

CITY OF KNOXVILLE CIVIL SERVICE EXAMINATION FOR POLICE CADET

DRUG TESTING IS REQUIRED

Annual Salary for Police Cadet is \$21,339.00

The City of Knoxville requires as a condition of employment that all newly employed individuals, former employees that have been re-hired, or employees promoted to a new classification will receive their paychecks by way of automatic direct deposit.

MINIMUM QUALIFICATIONS AND REQUIREMENTS

AGE: Applicants may apply for Cadet at seventeen (17) years of age and be tested; however, eligibility for employment will be deferred until reaching eighteen (18) years of age. Applicants must not have reached their 21st birthday. Applicants must submit a copy of their birth certificate with the application.

EDUCATION: High School graduate or equivalency. A diploma or certificate should be submitted with the application.

DRIVER'S LICENSE: All applicants are required to possess or be able to obtain a valid Tennessee Driver's License.

Spanish speaking applicants encouraged to apply.

SELECTION PROCEDURE

All persons who apply or reapply must successfully complete the written exam and physical performance test in order to become eligible, or to remain eligible.

SUBJECTS ON WRITTEN EXAM: Observation & Memory, Reading Comprehension, Form Completion, Written Communication (Spelling, Grammar, Punctuation, Clarity of Expression, English Usage), Reasoning Ability, Responding to Situations (Police Judgment and Public Relations).

Prior to final selection and appointment, all applicants must also submit to, and be approved by the following procedures:

- Drug and Alcohol Testing
- Background Investigation
- Polygraph Examination
- Extensive Physical Examination
- Comprehensive Psychological Evaluation

REQUIREMENTS FOR CERTIFICATION AS A FULLY COMMISSIONED POLICE OFFICER

The Police Cadet Program is not a permanent career position with the Knoxville Police Department and is exempt from Civil Service. Cadets are civilian employees who work a minimum of thirty (30) to forty (40) hours/week (for those cadets that decide to complete the optional college education portion of the cadet program, the minimum workweek will be thirty (30) hours per week). Upon reaching twenty-one (21) years of age, a Cadet may be certified by the CSMB as a Police Officer if all of the following conditions have been met:

- (1) must have served a minimum of one (1) year as a Cadet/Apprentice with the Knoxville Police Department
- (2) successful completion of 12 semester hours per year from an accredited college or university (optional)
- (3) must meet the minimum training requirements of the Knoxville Police Department, as well as the Tennessee Peace Officer Standards and Training requirements as contained in **T.C.A. Chapter 8, Section 38**.
- (4) must have been determined to have met and maintained all minimum requirements as described in this Cadet/Apprentice Program by the Police Chief and the Civil Service Merit Board Executive Secretary /Director with the City of Knoxville; **and**
- (5) must have been certified by the Civil Service Merit Board as being eligible to be a Police Officer with the City of Knoxville.

Upon entry into the classification of Police Officer, the Cadet will then begin the one-year probationary period for Police Officer as required by the Charter of the City of Knoxville.

FRINGE BENEFITS

VACATION: 10 days per year. **SICK LEAVE:** 12 days per year accumulative. **HOLIDAYS:** Nine paid. **UNIFORM ALLOWANCE.** **INSURANCE:** Hospitalization insurance or Health Maintenance Organization and life insurance equivalent to one and one-half times the annual salary with a maximum of \$50,000. In addition, the City provides a Wellness Program and Employee Assistance Program. A college tuition reimbursement program with a minimum grade point average of 2.00 on a 4.00 scale is available to cadets choosing to take accredited college courses while in the program.

CONDITIONS OF EMPLOYMENT AS A CADET

GENERAL: The Cadet/Apprenticeship Program is a civilian position exempt from Civil Service status. Length of program is a minimum of one year to a maximum of five years.

COLLEGE EDUCATION (Optional): Requires completion of 12 semester hours or 18 quarter hours per year with a minimum grade of "C" (2.00 on a 4.00 scale).

WORK EXPERIENCE: A Cadet's workweek will consist of approximately thirty (30) hours per week for cadets choosing the optional college education program, and approximately forty (40) hours per week for cadets who do not participate in the optional college education program.

AN EQUAL OPPORTUNITY EMPLOYER

The City of Knoxville does not discriminate on the basis of race, color, national origin, sex, religion, age, veteran status or disability condition in employment opportunities.