THE CITY OF KNOXVILLE

CIVIL SERVICE JOB ANNOUNCEMENT

Civil Service Department, Suite 569, City County Bldg, 400 Main Street, Knoxville, TN 37902 (865) 215-2106. Web:www.knoxvilletn.gov

9046 **7/1/20**

Police Officer

(Entry-Level and Promotional)

Drug testing may be required

ENTRY-LEVEL SALARY: $36,593 annually (during academy)
POLICE OFFICER SALARY: $40,600 -$54,810 annually (after graduation from academy)
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.
Starting and promotional salaries will be determined based upon applicant qualifications and in accordance with Civil Service Merit Board Rules and Regulations.

The City of Knoxville only accepts online applications. To apply, go to http://www.knoxvilletn.gov/jobs. **You must complete ALL APPLICABLE SECTIONS of the application. DO NOT LEAVE SECTIONS BLANK. Doing so could result in your application being deemed incomplete.** If you need assistance submitting an application, you may visit the Civil Service office at the address listed above.

The following documents MUST be submitted online by **4:30 p.m. on: Saturday, October 31, 2020:**

- Completed City of Knoxville Online Application
- Completed Background Absolute Disqualifier Questionnaire inside online application
- Detailed Resume (upload and attach to your online application)
- Birth Certificate (upload and attach to your online application)
- Public high school diploma, GED, Accredited diploma or its equivalency. (upload and attach to your online application) Additional documentation, including a transcript and/or attendance record indicating proof of attendance may be required.
- DD-214 (upload and attach to your online application for military veterans)
- If you have questions regarding your application or need help applying, please call Civil Service at (865) 215-2106.

MINIMUM REQUIREMENTS

Unless stated otherwise, applicants must possess and/or meet the following minimum requirements prior to the application deadline.

- Current City Employees may apply, but must have completed initial Civil Service probationary period and must have received a satisfactory performance rating on their last evaluation to receive promotional preference.
- Applicants must have reached their 21st birthday before the application can be accepted. Applicants MUST attach a copy of valid birth certificate to their application.
- High School graduate or equivalency. Applicants MUST attach a copy of their High School Diploma or GED to the application.
- Applicants must not have any background disqualifiers
- Applicants are required to possess or be able to obtain a valid Tennessee Driver's License.
- Applicant must be a U.S. Citizen, or a Permanent Legal Resident of the U.S. who is an Honorable Discharged Veteran of the U.S. Armed Forces and applies for or obtains U.S. Citizenship within six years of hiring.
- Applicants MUST bring a valid photo ID with them to the written examination.

Applicants will not be permitted to take the exam without submitting ALL of the required documents and bringing their valid ID, Physical Performance Test (PPT) Release Form, Medical Release Forms, and completed Personal History Questionnaire.

EXAMINATION

All persons who apply or reapply must successfully complete the written exam and physical performance test and 1.5 mile run in order to become eligible, or to remain eligible. Applicants MUST bring a valid photo ID and Physical Performance Test (PPT) Release Form to be admitted to the written examination along with your completed Personal History Questionnaire. Appointments for the written examination will be sent via e-mail. Appointments for the physical performance test and 1.5 mile run will be scheduled after the written exam is taken and sent via e-mail. Applicants MUST bring a valid photo ID to be admitted to physical performance test and 1.5 mile run. Your Personal History Questionnaire and Physical Performance Test (PPT) Release Form will also be sent via email. **It is the applicant's responsibility to maintain a valid email address.**

SUBJECTS ON WRITTEN TEST: Arithmetic, Reading, Grammar, Writing, and Public Safety Practical Skills. Applicants will be notified via email of their testing dates.
Prior to final selection & appointment, all applicants must also submit to, & be approved by the following procedures: Drug and Alcohol Testing, Background Investigation (including polygraph examination), Extensive Physical Examination, and Comprehensive Psychological Evaluation.

Note: Background checks will be conducted.

AN EQUAL OPPORTUNITY EMPLOYER/DRUG FREE WORKPLACE

The City of Knoxville does not discriminate on the basis of race, color, creed, national origin, sex, religion, age, veteran status, disability, gender identity, genetic information, or sexual orientation in employment opportunities.

EMPLOYMENT PROCEDURE FOR POLICE OFFICERS

1. Applicants must also upload copies of their High School Diploma or GED equivalent and Birth Certificate to the online application. If a veteran, a DD-214 should be included with online application. Applicant will then receive an appointment for the written examination via email. Applicants will also receive a copy of the Personal History Questionnaire (PHQ) and a Physical Performance Test Release of Liability which must be completed and turned in to be admitted to the written examination. Applicant must also bring valid photo identification to their written examination appointment. Note: All active duty military personnel must submit a letter from their commanding officer showing applicant's scheduled separation date and proposed character of discharge. Veteran's preference points will not be added to applicant's final score until they have officially separated from the military service and submitted their DD-214 to the Civil Service Department.

2. Applicants must bring their completed Personal History Questionnaire (PHQ), Physical Performance Test Release of Liability Form, Medical Release Forms, and valid photo identification to their written examination appointment. Applicant takes written examination and will be scheduled at a later date for the physical performance test (PPT) and 1.5 mile run. Applicants must bring valid photo identification to the physical performance test (PPT) and 1.5 mile run.

3. The Physical Performance Test (PPT) will consist of a timed obstacle course that is designed to test your ability to complete tasks that are normally part of the Police Officer position. Applicants should wear comfortable clothing to facilitate the performance of physical tasks (e.g. physical fitness clothing) and gym/sport shoes. Items in the obstacle course will consist of running, jumping onto and down from obstacles, climbing a simulated fence, running up and down stairs, agility/dodging obstacles, ducking under obstacles, and the ability to complete a dummy drag. Applicants will not be allowed to wear watches, rings, or other items which could harm them while taking the test. These items should be removed prior to taking the test for safety purposes.

4. If the applicant passes the physical performance test and 1.5 mile run, he or she is then placed on the eligible register with the score of their written exam.

5. Upon receipt of a requisition to fill vacancies, the Knoxville Police Department is sent the names of the five highest-ranking applicants on the eligible list for each vacancy. The Knoxville Police Department then conducts selection interviews of eligible applicants and returns a list of applicants who are tentatively selected. The Civil Service Department notifies the applicants who are selected to continue through the remainder of the selection procedure (i.e., medical examination, background investigation which includes a polygraph examination, drug and alcohol testing, psychological evaluation). Applicants should NOT give notice to current employer until subsequent notification by Civil Service.

6. Civil Service staff schedules pre-employment tests as follows:
   - Sends application materials to Knoxville Police Department to begin background investigation.
   - Drug & alcohol test is scheduled, if he or she passes, then…….
   - Medical exam is scheduled with the City physician (You will be required to provide your immunization records at your medical appointment date. DO NOT attach them to your on-line application), if he or she passes, then…….

- Psychological evaluation is scheduled with a Psychologist, then……
- Polygraph is scheduled with the City polygraph examiner as part of the background investigation.
- If the psychologist and the background investigation review panel recommend him or her for employment, the applicant is ready for the academy.

7. The applicant is notified by the Civil Service Department when he or she has completed all of the requirements for employment as a Police Officer.

INSTRUCTIONS FOR POLICE OFFICER APPLICANTS

This application must be submitted online. Do NOT upload any of your supporting documents (other than your resume, birth certificate, and high school diploma/GED equivalency) to your online application, unless you are a veteran submitting a DD-214.

You will be e-mailed an appointment message for the written exam after you submit your completed online application and your application materials have been screened. If you are presently in the military and cannot obtain leave to come to Knoxville for the written exam, please contact the Civil Service Department test administrator.

BRING TO YOUR WRITTEN EXAM APPOINTMENT THE FOLLOWING:

1. Personal History Questionnaire (completed, signed, and notarized)

2. Valid photo identification

3. Physical Performance Test Release of Liability Form

4. Medical Release Forms

It is essential that you bring all of the required documents with you to your written examination appointment. If all documents are not verified by Civil Service staff at your written examination, you will not be admitted to the written examination and will no longer be eligible to continue through the hiring process.

Those applicants tentatively selected by the Police Department are required to pass a complete physical examination (including drug and alcohol testing) by the City physician prior to the time of employment, in addition to the following:

- a comprehensive psychological examination and
- a background investigation (including a polygraph examination)

Please bring VALID PHOTO IDENTIFICATION, your required documents, and two #2 lead pencils with you to the written exam.

<u>THE FOLLOWING IS TAKEN FROM THE "RULES OF TENNESSEE PEACE OFFICER STANDARDS AND TRAINING COMMISSION." TENNESSEE CODE ANNOTATED, CHAPTER 8, TITLE 38, ENTITLED "EMPLOYMENT AND TRAINING OF POLICE OFFICERS":</u>

Prior to employment all Police Officer applicants shall be required to prove that they meet these qualifications.

Section 38-8-106. Qualifications of police officers – After July 1, 1981, any person employed as a police officer shall:

(1) Be at least eighteen (18) years of age; (however the City of Knoxville requires applicants to be twenty-one (21) years of age);

(2) Be a U.S. Citizen, or a Permanent Legal Resident of the U.S. who is an Honorable Discharged Veteran of the U.S. Armed Forces and applies for or obtains U.S. Citizenship within six years of hiring.

(3) Be a high school graduate or possess equivalency;

(4) Not have been convicted of or pleaded guilty to or entered a plea of nolo contendere to any felony charge or to any violation of any federal or state laws or city ordinances relating to force, violence, theft, dishonesty, gambling, liquor or controlled substances, and not have been released or discharged under any other than honorable discharge from any of the armed forces of the United States;

(5) Have his/her fingerprints on file with the Tennessee Bureau of Investigation;

(6) Have passed a physical examination by a licensed physician;

(7) Have good moral character as determined by a thorough investigation conducted by the employing agency; and

(8) Be free of all apparent mental disorders as described in the Diagnostic and Statistical Manual of Mental Disorders, Third Edition (DSM – 11) of the American Psychiatric Association. A qualified professional in the psychiatric or psychological fields must certify applicants as meeting these criteria. (Acts 1981, ch. 455, Section 6; T.C.A. Section 38-11-106; Acts 1982, ch. 270, Section 6; 1988, ch. 968, Section 2.)

Section 38-8-110. More strict qualifications and standards by employing agency. Nothing in this chapter shall be construed to preclude an employing agency from establishing qualifications and standards for hiring and training police officers that exceed those set by the commission. (Acts 1981, ch. 455, Section 9.)

POLICE OFFICER – BRIEF JOB DESCRIPTION

MAJOR DUTIES AND RESPONSIBILITIES:

A Police Officer with the Knoxville Police Department is responsible for providing a variety of police protection and other services necessary to enforce the laws and ordinances of the City and for safeguarding the lives, property, and constitutional rights of its citizens. The following are general examples of some of the duties and responsibilities of a Knoxville Police Officer; however, the duties and responsibilities are not limited to the following list:

Responsible for patrolling a designated area of the City on foot or in a patrol vehicle to respond quickly to calls for service; Responsible for responding to reports of crimes or accidents to restore or maintain order and preserve and collect evidence; Responsible for detecting, apprehending and arresting suspects as appropriate; Responsible for mediating disputes or arguments of a potentially violent nature involving a wide variety of participants (i.e., family members, neighbors, landlords and tenants, rival youth gangs, etc.); Responsible for enforcing traffic and parking regulations; Responsible for communicating with residents, business owners, etc., in the assigned patrol area; Responsible for providing rescue and first aid services to victims of accidents, disasters, and other emergency situations; Responsible for preparing accurate and detailed reports and forms; and other duties as required.

THE FOLLOWING KNOWLEDGES, SKILLS AND ABILITIES ARE BASIC REQUIREMENTS NECESSARY TO PERFORM THE JOB OF POLICE OFFICER:

Ability to read case law, legal interpretations, training bulletins, etc., in order to review results of court cases, prepare for testimony, etc.; Ability to write in-depth narrative reports; Ability to transmit and receive messages over police radio by voice in order to exchange information; Ability to give instructions to assisting officer or other public service personnel at crime scenes, accident scenes, etc.; Ability to testify in legal proceedings; Ability to operate and maintain vehicles, weapons, uniforms, and other issued equipment; Ability to qualify in required practice of operation of firearms and other weapons to maintain a minimum standard of proficiency; Ability to conduct high risk vehicle stops; Ability to respond as assigned to crimes in progress; Ability to recognize sounds that should be investigated and their approximate origin (e.g., breaking glass, angry or fearful voices, alarms, etc.) and take necessary action; Ability to examine crime/accident scenes in order to determine investigative procedures to follow.