

**CITY OF FRANKFORT
APPLICATION INFORMATION
FOR PATROL OFFICER RECRUIT**

PLEASE READ CAREFULLY AND RETAIN FOR YOUR RECORDS

APPLICATION

APPLICANTS FOR PATROL OFFICER RECRUIT SHALL (1) BE AT LEAST TWENTY-ONE YEARS OF AGE, (2) POSSESS A HIGH SCHOOL DIPLOMA (OR EQUIVALENT), AND (3) A VALID DRIVER'S LICENSE.

COPIES OF APPLICANT'S BIRTH CERTIFICATE (**ISSUED BY THE REGISTRAR OF VITAL STATISTICS FOR WHICH STATE YOU WERE BORN**), HIGH SCHOOL DIPLOMA (OR EQUIVALENT) AND A VALID MOTOR VEHICLE OPERATOR'S LICENSE **MUST** BE ATTACHED TO COMPLETED EMPLOYMENT APPLICATION FORM WHEN RETURNED TO CITY.

IF APPLICABLE, A COPY OF **FORM DD-214** MUST BE ATTACHED TO THE EMPLOYMENT APPLICATION FORM.

TO RECEIVE CREDIT FOR COLLEGE EDUCATION, **OFFICIAL TRANSCRIPTS** MUST BE ATTACHED TO THE EMPLOYMENT APPLICATION FORM WHEN RETURNED TO THE CITY.

EMPLOYMENT PROCESS

THE EMPLOYMENT PROCESS SHALL CONSIST OF THE FOLLOWING STEPS:

1. PHYSICAL AGILITY TEST
2. WRITTEN EXAMINATION
3. CIVIL SERVICE BOARD INTERVIEW
4. COMPREHENSIVE BACKGROUND INVESTIGATION
5. PSYCHOLOGICAL EVALUATION
6. POLYGRAPH
7. DRUG SCREEN
8. PHYSICAL EXAMINATION

1. **PHYSICAL AGILITY:** APPLICANTS SHALL SUCCESSFULLY COMPLETE ALL PARTS OF JOB-RELATED PHYSICAL AGILITY TEST IN ORDER TO CONTINUE TO THE NEXT PHASE. (TEST PROCEDURES LISTED ON BACK).

2. **WRITTEN EXAMINATION:** APPLICANTS MUST SCORE 70% OR BETTER ON EXAMINATION – MULTIPLE CHOICE TEST MEASURING ABILITIES AND APTITUDES NECESSARY TO BE SUCCESSFUL ON THE JOB (PROBLEM SOLVING, REASONING, READING COMPREHENSION, LONG AND SHORT-TERM MEMORY) IN ORDER TO CONTINUE TO THE NEXT PHASE.

3. **CIVIL SERVICE BOARD INTERVIEW:** APPLICANTS ARE INTERVIEWED BY THE CIVIL SERVICE BOARD (INDIVIDUALS FROM THE COMMUNITY APPOINTED BY THE MAYOR) THE BOARD EVALUATES CANDIDATES, INCLUDING TRAINING, EXPERIENCE, BACKGROUND, APPEARANCE, SELF EXPRESSION, MENTAL ALERTNESS, ADAPTABILITY, ETC.

APPLICANTS ARE PLACED ON THE ELIGIBILITY LIST FOR THE POLICE DEPARTMENT IN RANK ORDER. APPLICANT MUST HAVE COMBINED SCORE OF 70 TO BE ELIGIBLE FOR EMPLOYMENT.

4. **COMPREHENSIVE BACKGROUND INVESTIGATION:** CHECKS APPLICANTS POLICE RECORD, DRIVING RECORD, EMPLOYMENT RECORD, REPUTATION, AND CREDIT RECORD. APPLICANTS MAY BE DISQUALIFIED AT THIS PHASE.

5. **PSYCHOLOGICAL EVALUATION, POLYGRAPH AND DRUG SCREEN:** PORTIONS WILL BE CONDUCTED AT THE DEPARTMENT OF CRIMINAL JUSTICE TRAINING, RICHMOND.

8. **PHYSICAL EXAMINATION:** EXAMINATION IS CONDUCTED BY A PHYSICIAN SELECTED BY THE CITY TO DETERMINE A CANDIDATE'S STATE OF HEALTH AND ABILITY TO WITHSTAND DEMANDS OF THE JOB. THIS PHYSICAL INCLUDES SUBSTANCE ABUSE TESTING.

ELIGIBILITY LIST

APPLICANTS SHALL BE PLACED ON AN ELIGIBILITY LIST, WHICH SHALL REMAIN IN EFFECT FOR ONE YEAR FROM THE DATE CERTIFIED BY THE CIVIL SERVICE BOARD OR UNTIL ANOTHER LIST IS ESTABLISHED.

SALARY AND BENEFITS

- 1. SALARY: \$35,859
- 2. BENEFITS:
 - A. HEALTH INSURANCE
 - B. DENTAL INSURANCE
 - C. LIFE INSURANCE
 - D. VISION INSURANCE
 - E. HAZARDOUS DUTY RETIREMENT PROGRAM:
 - F. VACATION LEAVE
 - G. SICK LEAVE
 - H. EDUCATION ASSISTANCE
 - I. UNIFORMS AND EQUIPMENT
 - J. TAKE HOME VEHICLE (FRANKLIN COUNTY RESIDENTS ONLY)

HIRING DETERMINATION

TO BE CONSIDERED FOR EMPLOYMENT, APPLICANT MUST BE A CITIZEN OF THE UNITED STATES AND POSSESS A VALID LICENSE TO OPERATE A MOTOR VEHICLE. APPLICANT MUST NOT HAVE BEEN CONVICTED OF A FELONY AND/OR PROHIBITED BY FEDERAL OR STATE LAW FROM POSSESSING A FIREARM. APPLICANT MUST NOT HAVE HAD CERTIFICATION AS A PEACE OFFICER PERMANENTLY REVOKED IN KY OR ANOTHER STATE.

ONCE HIRED, A CANDIDATE IS PLACED ON PROBATION FOR ONE YEAR. DURING THIS TIME PERIOD, PATROL OFFICER RECRUITS MUST SUCCESSFULLY COMPLETE POLICE ACADEMY TRAINING AND A FIELD TRAINING PROGRAM. AN OFFICER ON PROBATION THAT FAILS TO SATISFY THESE REQUIREMENTS IS AUTOMATICALLY DISMISSED. EMPLOYEES ARE REQUIRED TO MAINTAIN CERTAIN PHYSICAL FITNESS STANDARDS TO REMAIN EMPLOYED. ALSO, EMPLOYEES ARE SUBJECT TO RANDOM DRUG AND ALCOHOL TESTING.

PHYSICAL FITNESS STANDARDS
APPLICANT MUST MEET STATE STANDARDS FOR PHYSICAL FITNESS. AN OVERALL MINIMUM OF 50 POINTS MUST BE ACHIEVED IN THE FIVE (5) FITNESS TESTS WITHIN THREE (3) HOURS.

PHYSICAL PERFORMANCE POINTS DISTRIBUTION					
EVENT	9 PTS	9.5 PTS	10 PTS	10.5 PTS	11PTS
BENCH PRESS (% BODY WEIGHT)	55.3	59.7	64	68.5%	<u>≥73%</u>
SIT UPS (REPETITIONS)	13	16	18	-----	<u>≥18</u>
300 METER RUN (SECONDS)	68	67	65	-----	<u>< 65</u>
PUSH UPS (REPETITIONS)	14	17	20	23	<u>> 25</u>
1.5 MILE RUN (MIN:SEC)	17.56	17.34	17.12	16.44	<u><16.15</u>

INFORMATION ON TESTING AND TEST PREPERATION CAN BE FOUND ON THE DEPARTMENT OF CRIMINAL JUSTICE SAFETY WEBSITE AT :
<http://docjt.jus.state.ky.us/Organization/Training%20Support/KLEC%20POPS/klec.html>