



# OXFORD POLICE DEPARTMENT

## CITY OF OXFORD

204 E. McClanahan St. P.O. Box 1186 Oxford, North Carolina 27565  
PHONE (919) 693-3161 FAX (919) 693-7990

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### Office of the Chief of Police

*Alvin "Al" Coley*

To: Applicant for Position of Oxford, NC Police Officer

From: Alvin L. Coley  
Chief of Police

When making application with the City of Oxford/Oxford Police Department, the applicant will be responsible for ensuring that the following items accompany the City of Oxford application:

1. Copy of Social Security Card
2. Copy of current North Carolina Driver's License
3. Copy of Birth Certificate
4. Copy of Certificate of Education
5. Copy of Certificate of Release of Discharge from Active Duty (if applicable)
6. Credit History by an accredited credit bureau
7. Criminal History (for any state in which you have lived outside the State of NC)
8. City of Oxford Application
9. Signed Authorization properly notarized Authorization for Release of Personal Information provided by the Department
10. Signed and properly notarized Drug Screening Consent Form provided by the Department
11. Drug Screen Through Urinalysis Applicant Medication Information.
12. Completed North Carolina Criminal Justice Education and Training Standards Commission (Form F-3).

At a certain point in the interview process, the Oxford Police Department (OPD) may ask that you:

1. Be photographed by the OPD
2. Submit to being fingerprinted

Also, upon return of your application, the Department will perform a North Carolina Criminal History check and a North Carolina Driver's History check.

Janet Dix will accept applications through the Office of the Chief of Police between the hours of 8:30am and 4:30 pm, Monday through Friday. If you have any questions, feel free to call Janet at (919) 603-1201.