



# ST. LOUIS COUNTY AND MUNICIPAL POLICE ACADEMY OPEN ENROLLMENT RECRUIT PROGRAM



If you are interested in a career in law enforcement in St. Louis County and meet the requirements listed below, you should call (314) 615-4273 for information on how to apply for the St. Louis County and Municipal Police Academy Recruit Program, which provides **FREE TRAINING** with only small expense for uniforms/equipment.

Please note that applicants who meet the following minimum qualifications and also successfully complete the selection process, as outlined below, are eligible to attend a *Police Recruit Basic Training Class*. Admission to the Police Recruit Basic Training class and completion of the program does not guarantee employment as a police officer or automatically qualify an applicant for employment. An agency may have other minimum qualifications and steps in their police recruit or police officer selection process that must be successfully completed by the applicant, to be eligible for hire by that agency. Applicants are encouraged to contact any and all potential employers and identify all requirements for employment.

## **MINIMUM QUALIFICATIONS FOR OPEN ENROLLMENT APPLICANT**

**AGE REQUIREMENT:** Must be at least 21 years of age, or applicant must reach their 21st birthday by the time of completion of the Academy training course.

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

**EDUCATION:** Documentary proof of high school education or presentation of a “State High School Equivalency” certificate, with accompanying score sheet.

**VISION:** Vision in each eye must be correctable to 20/20.

**ARREST RECORD:** Must be free from conviction of a Felony or a Class “A” Misdemeanor.

**DRIVER'S LICENSE:** Must possess a valid Operator’s License by date of employment by a police agency and have five (5) or less points charged against his/her driving record at the time of application for the program.

**MILITARY:** Must have an *Honorable* discharge, or *Under Honorable Conditions* discharge if having served in the military.

## **COMPETITIVE SELECTION PROCESS**

Under the procedures established by the St. Louis County and Municipal Police Academy Board of Managers and approved by the St. Louis County Police Department Board of Police Commissioners, all selections under this program are made on the basis of an open, competitive selection process conducted under the supervision of the Personnel Services Unit, St. Louis County Police Department. Each applicant must successfully complete each stage of the selection process to remain eligible. In the event an applicant is eliminated during any phase of the process, reapplication may not be made for six months unless circumstances indicate that an earlier review may be warranted. The selection steps consist of:

**STEP 1 - APPLICATION:** The Personnel Services Unit shall make an application and record check forms plus program description sheets available to interested applicants. Applicants are encouraged to download an application (required forms included) from the St. Louis County Police Department website at <http://www.stlouisco.com/police/careers/applicat.pdf>. The application and required forms shall be returned to the Personnel Services Unit.

St. Louis County Police Department  
Personnel Services Unit  
7900 Forsyth Blvd., Room B-156  
St. Louis, Missouri 63105  
(314) 615-4273

**STEP 2 - INITIAL PROCESSING OF APPLICANTS:** This step includes a review of application, check for presence of required documents and minimum qualifications, and an initial interview with the applicant.

**STEP 3 - PHYSICAL CONDITION ASSESSMENT:** A physical condition assessment shall be conducted at the St. Louis County and Municipal Police Academy by Academy personnel. This assessment will include sit-ups, push-ups, trunk flex and a 1.5 mile run. A limited amount of applicants will be scheduled per session with each session lasting approximately two to four hours. A score for each applicant will be given.

**STEP 4 - WRITTEN TEST:** A written reading and comprehension test lasting approximately two hours will be administered to all those who obtain an acceptable score on the physical condition assessment.

**STEP 5 - PHYSICAL EXAMINATION:** Applicants shall be required to have a physical examination by their own physician and a drug screening submitted to one of the County's selected testing sites. Both will be at the applicant's expense and must be successfully completed. Exams will be based on the Academy's approved physical evaluation forms.

**STEP 6 - FINAL INTERVIEWS:** After completing all the preceding steps, the applicant shall be interviewed by the Director of the Academy, or his designee.

**STEP 7 - APPLICANT SELECTION:** Those applicants selected, approved and notified by the Academy will be eligible to attend the 23 week training. Class size is limited.

Applicants shall be required to provide proof of personal medical insurance to cover the period of training at the Academy prior to the first day of class.

Veterans' benefits are available to those police recruits who qualify.

Recruits will attend an orientation before beginning training. Evening physical training classes will also be hosted by the Academy to prepare the recruit for Academy training.

(Revised May 5, 2006)

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