

CITY OF FLORENCE, KENTUCKY
Police Officer
Informational Packet
(859) 647-5420

I. REQUIREMENTS AND QUALIFICATIONS

RESIDENCY

Candidate must be a resident of Kentucky at time of appointment and maintain Kentucky residency for length of employment.

CITIZENSHIP

Must be a citizen of the United States.

EDUCATION

Must possess a minimum of an associate degree from an accredited college/university or equivalent (62 semester hours or 93 quarter credit hours) or have at least two (2) years previous law enforcement experience.

MEDICAL

Must pass a comprehensive medical assessment in addition to a drug screen.

AGE

Minimum of 21 years.

DEPARTMENT ORGANIZATIONAL STRUCTURE (listed by title and rank)

Chief of Police	– Colonel
Division Commander	– Captain
Shift Commander	– Lieutenant
Shift or Unit Supervisor	– Sergeant
Senior Police Officer	
Police Officer	
Police Candidate	

GENERAL STATEMENT OF DUTIES

Police Officers are responsible for the protection of life and property, the prevention of crimes and the preservation of peace and order within an assigned beat (geographical area). They must patrol their beat while enforcing laws, ordinances and regulations; arresting violators; investigating accidents and complaints; securing evidence and performing any other duties as required.

EXAMPLES OF WORK PERFORMED (illustration only) The position may not include all of the duties listed, nor do the listed examples include all of the tasks which may be performed:

Enforce laws and ordinances; issue citations.

Make preliminary investigations.
Serve warrants and make forcible arrests.
Testify in court.
Keep records and make reports.
Create favorable public image of Police Department through courteous treatment, neat appearance, etc.
Attend meetings; give talks and demonstrations.
Refer persons to proper agencies.
Interview and reassure witnesses, victims and relatives of victims of crimes or accidents.
Control traffic and spectators at the scene of an emergency or crime; maintain order at large gatherings.
Respond to and investigate vehicular accidents.
Assist in rescue operations and in rendering medical assistance at scene of vehicular accidents and other emergencies.
Carry a medical stretcher.
Investigate public complaints.
Maintain vehicle and other assigned equipment.
Inspect buildings and commercial establishments to keep secure.
Perform vehicle and/or foot patrol.
Verbally calm or physically subdue unruly suspects.
May be required to use deadly force in certain serious situations as authorized by Kentucky Revised Statute.

EXAMPLES OF MINIMUM REQUIRED KNOWLEDGE, ABILITIES AND PERSONAL CHARACTERISTICS (illustration only)

A position within this classification may not include all of the knowledge, abilities and skills listed nor do the listed examples include all of the knowledge, abilities and skills which must be possessed. To qualify as a Police Officer-Entry Level, an applicant/candidate must:

Have the skills and abilities to evaluate potentially volatile situations and to deal effectively with people.
Follow orders and directives.
Be in good physical condition and successfully complete a physical ability assessment.
Have the ability and willingness to learn Police procedures and principles.
Satisfactorily complete a comprehensive background investigation which includes a polygraph examination.
Satisfactorily complete a psychological evaluation.
Due to the sensitive and stressful nature of this position, be free from alcohol and drug dependency and possess emotional stability.
Be free from felony convictions.
Have a valid operators license.
Be willing to work irregular hours.
(Supervisory experience is not required).

To become fully qualified as a Police Officer, the Candidate must have successfully completed Department's one-year probationary period and training in:

Department of Criminal Justice Basic Training Course,
Federal, State and local laws and ordinances.

Florence Police Department and City of Florence Ordinances, Rules, Regulations, Orders, Policies and Procedures.

Geographic areas of the City.

Interrogation and interviewing techniques.

First aid and CPR techniques and procedures.

II. APPLICATION PROCESS

APPLICATION

The Department uses this Information Packet with an application form which is available at, and must be returned by mail or in person to, the City of Florence Human Resources Department, Florence Government Center, 8100 Ewing Blvd., Florence, KY 41042. Business hours are 8:30 a.m. to 5:00 p.m. Monday through Friday. The telephone number for the Human Resources Department is 859/371-5491. When the Department intends to initiate the hiring process for a particular position, public notification is made via advertisements.

POLICE CAREER ASSESSMENT

Assessment will be made of the applicant's potential overall law enforcement job performance through a written assessment process. No makeup assessments will be given. **APPLICANTS MUST BRING THEIR VALID OPERATORS LICENSE TO THE ASSESSMENT.** No one will be admitted to the assessment room once the process begins.

Individuals will be selected from the highest scoring applicants of this assessment and will be asked to participate in the additional portions of the hiring process:

PHYSICAL ABILITY AND FITNESS ASSESSMENT

APPLICANT MUST PROVIDE A MEDICAL RELEASE FROM HIS/HER PERSONAL PHYSICIAN STATING APPLICANT IS PHYSICALLY ABLE TO PARTICIPATE IN THE PHYSICAL AGILITY TEST.

The physical agility examination utilized for selecting and hiring police recruits for the City of Florence, Kentucky, will mirror the testing administered by the Department of Criminal Justice Training. The physical fitness standards that the Florence Police Department will use will be the basic training "exit level" standards. The procedure and order of testing will be the same as those listed in the *"Kentucky Law Enforcement Physical Training Standards"* handbook, dated October, 1998.

1. Test: One Repetition Maximum Bench Press Passing Standard: 73% of body wgt.

The candidate will push the weight from the chest. Spotters will lower the weight. The lift begins from the down position, not the up position. Three or four repetitions at a lesser weight will serve as a warm-up to prevent injury and prepare for the maximum lift on the fifth or sixth effort. The maximum number of pounds lifted in one repetition will serve as the score.

2. Test: One Minute Sit-Up Passing Standard: 18 sit-ups

The candidate will lie on the back, knees bent with heels flat on the floor (a partner will hold the feet down). Hands will be behind the head, not interlaced. The sit-up is complete when the candidate

touches the elbows to the knees and then returns to a full lying position. During the sit-up the buttocks will remain on the ground and the shoulder blades will touch the ground prior to the next sit-up. Scoring is totaled as the number of correct sit-ups completed in one minute.

3. Test: 300 Meter Run Passing Standard: 65 seconds

The candidate will be warmed up prior to the run. At the designated command, the candidate will cover the distance as quickly as possible. Scoring will be the time needed to run the course.

4. Test: Maximum Pushup Passing Standard: 25 pushups

The candidate begins in the lean and rest position with hands shoulder-width apart and feet no more than three inches apart. The candidate lowers self until arms are at a 90 degree angle, keeping the back straight throughout motion. Resting is allowed only in the up position. Scoring is totaled as the number of correct pushups completed in one minute.

5. Test: 1.5 Mile Run Passing Standard: 16:15

The candidate will be warmed up prior to the run. At the designated command, the candidate will cover the distance as quickly as possible. Scoring will be the time needed to run the course.

APPLICANT INTERVIEW PROCESS

The selected applicants will be requested to appear for an oral interview, whereupon questions based on job-related criteria adopted by the City of Florence Police Department will be asked regarding the applicant's suitability to become a Police Officer within the Department. **APPLICANTS ARE REQUIRED TO BRING THEIR COLLEGE/UNIVERSITY TRANSCRIPTS, COMPLETED PERSONAL HISTORY QUESTIONNAIRE AND A CERTIFIED COPY OF YOUR BIRTH CERTIFICATE TO THE INTERVIEW.** From the interview process, individuals will be selected to participate in additional portions of the hiring process. Applicants not selected to continue will be so notified by the Human Resources Department.

III. POLICE CANDIDATE ASSESSMENT PROCESS

The first step in this assessment process is that all candidates shall complete a Personal History Questionnaire as a supplement to the original application. The Background Investigation Process will not start until the questionnaire in its entirety is completed by the candidate and returned to the investigator within the time requested.

Each phase of this segment of the evaluation process is PASS/FAIL.

BACKGROUND INVESTIGATION AND POLYGRAPH EVALUATION

Following completion of the Personal History Questionnaire, all candidates will be scheduled for a comprehensive Background Investigation including, but not limited to, a Polygraph Evaluation and an In-home interview. Investigators will also check personal references, criminal history, employment records and other background information. Investigations shall be conducted by investigators in accordance with the standards set forth herein.

Candidates will be evaluated based on the information gathered from the Background Investigation including the polygraph, etc. This information will be held in strict confidence and will not be released. This information will be used exclusively to aid in the selection of Police Officer (Entry Level).

PSYCHOLOGICAL ASSESSMENT

The purpose of a psychological assessment is to determine whether the candidate has the personality characteristics necessary to become a good police officer.

MEDICAL ASSESSMENT

This comprehensive medical assessment will be performed by a licensed physician and will require, but not be limited to:

- Blood pressure that does not exceed 140/90
- Normal color vision
- Minimal far point vision of 20/200, corrected to 20/40 (both eyes)
- Normal range hearing
- Back strength assessment

DISQUALIFYING CRITERIA

Felonies – All persons who have been convicted of a felony will be disqualified.

Misdemeanors – All persons who have been convicted in a court of competent jurisdiction, within five years of the date of application, on two or more occasions of a misdemeanor may be disqualified.

Drugs (excluding marijuana) – All persons who have been convicted in a court of competent jurisdiction of possession and/or sale of narcotics, dangerous drugs or hallucinogens, or any other controlled substance which the Florence Police Department determines to relate to job performance or an attempt, conspiracy or solicitation to commit such a criminal act, will be disqualified. Any usage of any prohibited substance or abuse of a controlled substance during the processing period shall be grounds for ejection.

Marijuana – All persons who have been convicted in a court of competent jurisdiction for sale of marijuana, or an attempt, conspiracy or solicitation to commit such a criminal act, will be disqualified. All persons who have been convicted in a court of competent jurisdiction for possession of marijuana may be disqualified.

Sex Offenses and Bodily Harm – All persons who have been convicted in a court of competent jurisdiction of a sex offense as defined in Chapter 510 of the Kentucky Revised Statutes (KRS), or an

offense causing or threatening bodily harm as defined in Chapter 508 of the KRS, or an attempt, conspiracy or solicitation to commit such criminal acts may be disqualified.

Guns, Concealed Weapons and Dangerous Ordinance – Any persons who have been convicted in any federal, state or local court of violating any gun control ordinance, carrying any concealed weapon, or possession of any dangerous ordinance may be disqualified. Any attempt to violate any law, statute, or regulation related to the above may be grounds for rejection.

Automobile – All persons who have been convicted on two or more occasions, in the last three years in any court of competent jurisdiction of (1) driving while under the influence, (2) leaving the scene of an accident, (3) reckless driving, (4) revocation or suspension of driving privileges, or (5) are currently under revocation or suspension shall be disqualified. Any person with six or more points on their current driving record will be disqualified. No person shall be eligible for appointment without a valid drivers license and must obtain a Kentucky drivers license within one (1) year of appointment.

Domestic Violence – All persons who have been convicted of any domestic violence offense will be disqualified.

DISQUALIFYING EMPLOYMENT AND RELATED CONDUCT

All persons who within five year of the date of application have been discharged from previous employment for insubordination or serious misconduct on the job; inexcusable absenteeism or tardiness; or theft of cash, goods or services from a place of employment may be disqualified.

MISCELLANEOUS DISQUALIFYING CONDUCT

All persons who have failed to obey or honor any judgments entered by a court of record, including but not limited to alimony or support payments, or have failed to pay any fine imposed by a court of record may be disqualified if such conduct bears directly on the ability to perform the job. All persons who have been other than honorably discharged from the United States military service for reasons which were job-related may be disqualified. All persons who have made any intentional false alarm to any police or fire agency may be disqualified. Any person who is currently a member of any organization which advocates crime or the violent overthrow of the United States government will be disqualified. All persons who admit to a pattern of alcohol/drug abuse and/or illegal gambling and have not successfully completed an accredited rehabilitation program 12 months or more prior to a current application will be disqualified. All persons who have made false statements regarding any material matter during the selection process or have omitted any requested material information on the questionnaire or who have cheated during any portion of the selection process will be disqualified. Any person who has paid or accepted a bribe or favor to cover or hide any criminal offense, or acted in any manner to prevent discovery and/or apprehension of any suspected criminal activity by any duly constituted law enforcement agency, or was involved in any plan or attempt to accomplish any of the above will be disqualified. All persons admitting to having committed any of the offenses listed above may be disqualified, as though they had been convicted.

V. SELECTION OF POLICE OFFICER (Entry Level)

Following successful completion of the background investigation assessment process, the Chief of Police will recommend those Police Candidates who should become Police Officers (Entry Level) to the

City Coordinator for appointment by the Mayor. The Human Resources Department will then notify all the Police Candidates of their results by mail.

Police Officers (Entry Level) shall successfully complete their basic training assignment at the Kentucky Department of Criminal Justice (including training in the proficient use of firearms). After completion of the aforementioned basic training, they will then be placed in an on-job training program with a Field Training Officer. Upon successful completion of the Department's Field Training Program, will continue their probationary period until recommended to and approved by the City Coordinator. The probationary period is a minimum of one year from the first day of employment.

V. REAPPLICATION

Applicants, candidates or trainees who are not selected because of a fault that has been or can be corrected may re-apply, after the fault has been corrected.

VI. POLICE OFFICER INCENTIVE PROGRAM

The Kentucky Law Enforcement Foundation Program Fund (KLEFPF) pays an annual incentive to Police Officers who graduate from the Department of Criminal Justice Basic Training. Officers are also required to attend and successfully complete 40 hours of approved in-service training each year to maintain the incentive. The Department also requires additional training in firearms and various other areas to maintain operational proficiency.