



**CREVE COEUR POLICE DEPARTMENT  
APPLICATION INSTRUCTIONS**

**POLICY STATEMENT:**

The selection and appointment of applicants to the Creve Coeur Police Department is organized and administered on a non-political merit basis. This announcement provides the information necessary for a potential job applicant to determine whether he or she meets the basic qualifications for employment with the Creve Coeur Police Department.

**DIRECTIONS FOR COMPLETING APPLICATION**

1. This is a competitive process; therefore, submissions for the position will not be accepted, processed or evaluated until the written application is completed.
2. The application for Police Officer/Reserve Police Officer can be located online at [www.creve-coeur.org/pdjobs](http://www.creve-coeur.org/pdjobs). Applications should be completed and a hardcopy forwarded to the Police Department - Commander of Personnel & Recruiting.
3. If completing your application by hand, use a black ink pen and complete in your own handwriting.
4. Full addresses are requested on the application, to include a house number and street. Post-office box (PO Box) addresses should be avoided, when possible.
5. Fill in all questions, or put not applicable (N/A) in the areas that do not apply to you.
6. Check all "yes/no" boxes and explain when needed.
7. Initial the bottom of each page where indicated.

**Questions may be directed to:**

Capt. Tim Koncki  
[tkoncki@crevecoeurmo.gov](mailto:tkoncki@crevecoeurmo.gov)  
(314) 274-2106



**MINIMUM REQUIREMENTS FOR POLICE OFFICERS  
(FULL-TIME AND RESERVE)**

**AGE REQUIREMENT:** Must be at least 21 years of age, by date of appointment.

**RESIDENCY:** Must be a citizen of the United States.

**EDUCATION:** Applicant must possess a valid high school diploma, or its educational equivalent. In addition, a high school graduate, or the equivalent, shall have an Associate of Arts or Sciences degree, or 64 semester college credit hours, with a cumulative average letter grade of "C" or a cumulative GPA of 2.0 on a 4.0 scale or equivalent or:

- a. At least two years of full-time prior police experience; or
- b. At least two years of active, full-time military service.
- c. Out-of-state police officers/military peace officers who possess or obtain State of Missouri POST class "A" certification will be evaluated in conjunction with their education/work experience.

**VISION:** Minimum Department standard is 20/20 corrected in each eye.

**ARREST RECORD:** No felony record and no conviction of any crime related to domestic violence. Applicant must have no pending indictments, no misdemeanor convictions such as, but not limited to, assault, unlawful use of a weapon, fraud, etc. Applicant cannot be on probation for any criminal charge and must have no arrests for DWI related offenses within 3 years of application.

**COURTS:** Applicant is not the Respondent on a Full Order of Protection and has no pending traffic citation(s) or court cases.

**DRIVER'S LICENSE:** Applicant must possess a valid Missouri driver's license (minimum of Class "F"), by date of appointment. Applicant shall not have been convicted of three or more hazardous moving violations in the last 24 months and must have fewer than five points charged against his/her driving record at time of application. Applicant must have no alcohol related suspension or revocation of driving privilege within three years of application.

**MILITARY:** Applicant must have an "Honorable" discharge, or a discharge "Under Honorable Conditions".

**TATTOOS:** Tattoos and/or brands anywhere on the body that could be considered obscene, sexual in nature, which advocate racial, ethnic, or religious discrimination, or that may reflect unfavorably on a member of the Department, are prohibited. No tattoos are permitted on the head, neck or hands. Tattoos located on the arm shall be completely covered by the Department's short or long-sleeve uniform shirt or through the use of an all dark or flesh tone tattoo cover up sleeve. The sleeves shall meet the standard set forth in Department policy.



**PHYSICAL ASSESSMENT:** Applicant must be capable of passing a physical performance assessment.

**TRAINING:** Applicant must have a Missouri POST Class A Peace Officer certification by date of appointment.

**PRIOR APPLICANTS:** Must not have been eliminated from a Creve Coeur Police Department hiring process within the past twelve months.

### **JOB DESCRIPTION FOR POLICE OFFICERS AND RESERVE POLICE OFFICERS**

**GENERAL STATEMENT OF DUTIES:** Performs general duty police work in the protection of life and property through the enforcement of laws and ordinances; performs related work as required. General duty work consists of the following: routine patrol work in an assigned area, preliminary investigation, and miscellaneous duties incidental thereto and performed in accordance with department rules and regulations. A Police Sergeant regularly checks the work and gives specific instructions and assistance when special problems arise; however, a Police Officer is required to exercise initiative and discretion when faced with emergency conditions. The work involves an element of personal danger.

**EXAMPLES OF WORK:** (illustrative only)

- Enforce the laws and ordinances of the city and all other pertinent laws
- Patrol an assigned area during a specific period in motorized police equipment
- Answer calls for emergency assistance; investigate suspicious conditions and complaints, and make arrests of persons who violate laws and ordinances
- Transport prisoners to the department, jail or court
- Testify in court on criminal and/or civil matters
- Direct traffic and investigate traffic crashes
- Maintain order in crowds and attend parades, funerals or other public gatherings as required
- Answer criminal complaints and take necessary corrective action
- Give advice on laws, ordinances and general information to the public
- As required, take and develop photographs of major accidents and scenes of crimes
- Operate and maintain radar, LIDAR and breathalyzer equipment
- Maintain records and prepare reports
- Lift fingerprints from crime scenes, process crime scenes and otherwise compile evidence
- Take fingerprints of suspects and others as required
- When selected, perform investigative tasks in the Detective Unit
- Attend professional training sessions



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

- Good social skills and general intelligence
- Good knowledge of first-aid methods
- Good judgement; qualify in the use of firearms and other department approved weapons
- Ability to understand and carry out complex oral and written instructions
- Ability to drive an automobile or a motorcycle
- Good powers of observation and memory
- Excellent moral character
- Physical strength and agility – capable of passing the physical assessment

All applications shall be kept on file for a minimum of one year. After being eliminated from a Creve Coeur Police Department hiring process, applicants may not reapply for twelve months.

### **BACKGROUND INVESTIGATION**

**Do not submit these documents until you have been notified by hiring personnel that you have moved into the background phase of the application process.** Should you be selected to advance to the background investigation phase, the following is a list of documents that will be required:

- Authorization for Credit Check Form
- Authorization for Release of Information Form
- Certified Birth Certificate (*this item will be returned to the applicant*)
- Citizenship documents, *if applicable*
- Copy of high school diploma/equivalency
- Copy of college diploma, *if attained*
- Copy of driver's license
- Copy of POST certification, *if attained*
- Copy of DD214 discharge papers (*former military personnel only*)
- Official high school transcripts (*mailed to CCPD from school*)
- Official college transcripts (*mailed to CCPD from school*)
- Two recent facial photos, within the past 3 months, preferably wallet size. Do not submit student identification cards or expired driver's licenses as a photo.
- Any other documents that apply to you, such as previous academy training certificates, etc.

All documents should be placed in an envelope and labeled:

Creve Coeur Police Dept.  
Attn: Commander of Personnel & Recruiting  
350 N. New Ballas Rd.  
Creve Coeur, MO 63141



**PHYSICAL ASSESSMENT FOR POLICE OFFICERS  
AND RESERVE POLICE OFFICERS**

Prior to being hired, and regardless of age or prior law enforcement experience, applicants must take the physical assessment test. The successful apprehension of lawbreakers and the protection of life and property periodically make it necessary for a police officer to be able to run, and many times at the conclusion of running, officers may be required to perform some task involving strength and agility. The purpose of this test is to ensure that candidates can perform the essential physical functions of the job.

The physical assessment test is an obstacle based test. Components of the test include (but are not limited to): running, jumping, scaling a four foot wall or chain link fence, stair climb and a weighted dummy drag.

Attire for the physical assessment test will be appropriate gym attire: T-shirt, shorts, socks and running shoes.