positions handguns, shotguns and other agency firearms under conditions of stress that justify the use of deadly force and at levels of proficiency prescribed by law and departmental directives;

Performs searches of people, vehicles, buildings and large outdoor areas which may involve feeling and detecting objects, walking for long periods of time, detaining people and stopping suspicious vehicles and persons;

Conducts visual and audio surveillance for extended periods of time;

Engages law enforcement patrol functions that include such things as working rotating shifts, walking on foot patrol and physically checking doors and windows of buildings to ensure they are secure;

Effectively communicates with people, including juveniles, by giving information and directions, mediating disputes and advising of rights and processes;

Prepares cases and testifies in court;



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Demonstrates communication skills in court and other formal settings;

Detects and collects evidence and substances that provide the basis of criminal offenses and infractions, and/or that indicate the presence of dangerous conditions;

Endures verbal and mental abuse when confronted with the hostile views and opinions of suspects and other people encountered in an antagonistic environment;

Performs rescue functions at accidents, emergencies and disasters to include directing traffic for long periods of time, administering emergency medical aid, lifting, dragging and carrying people away from dangerous situations, and securing and evacuating people from particular areas;

Process and transports prisoners and committed mental patients using handcuffs and other appropriate restraints;

Puts on and operates a gas mask in situations where chemical munitions are being deployed;

Extinguishes small fires by using a fire extinguisher and other appropriate means;

Reads and comprehends legal and non-legal documents, including the preparation and processing of such documents as citations, affidavits and warrants;

Processes arrested persons to include the taking of photographs and obtaining a legible set of inked fingerprint impressions.

*NOTE: The successful applicant must be able to perform ALL of the above functions, unassisted, and at a pace and level of performance consistent with the actual job performance requirements. This requires a high level of physical ability to include vision, hearing, speaking, flexibility and strength.*



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## **JOB RELATED PHYSICAL ACTIVITY REQUIREMENTS:**

This position requires the employee to exert up to 100 pounds of force occasionally and less force frequently. Physical activity related to this position may include climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing and repetitive motions. Sufficient visual acuity is required to prepare and analyze data and figures, operate a computer terminal, visually inspect and detect small defects in equipment, use measuring devices, and do extensive reading. Specific vision abilities required by this position include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. This employee is subject indoor and outdoor environmental conditions throughout the year and may be required to wear a respirator. An employee in this position could be "reasonably anticipated" as a result of performing their job duties to face contact with blood and other potentially infectious materials.

## **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge or the ability to acquire during a reasonable period of training, knowledge of modern police practices and methods, applicable federal, state and local laws and ordinances, particularly the laws of arrest, search and investigation; knowledge of the geography of the City, to include transportation routes, building, and residential areas; rules and directives of the Police Department and reporting procedures; ability to deal firmly and courteously with the public; ability to analyze situations quickly and objectively, and to determine proper course of action to be taken; ability to react quickly and calmly during emergency situations; ability to obtain information through interviews and interrogations; ability to write and speak effectively; skill or the ability to develop skill during a reasonable period of training in the use and care of issued firearms; ability to exercise good judgment and emotional maturity under stressful conditions; ability to recognize potentially dangerous situations; ability to work longer hours on rotating shifts, with occasional overtime as required to ensure the provision of emergency services; ability to maintain the confidentiality of sensitive information; ability to represent the Police Department in a professional manner in a variety of settings and public interactions.



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**ACCEPTABLE EXPERIENCE AND TRAINING:** Graduation from high school and successful completion of a course in Basic Law Enforcement Training approved by the North Carolina Criminal Justice Education and Training Standards Division; or any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

**ADDITIONAL REQUIREMENT:** Must possess and maintain a Basic Law Enforcement Certificate issued by the North Carolina Justice Education and Training Standards Commission; must possess, or be able to obtain by the time of hire, a valid North Carolina driver's license.

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I have read the Police Officer Job Description and understand the requirements, duties, and responsibilities as described.

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*Applicant's Signature*

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*Date*

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*Mount Holly Police Department Representative*

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*Date*

## **Law Enforcement Code of Ethics**

As a Law Enforcement Officer, my fundamental duty is to serve mankind; to safeguard lives and property; to protect the innocent against deception, the weak against oppression or intimidation, and the peaceful against violence or disorder;



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and to respect the Constitutional rights of all persons to liberty, equality, and justice.

I will keep my private life unsullied as an example to all; maintain courageous calm in the face of danger, scorn or ridicule; develop self-restraint; and be constantly mindful of the welfare of others. Honest in thought and deed in both my personal and official life, I will be exemplary in obeying the laws of the land and the regulations of my department. Whatever I see or hear of a confidential nature or that is confided to me in my official capacity will be kept ever secret unless revelation is necessary in the performance of my duty.

I will never act officiously or permit personal feelings, prejudices, animosities or friendships to influence my decisions. With no compromise for crime and with relentless prosecution of criminals, I will enforce the law courteously and appropriately without fear or favor, malice or ill will, never employing unnecessary force or violence and never accepting gratuities.

I recognize the badge of my office as a symbol of public faith, and I accept it as a public trust to be held so long as I am true to the ethics of the police service. I will constantly strive to achieve these objectives and ideals, dedicating myself before God to my chosen profession...law enforcement.

## **Authorization for Release of Personal Information to Law Enforcement Agencies for Certification / Employment Purposes:**

To Whom It May Concern,



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I am an applicant for a position with the City of Mount Holly and the Mount Holly Police Department. In order to determine my suitability for employment, I understand that the Mount Holly Police Department, City of Mount Holly, North Carolina must make a thorough investigation of my personal records and personal background. It is in the public's interest that all relevant information concerning my personal and employment history be disclosed to the above agency.

Therefore; I \_\_\_\_\_, DOB \_\_\_\_\_, Operator's License # \_\_\_\_\_), do hereby request and authorize any bank, credit union, lending or financial institution, credit bureau, consumer report agency, retail business establishment, former and present employer, educational institution, doctor or health care professional (including mental health, alcohol treatment center, hospital or other repository of medical records), insurance company, governmental agency, criminal and civil courts, certification / licensing commission, military organization, and any other individual agency to produce and provide copies of any and all information to the authorized agent of the Mount Holly Police Department, City of Mount Holly, North Carolina regarding me whether of a privileged or confidential nature.

Moreover, I hereby release the City of Mount Holly, North Carolina from any civil or criminal liability whatsoever for seeking such requested information and for evaluating such information as it relates to my employment with the City of Mount Holly. And, I hereby release the issuing agency and its agents and employees, both individually and collectively, from any and all liability for damages of whatever kind, which may at any time result because of compliance with its authorization and request.

I further waive all right to inspect or review any information compiled in reference to my application for employment as allowed by law. I do further authorize the City of Mount Holly, its agents and employees, to release copies of any and all information to any agency or entity regulating the certification, authority or conduct relating to this position to the State of North Carolina, agencies of other states and federal government and to the applicant's employing agency.



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I hereby acknowledge that this authorization is valid for one (1) year or until the employment application or investigation process has been completed, whichever is later.

A copy of this document is considered valid, just as the original.

I have read and fully understand the above statements.

\_\_\_\_\_  
*Applicant's Signature*

\_\_\_\_\_  
*Applicant's Printed Name*

\_\_\_\_\_  
*Applicant's Address*

\_\_\_\_\_  
*Phone Number*

STATE OF NORTH CAROLINA  
COUNTY OF GASTON

Subscribed and sworn to before me.

This is the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
*Notary Public & Seal*

My Commission Expires: \_\_\_\_ / \_\_\_\_ / \_\_\_\_