



# ELKTON POLICE DEPARTMENT

Brian Atkinson, Chief of Police  
Jackie Boyd-Weathers, Mayor



## Instruction Sheet and General Information

1. Your application must be typed or printed legibly (in **black ink only**).
2. **Follow all instructions on the application exactly.** Failure to do so could result in your being disqualified from the application process.
3. **Your application must be filled out completely. If a question does not apply to you, mark that question "N/A" (not applicable).** *If there are any unanswered questions, your application will be considered incomplete and you will be disqualified from the application process.*
4. If you need more room to answer any question, please attach a separate sheet of paper and clearly identify the question to which you needed more room.
5. Enclose a copy of the following when submitting your application: *(if any of the applicable items are missing your application will be considered incomplete).*
  - ✓ **Social Security Card**
  - ✓ **Valid Operator's License with picture ID (with current address)**
  - ✓ **Birth Certificate**
  - ✓ **High School Diploma (or GED equivalent)**
6. If any of the following apply to you, enclose a copy when submitting your application: *(if any of the applicable items are missing your application will be considered incomplete).*
  - ✓ **College Degree (if applicable)**
  - ✓ **Military Discharge Form [DD214] (if applicable)**
  - ✓ **Police Basic Training Certificate with Class NO. (if applicable)**
7. Your application will be thoroughly reviewed. If you are a potential candidate, **you will be notified by mail** of the testing dates and times. With regards to testing, details can be found in the Employment Procedures for Police Officers that are attached to this application packet. Do **NOT** call the Police Department with regards to the status of your application.



# ELKTON POLICE DEPARTMENT

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*Jackie Boyd-Weathers, Mayor*



## EMPLOYMENT PROCEDURES FOR POLICE OFFICER CANDIDATES

**1. Physical Fitness Examination:** Candidates will proceed to the entry-level physical fitness examination. The candidate must sign a physical fitness waiver form at the testing site before taking the physical fitness examination. Failure to sign the waiver will automatically eliminate the candidate from continuing in this process.

The minimum scores are based on the Peace Officer Professional Standards and Certification Act of 1998, which are approved by the Kentucky Law Enforcement Council (KLEC), and can be found in the "Kentucky Law Enforcement, Physical Training Standards" booklet. The physical fitness examination consists of five (5) events:

- a) **ONE REPETITION MAXIMUM (RM) BENCH PRESS** - This is a test to measure the absolute strength of the upper body. This test consists of lying on a bench and pushing up at least 64% of the candidate's body weight one time.
- b) **ONE MINUTE SIT-UP TEST** - This is a test to measure the abdominal or trunk muscular endurance. While lying on the ground, the candidate will be given 1 minute to do as many bent-leg sit ups as possible. The candidate must do at least 18 sit ups to pass this event.
- c) **PUSH UP TEST** - This is a test to measure the candidate's upper muscular endurance. The candidate must do at least 20 push ups to pass this event.
- d) **300-METER RUN** - This is a test to measure anaerobic power or the ability to make an intense burst of effort for a short period or distance. This test consists of sprinting 300 meters in 65 seconds or less.
- e) **1.5 MILE RUN** - This is a test to measure aerobic power or cardiovascular endurance (the ability to have stamina over time). This test consists of running/walking, as far as possible, the distance of 1.5 miles in 17:12 (seventeen minutes/12 seconds) or less.

**NOTE:** The candidate must pass all five (5) events in order to successfully pass the entry-level physical fitness testing requirements and to be eligible to continue in the recruitment process.

**Candidates will be required to pass another physical fitness examination, pre-employment for Peace Officer Professional Standards (POPS) Phase I.** In addition, candidates will be required to pass another physical fitness examination for successful completion of the Basic Training Academy. This mandatory physical fitness testing will occur prior to graduation. Failure to meet with the established standards could result in termination. Further details will be given upon employment.

**2. Oral Interview:** Those candidates successfully completing the physical fitness examination will be invited to the oral interview portion of the testing process. The oral interview consists of a panel of four (4) individuals from within the Police Department, the Mayor and one council member. The panel will ask each candidate the same questions concerning their previous experience, training and knowledge for successful performance as a Police Officer. These questions are based on job-related duties and responsibilities.

**3. Background investigation:** Those candidates who successfully complete the oral examination will be scheduled for a complete background investigation including educational and work experience, police record check, and reference verification on selected candidates. A candidate must successfully complete this process in order to be ranked on the "academy register" for Police Officer. Be advised, a felony conviction disqualifies a candidate for a Police Officer position (KRS 95.440 (2)).

**4. Physical Agility/Psychological Suitability Screening (POPS Phase I) -** A psychological suitability screening test will be administered by the Kentucky Law Enforcement Council in Richmond as part of the Peace Officers Professional Standards along with the Physical Agility Test. The Physical Agility test consists of the following:

**KLEC Physical Agility Standards**

Bench Press	64% of body weight
Sit-Ups	18 (1 minute time limit)
300 Meter Run	65 seconds
Push-Ups	20
1.5 Mile	Maximum time allowed 17:12

**Not all of the successful candidates will be sent for Phase I, the number of candidates sent will be based on the number of available positions. Candidates successful with Phase I will receive a tentative job offer contingent on their successful completion of POPS Phase II and the medical exam.**

**5. Polygraph Examination/Drug Screening (POPS Phase II) -** A polygraph examination will be administered by the Kentucky Law Enforcement Council in Richmond as part of the Peace Officers Professional Standards along with a Drug Screen.

**6. On File:** Successful candidates will be placed on file. A candidate may remain on file for a period not to exceed one (1) year from the date of successful completion of the oral interview or until such time that the Chief of Police terminates the list.

**7. Rule of Three:** The Chief shall review the state polygraph, background investigation, the psychological suitability and the oral interview. The Chief shall recommend for each vacancy one (1) of the three (3) top ranking candidates.

**8. Medical Examination:** A medical examination will be given to those candidates recommended for appointment by the Police Chief. Those candidates recommended must successfully pass the medical examination. The medical examination will be job related and will include drug/illegal substance screening, which must be successfully completed before any candidate's name can be submitted to the Elkton City Mayor for ratification. In addition, under OSHA Standards 29 CFR 1910.1030, all individuals who would possibly be exposed to Hepatitis based on their job duties will be offered immunization at no cost after their first day of employment.



**RELATIVES, REFERENCES, AND ACQUAINTANCES**

During the course of the background investigation, persons who know you will be asked to comment upon your suitability for the position of peace officer. Inquiries will be confined to job relevant matters.

Please supply the appropriate information in the spaces provided below. If a category is not applicable, write "N/A". If parents are deceased, please note "Deceased" in the appropriate box.

If living, Name of your:	Address where person may be contacted (include City, State, and Zip Code)	Telephone Number where person maybe contacted
Father		
Mother		
Spouse		
Children		
Former Spouse (s)		
Step-father		
Step-mother		
Father-in-law		
Mother-in-law		

In the spaces below, please list 3 to 5 References. These should be individuals who have knowledge of you and your qualifications, EXCLUDE FAMILY MEMBERS. Please advise your references that they may be contacted by the Police Department on your behalf.

Name	Address where person may be contacted (include City, State, and Zip Code)	Telephone Number where person maybe contacted

**RESIDENCES**

Individuals, who have become acquainted with you by reason of your residing in different locations, are often helpful in providing useful information during the background investigation. Please list all of your residences during the last ten (10) years and those individuals with whom you resided. Begin with your most current residence, and list NO information prior to your 15<sup>th</sup> birthday.

Address of Residence	City & State & Zip Code	Dates (mo & yr.)		Individuals Residing with You
		From	To	

**EDUCATION**

The Commission on Peace Officer Standards and Training requires a peace officer to possess a high school diploma or its equivalent. Please indicate all the high schools and colleges or universities that you have attended and any degrees obtained while attending. A review of your school records may be made in conjunction with the background investigation.

Name of School	Location of the School City & State	Dates Attended		Degree Earned (If applicable) or Hours
		From	To	

Have you ever been suspended or expelled from any high school or post-secondary school? (Post-secondary schools include colleges and universities, graduate schools, business and vocational schools - any formal education beyond the high school level).  Yes  No

If "Yes", Please explain (include which school, date, and the circumstances). \_\_\_\_\_

**MILITARY SERVICE**

Have you ever served in the Armed Forces, National Guard, or Military Reserves?  Yes  No

If YES, Please supply the following information:

Branch of Service	Service Number	Dates of Service	Type of Discharge

Are you currently participating in Military Reserves or National Guard program?  Yes  No

Have you ever been the subject of any judicial or non-judicial disciplinary action while in the military, National Guard or Military Reserves?  Yes  No. If YES, Please give details: \_\_\_\_\_

**EXPERIENCE AND EMPLOYMENT**

**BEGINNING WITH YOUR MOST CURRENT EMPLOYMENT,** please list all jobs (including part-time, temporary, and voluntary positions) you have held in the past 10 years. (For the purposes of this personal history statement, voluntary work should be included as employment). For identification and verification, please indicate the nature of the activity, e.g. full-time, part-time, or voluntary. If you have had intervening periods of military service or employment, please list those periods in sequence in the spaces provided.

<b>Dates of Employment</b> From      To Mo./Yr.   Mo./Yr.		<b>Name &amp; Address of Employer</b>	<b>Name or Supervisor</b>
			<b>Name of Co-Workers</b>
		<b>Title or Duties (for identification purposes)</b>	<b>Telephone No.</b>
<input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Voluntary <input type="checkbox"/> Military Service <input type="checkbox"/> Not Employed			<b>REASON FOR LEAVING:</b>

<b>Dates of Employment</b> From      To Mo./Yr.   Mo./Yr.		<b>Name &amp; Address of Employer</b>	<b>Name or Supervisor</b>
			<b>Name of Co-Workers</b>
		<b>Title or Duties (for identification purposes)</b>	<b>Telephone No.</b>
<input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Voluntary <input type="checkbox"/> Military Service <input type="checkbox"/> Not Employed			<b>REASON FOR LEAVING:</b>

<b>Dates of Employment</b> From      To Mo./Yr.   Mo./Yr.		<b>Name &amp; Address of Employer</b>	<b>Name or Supervisor</b>
			<b>Name of Co-Workers</b>
		<b>Title or Duties (for identification purposes)</b>	<b>Telephone No.</b>
<input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Voluntary <input type="checkbox"/> Military Service <input type="checkbox"/> Not Employed			<b>REASON FOR LEAVING:</b>

Dates of Employment		Name & Address of Employer	Name or Supervisor
From	To		
Mo./Yr.	Mo./Yr.		Name of Co-Workers
Title or Duties (for identification purposes)			Telephone No.
<input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Voluntary <input type="checkbox"/> Military Service <input type="checkbox"/> Not Employed			
REASON FOR LEAVING:			

Dates of Employment		Name & Address of Employer	Name or Supervisor
From	To		
Mo./Yr.	Mo./Yr.		Name of Co-Workers
Title or Duties (for identification purposes)			Telephone No.
<input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Voluntary <input type="checkbox"/> Military Service <input type="checkbox"/> Not Employed			
REASON FOR LEAVING:			

Dates of Employment		Name & Address of Employer	Name or Supervisor
From	To		
Mo./Yr.	Mo./Yr.		Name of Co-Workers
Title or Duties (for identification purposes)			Telephone No.
<input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Voluntary <input type="checkbox"/> Military Service <input type="checkbox"/> Not Employed			
REASON FOR LEAVING:			

Dates of Employment		Name & Address of Employer	Name or Supervisor
From	To		
Mo./Yr.	Mo./Yr.		Name of Co-Workers
Title or Duties (for identification purposes)			Telephone No.
<input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Voluntary <input type="checkbox"/> Military Service <input type="checkbox"/> Not Employed			
REASON FOR LEAVING:			



Would any problem result if your present employer was contacted during the course of the background investigation?

Yes  No

Have you ever filed a claim for Worker's Compensation?  Yes  No

Have you ever had an extended absences from work for reasons other than earned vacation?  Yes  No

Have you ever been fired or asked to resign from any place of employment?  Yes  No

Have you ever been a successful or an unsuccessful candidate for another position requiring peace officer powers?  Yes  No

If you have answered YES to any of the above questions, please explain: \_\_\_\_\_

**LEGAL**

If you have ever been arrested or convicted for any crime (excluding traffic citations), please give the following information: (The fact that your record may have been affected by a sealing or by an expungement, a release, or a pardon has specific legal implications as to how you should answer this question).

Have you ever been placed on court probation as an adult?  Yes  No

Have you ever been reported to a law enforcement agency as a missing person or a runaway?  Yes  No

Are you now or have you ever been involved as a plaintiff or defendant in any civil court action?  Yes  No

Do you consider yourself a light, moderate, or heavy drinker?  Light  Moderate  Heavy

What do you usually drink?  Beer  Wine  Liquor

Do you frequent any particular lounges, clubs or taverns?  Yes  No

How much do you consume in an average week? \_\_\_\_\_

How many times have you been under the influence of alcohol and/or drugs in the last twelve (12) months? \_\_\_\_\_

When were you last under the influence of alcohol and/or drugs in the last twelve (12) months? \_\_\_\_\_

How many times have you driven while under the influence of alcohol and/or drugs in the last twelve (12) months? \_\_\_\_\_

Has your use of alcohol and/or drugs resulted in any problems for you (i.e. Family distress, missed work, arrests)? \_\_\_\_\_

Have you ever tried, experimented, or used any of the following illegal drugs or substances?

Drug	Yes/No	# of Times Used	Last Time (Month/Year)
Marijuana			
Hashish			
Speed			
Heroin			
Mushroom			
Peyote			
L.S.D.			
Cocaine/Crack			
PCP			
Ecstasy			
Methamphetamine			

List in detail any prescription drugs, other drugs or substances: \_\_\_\_\_

If you have answered YES to any of the above questions, (other than in the chart), please give details: \_\_\_\_\_

**MOTOR VEHICLE OPERATION**

Operation of a motor vehicle is an important part of the position of peace officer. An investigation into your driving history will be made through the course of the background investigation. To expedite this procedure, please supply the following information:

Kentucky Driver's License No. \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Name which license was granted: \_\_\_\_\_

Please list other states where you have been licensed to operate a motor vehicle

FULL name under which license was granted	State

Kentucky law requires that operators and owners of motor vehicles be covered by automobile liability insurance. Therefore, please list the current liability insurance you have with your motor vehicles.

Company	Address	Policy Numbers	Date of Expiration

Please list all traffic citations (exclude parking citations).

Nature of Violation	Location (City & State)	Date ( Mo. & Yr.)	Action Taken

Have you ever been refused insurance for any reason other than failure to pay for a premium?  Yes  No

Have you ever been refused a driver's license by any state?  Yes  No

If YES to any of the above questions, please give details: \_\_\_\_\_  
 \_\_\_\_\_

Have you ever been involved as a driver in a motor vehicle accident during the last ten (10) years?  Yes  No

If YES, please complete the following for the last ten (10) years:

Date: \_\_\_\_\_ Police Investigation?  Yes  No

Location: \_\_\_\_\_ Injury Accident?  Yes  No

Date: \_\_\_\_\_ Police Investigation?  Yes  No

Location: \_\_\_\_\_ Injury Accident?  Yes  No

Date: \_\_\_\_\_ Police Investigation?  Yes  No

Location: \_\_\_\_\_ Injury Accident?  Yes  No

**FINANCIAL**

The management of personal finances is relevant to any individual's qualifications for the position of peace officer. Therefore, please be complete and accurate when filling in the financial statement. The amount of indebtedness in itself will not be used in evaluating your qualifications, but rather the behavior exhibited in meeting your financial obligations.

Have you ever filed for or declared bankruptcy or filed for Wage Earner's Plan?  Yes  No

Have any of your bills been turned over to a collection agency?  Yes  No

Have you ever had purchased goods repossessed?  Yes  No

Have your wages ever been garnished?  Yes  No

Have you ever been delinquent on income or other tax payments?  Yes  No

Current Monthly Income		Current Monthly Expenditures	
Monthly Salary		Real Estate (Mortgage) Payments	
Spouse's Salary		Rent	
Other Monthly Income:		Other Monthly Payments:	
<b>TOTAL MONTHLY INCOME</b>		<b>TOTAL MONTHLY EXPENDITURES</b>	

Current Assets		Current Liabilities	
Savings		Real Estate Indebtedness	
Checking		Long Term Loans	
Real Estate		Charge Accounts	
Stocks & Bonds		Other Liabilities	
Life Insurance (cash value)			
Automobiles			
Other Assets:			
<b>TOTAL ASSETS</b>		<b>TOTAL LIABILITIES</b>	

**GENERAL**

Have you ever applied for a permit to carry a concealed weapon?       Yes    No  
If YES, please provide the following information:    Permit Granted?    Yes    No      Date: \_\_\_\_\_  
Name of Law Enforcement Agency: \_\_\_\_\_  
Purpose for obtaining Permit: \_\_\_\_\_

**CERTIFICATION OF ACCURACY**

**I hereby certify that all statements made in this application are true and complete, and I understand that any misstatements of material facts will subject me to disqualification or dismissal.**

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date



# ELKTON POLICE DEPARTMENT

Brian Atkinson, Chief of Police  
Jackie Boyd-Weathers, Mayor



## AUTHORIZATION FOR RELEASE OF: PERSONAL INFORMATION

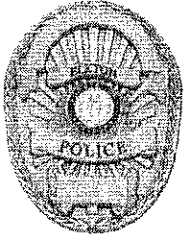
I, \_\_\_\_\_, (Print Name) do hereby authorize a review of an full disclosure of all records concerning myself to any duly authorized agent of the City of Elkton, Elkton, Kentucky whether the said records are of a public, private or confidential nature.

The intent of this authorization is to give my consent for full and complete disclosure of the records of personal nature, including employment and pre-employment records, background reports, efficiency ratings, complaints or grievances filed by or against me and the records and recollections of Attorneys at Law, or of other counsel, whether representing me or another person in any case, either of criminal or civil, in which I presently have had an interest.

I understand that any information obtained by a personal history background investigation, which is developed directly or indirectly, in whole or in part, upon this release authorization, will be considered in determining my suitability for employment by the City of Elkton, Kentucky. I also certify that any person(s) who may furnish such information concerning me shall not be held accountable for giving this information; and I do hereby release said person(s) from any and all liability, which may be incurred as a result of furnishing such information.

A photocopy of this release form will be valid as an original thereof, even though the said photocopy does not obtain an original writing of my signature.

_____ Signature of Applicant (Include maiden Name)	_____ Date of Signature
_____ Street Address	_____ Operator License Number
_____ City, State, and Zip	_____ Home Telephone Number
_____ Date of Birth	_____ Social Security Number



# ELKTON POLICE DEPARTMENT

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## AUTHORIZATION FOR RELEASE OF: CREDIT INFORMATION

I, \_\_\_\_\_, (**Print Name**) do hereby authorize a review of and full disclosure of all records concerning myself to any duly authorized agent of the City of Elkton, Elkton, Kentucky whether the said records are of a public, private or confidential nature.

The intent of this authorization is to give my consent for full and complete disclosure of the records of financial or credit institutions, including records of loans, the records of commercial or retail credit agencies (including credit reports and/or ratings); and other financial statements and records wherever filed.

I understand that any information obtained by a credit history background investigation, which is developed directly or indirectly, in whole or in part, upon this release authorization, will be considered in determining my suitability for employment by the City of Elkton, Kentucky. I also certify that any person(s) who may furnish such information concerning me shall not be held accountable for giving this information; and I do hereby release said person(s) from any and all liability, which may be incurred as a result of furnishing such information.

A photocopy of this release form will be valid as an original thereof, even though the said photocopy does not obtain an original writing of my signature.

\_\_\_\_\_  
Signature of Applicant (Include maiden Name)

\_\_\_\_\_  
Date of Signature

\_\_\_\_\_  
Street Address

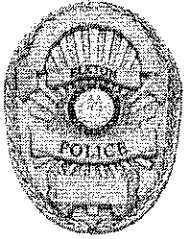
\_\_\_\_\_  
Operator License Number

\_\_\_\_\_  
City, State, and Zip

\_\_\_\_\_  
Home Telephone Number

\_\_\_\_\_  
Date of Birth

\_\_\_\_\_  
Social Security Number



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## AUTHORIZATION FOR RELEASE OF: UNITED STATES MILITARY RECORDS/INFORMATION

It is the determination of the Kentucky Law Enforcement Council that the information requested with regards to military records/information is necessary in order to fully and adequately evaluate applicants for Peace Officer positions, under the **Kentucky 98 RD House Bill 455, "Peace Officer Professional Standards."** This investigation is required to determine suitability for the position of Peace Officer.

I, \_\_\_\_\_, (**Print Name**) do hereby authorize a review of and full disclosure of all military records/information concerning myself to any duly authorized agent of the City of Elkton, Kentucky, Elkton, Kentucky whether the said records are of a public, private or confidential nature.

The intent of this authorization is to give my consent for full and complete disclosure of the records. I understand that any information obtained by a military background investigation, which is developed directly or indirectly, in whole or in part, upon this release authorization, will be considered in determining my suitability for employment by the City of Elkton, Kentucky. I also certify that any person(s) who may furnish such information concerning me shall not be held accountable for giving this information; and I do hereby release said person(s) from any and all liability, which may be incurred as a result of furnishing such information.

A photocopy of this release form will be valid as an original thereof, even though the said photocopy does not obtain an original writing of my signature.

_____ Signature of Applicant (Include maiden Name)	_____ Date of Signature
_____ Street Address	_____ Operator License Number
_____ City, State, and Zip	_____ Home Telephone Number
_____ Date of Birth	_____ Social Security Number

CITY OF ELKTON  
POSITION DESCRIPTION  
**Police Officer**

Class Title: Police Officer

Department: Police

Supervisor: Chief of Police or Police Sergeant

Supervises: None

Class Characteristics: As a sworn law enforcement officer, performs general police work in the protection of life and property, enforcement of laws and ordinances, investigation of crimes, etc.; performs related work as required.

Distinguishing Features of the Class: The work of this class involves responsibility for the protection of life and property, prevention of crime, investigation of crime, apprehension of criminals, and the general enforcement of laws and ordinances on an assigned shift or on special assignment. Duties normally consist of patrol, preliminary investigation, and traffic regulation. The work involves an element of personal danger, and the employee must be able to take initiative, be assertive, act without direct supervision, and exercise independent judgment in meeting emergencies. Assignments may include work that requires specialized knowledge, skills and abilities.

General Duties and Responsibilities (Illustrative Only):

Essential:

1. Patrols the city on foot or in radio-equipped vehicle to enforce federal, state and local laws, administrative regulations and ordinances, and to prevent and/or discover the commission of crime.
2. Responds to calls received during shift; investigates suspicious conditions and complaints.
3. Intervenes in interpersonal crisis, conflict and domestic violence situations to protect life, property and personal rights.
4. Initiates investigations into all suspicious or hazardous circumstances observed while patrolling assigned area.
5. Investigates and reports factual information regarding all incidents of crime personally discovered or reported by a citizen; conducts covert activities or surveillance assignments as assigned.
6. Performs and assists in specialized tasks such as investigation of arson, sex crimes, forgery, sexual/child abuse, vice or narcotics, fingerprint identification, and intelligence collection.
7. Prepares statements of suspects, witnesses and victims.
8. Arrests, books and/or processes criminal-law violators.
9. Issues citations/warnings to violators.
10. Cooperates in the prosecution of criminal offenders by court testimony, grand jury testimony, and at coroner's inquests.
11. Serves summons, warrants and subpoenas.
12. Transports prisoners.
13. Provides traffic control services in connection with school crossing, inoperative electronic traffic control devices, accidents, parades, and special events.



14. Maintains public order in crowds, parades, funerals or other public gatherings.
15. May render first-aid; may assist ambulance and fire/rescue services in emergency situations.
16. Checks public buildings, businesses and residential areas to enhance security against trespass, damage, and unsafe conditions.
17. Administers breathalyzer tests.
18. Performs investigations and prepares reports.
19. Works accidents.
20. Renders emergency assistance to citizens and the public as needed.
21. May serve as Field Training Officer when assigned by the Department.
22. Assists other officers.
23. Provides appropriate information to citizens regarding crime prevention.
24. May perform special related duties in special details or administrative services.
25. Prepares written reports.
26. Establishes rapport with citizens of the community.
27. Participates in training programs to maintain certification.
28. Police officers must carry a firearm and have the power to make arrests.

Non-essential: May be assigned to specialized functions such as D.A.R.E. Officer, Field Training Officer, Community Services, Neighborhood Watch Program, etc.

#### MINIMUM QUALIFICATIONS

Training and Experience: Graduation from high school or equivalent supplemented by previous work experience necessary to have successfully completed required basic training.

Certification/Licensing Requirements: Must have successfully completed required basic training; must successfully complete required annual training. Must possess and maintain a valid driver's license issued by the Commonwealth of Kentucky.

#### Special Knowledge, Skills and Abilities:

##### Knowledge:

1. Knowledge of current developments in law enforcement and public safety, and federal, state and local laws, administrative regulations and ordinances and their application in work assignments.
2. Knowledge of modern police principles, practices and methods.
3. Knowledge of the street layout and population pattern of the city.
4. Knowledge of first-aid.
5. Knowledge of preventive maintenance requirements for vehicle and equipment.

##### Skills:

1. Skill in the use of firearms.
2. Excellent communication skills.
3. Computer skills.

Abilities:

1. Ability to remember names, faces and details of incidents.
2. Ability to analyze situations and to adopt a quick, effective and reasonable course of action with regard to surrounding hazards and circumstances.
3. Ability to exercise good judgment, to make decisions in accordance with applicable laws and policies, to accept and share responsibility, and to be responsive in the performance of all police work, and to use resourcefulness and tact in meeting new problems.
4. Ability to understand and follow oral and written communications.
5. Ability to prepare clear and comprehensive reports.
6. Ability to use and care for firearms and other weapons; learn the safe and proper use of firearms.
7. Ability to drive and operate automobile safely and efficiently during all weather conditions.
8. Ability to establish and maintain effective working relationships with city officers and employees, other police departments/agencies, and the general public.
9. Ability to make fair and impartial decisions in accordance with applicable federal and state laws and administrative regulations, and local ordinances.
10. Physical strength and agility; excellent physical condition.

ADDITIONAL INFORMATION

Instructions: Instructions are somewhat general; many aspects of work are covered specifically, but must use some of own judgment.

Processes: Must refine existing work methods and develop new techniques, concepts or programs within established limits.

Review of Work: Most completed work reviewed by supervisor through either written reports or oral presentation.

Analytical Requirements: Decisions are based on wide knowledge of many factors where the application of advanced or technical concepts are required.

Tools, Equipment and Vehicles Used: Police cruiser, firearms, baton, hand cuffs; taser, radar, pepper spray, radio, camera, breathalyzer, fingerprint tools,, fire extinguisher, normal office equipment (telephone, computer, etc.)

Physical Demands: Work is generally performed outdoors regardless of weather conditions; intermittent sitting, standing, walking, climbing, bending, carrying, stretching and/or stooping required; must be able to lift objects weighing in excess of twenty-five pounds; must be able to physically restrain individuals when required; must operate police cruiser in emergency situations; exposed to noise, fumes, all weather conditions.

Contacts: Frequent public and internal contacts requiring tact and diplomacy is requirements of the job.

Confidential Information: Regular use of confidential information is a job requirement.

Mental Effort: Moderate-heavy.

Interruptions: Frequent.

Availability: Must be able to work irregular shifts. Must be able to respond to calls in emergency situations at all hours.

Additional Requirements: Must meet the job-related physical and psychological requirements in effect at the time of appointment, and must pass any job-related mental, psychological and/or physical qualifying examinations that may be prescribed. (See KRS Chapter 95 for additional requirements.)

Overtime Provision: Non-exempt.