

City of Bowling Green
POLICE OFFICER APPLICATION PROCEDURE
WINTER/SPRING 2012

The City of Bowling Green is currently accepting applications for employment for future police officer vacancies. Please read all of the enclosed material thoroughly before submitting your application. Failure to turn in a complete application will result in delays and possibly your application being rejected.

APPLICATION DEADLINE: **Deadline to return application: 4:00 P.M., Friday, January 27.** The application and other forms must be fully completed and received by this date. Because of strict time constraints, incomplete applications may not be considered, and **no application will be accepted after the deadline.** Test materials will be ordered on January 31.

MATERIALS ENCLOSED AND TO BE RETURNED

- * Application for Employment
- * Application Supplement (Liability Release/Test Date/Authorization for Release of Personal Information)
- * Blue Card (EEO/recruitment information)
- * KLEC Form T-1 Medical Release; and Form T-1a Physician 's Release (if required)
- * **\$10.00 Refundable Test Deposit - Check or money order made to "City of Bowling Green" stapled to the front of application.**

Testing Schedule, Salary/Employee Benefits, General Information, Physical Skills Test Information, State Physical Fitness Test Information, and Job Description

APPLICATION RETURN: All items marked with an * must be returned by the deadline.
Applications submitted without the \$10 test deposit attached will NOT be processed.

Applications returned in person should be brought to the Human Resources Department, City Hall ground floor, 1001 College Street, weekdays from 7:30A.M. - 4:30P.M. The applicant will receive a receipt for the test deposit, the study guide, and will be scheduled for testing. Applications returned by mail should be sent to the address below, Attn: Applications. The study guide and testing information will be mailed after receipt.

Thank you for your interest in employment with the City of Bowling Green

DEPARTMENT OF HUMAN RESOURCES & RISK MANAGEMENT
CITY HALL, P. O. BOX 430
BOWLING GREEN, KY 42102 (270) 393-3689 1-877-260-3987
FAX: (270) 393-3298 WEB PAGE: www.bgky.org

The City of Bowling Green is an Equal Opportunity Employer & a Drug-Free Workplace

ADDITIONAL INFORMATION ON SUBMITTING YOUR APPLICATION

It is very important that you return all items completed and in a timely manner. Incomplete applications missing either the test deposit or a required enclosure will not be processed.

DEADLINE: No applications will be accepted after the deadline stated on the previous page. Advertising has been scheduled to end one week before the submission deadline to provide ample time for applicants to complete and return requested information.

If you are mailing your application, please mail it at least one week **before** the deadline. No one has control over when mail is delivered. **Having a postmark prior to the deadline does not guarantee on-time delivery.** Receipt by the City by the posted deadline is required. Test materials are ordered the following workday after the deadline.

FINAL CHECKLIST: Prior to returning or mailing your application, please use this checklist for yourself to insure that you have enclosed the proper materials and completed the application. You do not have to return this checklist or this instruction packet, just the items marked on the front with the *.

- _____ **Application signed and enclosed**
- _____ **Provided at least one telephone number where you can be reached or a message left for you; interviews are scheduled by telephone**
- _____ **Enclosed blue card** (for EEO/recruitment information purposes - application will NOT be rejected if not enclosed)
- _____ **Enclosed Application Supplement Form with releases signed on BOTH SIDES.** *Anyone can witness your signature on the release form; it does not have to be a notary public.* If an application is brought in, the receptionist can witness the signature at that time. However, **please do not mail a form without your signature or that of a witness.** This is the same as an incomplete application.
- _____ **Check or money order for test deposit payable to "City of Bowling Green" STAPLED TO FRONT OF APPLICATION TO MAKE SURE IT IS NOT LOST OR DISCARDED WITH THE ENVELOPE – A deposit is required of ALL APPLICANTS.** Note: deposit checks are cashed; you will be refunded your deposit in cash when you report for testing. **Your application is incomplete if the deposit is not included.**

EITHER:

- _____ **If NOT currently a Kentucky certified police officer:** KLEC FORM T-1 Medical Release - Phase I Testing; and KLEC FORM T-1a Physician's Medical Release Form (if required due to "yes" responses on Form T-1). Make sure to sign Form T-1. These forms are required for registration for the state's physical fitness and psychological tests. Your application is incomplete if the form(s) are required and are not signed and submitted.

OR

- _____ **If currently a Kentucky certified police officer, a copy of basic training certification or transcript from basic training.** If not presently working as a police officer, documentation of the last forty-hours in-service training received (must have been since January 2011).

**YOU MAY KEEP THIS INFORMATION PACKET AND CHECKLIST.
IT DOES NOT HAVE TO BE RETURNED WITH YOUR APPLICATION.**

**CITY OF BOWLING GREEN
2012 PUBLIC SAFETY**

TESTING & SELECTION SCHEDULE

January 8 – January 22	Advertisement/Recruitment Period
Friday, January 27 4:00 p.m. Central Time	Deadline for submitting application, attachments and test deposit
Saturday, February 4 8:00 am to 10:00 am	POPS Fitness Test Practice Session Warren Central High School
10:00 am to 12:00 Noon	Test Taking Skills Training Session Warren Central High School
Saturday, February 11 8:00 a.m. Central Time	Written test; must receive passing score to continue on to the psychological test held immediately after written test. Greenwood High School / Police Headquarters
Thursday, March 1 & Friday, March 2 (overflow)	State certification physical agility & LESI psychological testing; National Guard Armory
March 26 – June 11	Polygraph/Psychological Evaluation/Backgrounds/Oral Interview
Monday, August 27	Candidates start to work
Sunday, September 9	18-20 week Basic Training begins
Friday, February 1, 2013	Graduation of Basic Training

This schedule is tentative and subject to change

PUBLIC SAFETY SALARY/EMPLOYEE BENEFITS



Salary	\$35,139 annual rate; Paid bi-weekly. Police earn additional \$3,100 annual supplement after completing basic training; supplement is paid on monthly basis.
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Paid Time Police officers accrue 15 vacation days per year. Maximum accrual of vacation leave is equal to number of days earned in two years. Police earn seven additional holidays scheduled like vacation. Two additional personal days are allowed per year, beginning January 15, after one year employment.

Sick Leave Accumulated at the rate of one day per month up to 180 days maximum.

Retirement Program	Employees join County Employee Retirement System, which is part of a state retirement system. The City contributes 38% of employee's salary to that fund and the employee contributes 8% (9% if new to CERS). Employee contribution is tax deferred and refundable upon termination. Public safety personnel do not pay FICA (Social Security), but do pay 1.45% toward Medicare.
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Deferred Comp	Tax-deferred supplemental retirement plans available for employee contribution, through 401(k) and 457 deferred compensation plans.
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Insurance Benefits	Comprehensive Major Medical group health plan with a four tier level of coverage. Plan includes 100% coverage for outpatient surgery after a \$50 co-payment, free employee physical, and wellness program benefits.
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\$50,000 term life insurance policy provided by the City. Additional term coverage and/or whole life plan with supplemental retirement savings are also available.

Dental and vision care insurance for employee provided by City; available for dependents at reasonable cost to employee. Disability and cancer insurance are available for the employee and dependents at a reasonable cost to employee.

Insurance benefits are effective first day of the month following hire date.

Flexible Spending Day care and eligible medical expenses can be paid from pre-tax dollars through flexible spending accounts.

Tuition Assistance The City helps pay for qualified college courses by reimbursing employees for approved tuition & book expenses. Time to take classes must be negotiated and approved in advance.

Other Benefits All initial uniforms and necessary equipment are provided. An annual allowance is provided for replacement. Body armor is available at police officer's choosing.

Free access to fitness facility and equipment; discounted rate for immediate family.

Free employee assistance counseling program for employees and dependents.

GENERAL INFORMATION



Bowling Green is located in south central Kentucky, one hour north of Nashville, TN. The City has a population of over 56,000; the entire county's population is over 92,000. The area is one of the fastest growing in Kentucky. Western Kentucky University has over 18,000 students at its Bowling Green campus.

The City consists of 39 square miles. The Bowling Green Police Department employs 113 sworn officers and a civilian support staff of over 50 full-time and part-time employees. Central communications personnel are responsible for dispatching City Police, City and County fire calls, and all 911 emergency calls.

Sworn public safety personnel are selected after completing a rigorous testing process, consisting of written, physical skills, oral interview, polygraph, and personality profile testing, as well as a complete background investigation. Each phase must be successfully completed before continuing on to the next.

Once employed, personnel are expected to complete required training, maintain an adequate level of physical fitness, follow all rules and regulations of the City, deal fairly with citizens, exercise good judgment in complex situations, and act within the law at all times. All new employees are granted a twelve-month training/probationary period. For police officers, this training/probation period does not end until twelve months after completion of field training.

MINIMUM REQUIREMENTS

1. Must be 21-50 years old by March 1, 2012.

If no previous CERS covered service, there is a twenty-five year service requirement for full retirement benefits; however, the City strictly enforces a mandatory retirement age of 57, regardless of years of service. Contact Human Resources at 270-393-3689 for clarification of eligibility.



2. Must be able to obtain Kentucky driver's license upon employment.
3. Must have a High School Diploma or equivalent. Preference given to individuals with 60 semester hours of college, **OR** 2 years as a certified officer, **OR** 4 years of military service (active or reserve).
4. Must be U. S. Citizen.
5. Males between the ages of 18 and 26 must be registered with the Selective Service to be eligible for employment with the City.
6. There are no specific height/weight requirements; candidate must pass physical agility/skills test. There are minimum vision and hearing standards for entry-level police officers. The following is a brief summary.

POLICE: In compliance with the Kentucky Law Enforcement Council statute KRS 15.310:

Vision - visual acuity greater than 20/40 corrected and at least 20/100 uncorrected binocular for far vision. No single eye should be 20/200 or greater, uncorrected. Near vision should be no worse than 20/40 corrected.

Hearing - hearing deficit in the pure tone thresholds in an unaided worse ear should be no worse than an average of 30 db at 500, 1000 and 2000 Hz.

MINIMUM REQUIREMENTS

Vision requirements for police include peripheral/horizontal visual fields of at least 140 degrees uncorrected, and potential disqualifications for specific eye diseases and impairments.

7. The following are examples of violations that will result in rejection of an applicant:

- failure to disclose any convictions on the employment application
- any felony convictions
- significant use of illegal drugs/substances within the past two years; *use of illegal drugs that would be considered a felony*; or a history of regular drug use, unless rehabilitated
- conviction for sale or trafficking of illegal drugs/substances
- conviction for driving under the influence within the past two years (since January 1, 2010).
- Illegal sexual misconduct
- Acts of domestic violence
- Unwillingness to follow Department policy pertaining to Tattoo(s) and Body Piercing(s), dictating that tattoos cannot be visible while in uniform, and body studs and/or earrings will not be worn while on duty.



The applicant's driving record history is verified with the state driver's licensing authority. Misdemeanor convictions and other traffic violations will be reviewed on an individual basis; the nature, frequency, and time elapsed will determine whether rejection might occur. Patterns of driving violations are reviewed. The City's general driving rules and regulations are as follows:

- Employees who accumulate 7 or more points within a two-year period are required to attend a driver improvement clinic. Any employee accumulating 9 or more points within a two-year period will be subject to review by the Human Resources & Risk Management Department and the employee's respective supervisor/manager.
- Employees convicted of any moving violation during the operation of a City vehicle, or their own vehicle while performing City business will be subject to review.
- Any employee who is habitually involved in preventable vehicle accidents will be subject to review.
- Any employee who exhibits gross negligence while operating a vehicle while performing City business will be subject to review.



** Any employee involved in two or more at-fault accidents within a one year period, or more than three within a two year period (regardless of accident type or monetary loss), will be required to attend a driver improvement clinic. The employee's respective department shall be responsible for ensuring that the employee receives this training within a reasonable time frame, training is documented, and all documentation is forwarded to the Human Resources/Risk Management Department. The respective department shall be responsible for determining the appropriate corrective/disciplinary action for any employee whose driving privileges have been denied, withdrawn, suspended, or revoked under the Transportation Cabinet's administrative regulations.

While an employer cannot deny employment solely due to bankruptcy or garnishments, failure to pay creditors in a timely manner will be considered in evaluating a candidate for employment.

8. Must not be related to the City Manager, or a member of the City Commission, and may not work in a position where he/she would be supervised by a relative.

TESTING & HIRING INFORMATION

1. **Written Test:** To help applicants prepare for the written test, the City will provide a study guide to all applicants who submit a completed application and other required materials by the advertised deadline. **There are no make up dates for test administration.**

All of the questions deal with the abilities that are important to successful performance as a public safety employee. Most deal with situations of a kind that an employee might encounter. However, no related training is necessary in order to answer the questions.

The minimum passing score on the written abilities tests were established at the recommendation of the testing firm. The tests will be scored on site, with scores later confirmed by the testing company.

Written & Psychological Test dates: Saturday, February 11, 8:00 a.m. Central Time

POPS Physical Agility & Psychological Test dates: Thursday, March 1 & Friday, March 2 (overflow date), 8:00 a.m. Central Time. Registration begins at 7:30 a.m.

Candidates must be available February 11 to take the written test. The written test is an entrance test for police officer, developed from a task analysis performed by Bowling Green police officers. The test has 100 questions pertaining to the following test areas: observational ability; ability to exercise judgment and common sense; interest in police work; ability to read maps; ability to deal with people; ability to read and comprehend police text material; and reasoning ability. Candidates who pass the written test will proceed to the Personal Assessment Inventory Test (PAI).

The Kentucky Department of Criminal Justice Training (DOCJT) also has Physical Training Standards that must be met, which are attached to this packet. At this time, candidates must be available for both dates, March 1 and 2.

2. **Testing Procedures:** Testing will be given promptly at the times and dates indicated. Anyone arriving late will not be allowed to take the test. The test location for February 11 is the Greenwood High School, 5065 Scottsville Road, near the interstate. Applicants not familiar with the test site should plan extra time to allow for any unforeseen circumstances, such as finding a parking place and the registration desk. More specific directions will be provided when application receipt is acknowledged. Applicant will be required to present positive identification (driver's license is sufficient) upon registering at the test site.

Including initial instructions, the written test will take 2 ½ to 3 hours. Successful candidates will then report **back to Greenwood High School at 1:00 p.m.** to take the Personal Assessment Inventory (PAI) test. Candidates should expect to stay until 4:00 p.m. Central Time.

Successful candidates will have to return March 1 or March 2 (overflow date) to complete the State Certification Physical Agility (Physical Training Standards) and psychological test. Passing these "POPS" tests is required for any candidate to attend the Kentucky Basic Training Academy. That testing will start at 8:00 a.m. at the National Guard Armory on Morgantown Road (U. S. 231) on the west side of Bowling Green (near Natcher Parkway/U. S. 231 Exit). The psychological test can take three (3) to five (5) hours. This section of the test will be held at the Bowling Green Police Department Community Room.

An **optional practice test** will be held on **Saturday, February 4**, at Warren Central High School, 559 Morgantown Road, from 8:00 a.m. to 10:00 a.m. Candidates will be able to see the State Certification Physical Agility test demonstrated and be given an opportunity to practice the test. A workshop on test taking skills will be held from 10:00 a.m. – 12 noon.

3. **ADA Accommodation:** In order to comply with the Americans with Disabilities Act, if any candidate needs an accommodation to be made for an eligible disability, in order to complete a written or physical test on the date assigned, please notify the Human Resources Specialist by the advertised application deadline, and specify the accommodation that is needed.
4. **Test Deposit:** Each year the city receives applications from, and subsequently schedules for testing, many people who then do not show to take the written exam. The **\$10.00 test deposit is required** in order to be scheduled for testing, and is charged only to help defray the cost of purchased but unused test materials. **The deposit will be refunded to everyone who shows for testing.** Only applicants who fail to appear on time for the exam, or who withdraw after the application deadline, will forfeit the deposit.

TESTING & HIRING INFORMATION

5. **Forms T-1 Medical Release - Phase I Testing, and T-1a Physician's Medical Release Form:** Completion of these forms is required for all candidates who are not already working as certified Kentucky officers or for out-of-state officers who cannot provide documentation of achieving KY certification at the time of application. They must be submitted by the City to DOCJT in order for the candidate to be registered for the physical agility and psychological tests. If the applicant answers "yes" to any of questions 1 through 11 on form T-1, then the Form T-1a Physician's Medical Release Form must be completed and signed by a licensed physician. **Remember to sign form T-1.**

6. **Applicants with Related Experience**

Kentucky: Applicants presently certified in Kentucky as a police officer may be exempt from taking the written abilities test, and are not required to submit the \$10 test deposit if proof of certification is provided with the application. This test exemption applies only to police officer applicants **currently certified** as a sworn police officer by the Kentucky Justice Cabinet - Police Basic Training Academy. The applicant must pass all other phases to make the eligible list. **Applicants must submit necessary documentation with the application** in order to be exempted from taking the written test. A copy of the Basic Police Science Diploma from the Department of Criminal Justice Training is sufficient for KY certification.

If an applicant was once certified as a police officer in Kentucky, but has not had in-service training since January 2011, he/she is not exempt from taking the written test.

Out-of-State: Experience or certification from outside of Kentucky may exempt the applicant from taking the written abilities test and paying the \$10 deposit, if proper documentation is provided at the time of application. **(see attached for information on what is required)** Police officers certified in other states may be required to test, but may not be required to complete the full eighteen weeks of basic training. The candidate will be asked to submit detailed documentation of training, which could exempt him/her from most of the basic training requirements.

7. **Polygraph Examination:** A polygraph is required during the selection process, which includes the following: general truthfulness; truthfulness on the application; drug usage, buying or selling; serious crimes committed; past thefts; arrest record; currently being wanted; and withholding background information. During the pre-test portion of the examination, the examiner will review the actual questions with the candidate. If there are any admissions or problems regarding any questions, notations will be made and the questions will be reworded to address any admissions or problems.



8. **Banding Procedure:** After completion of the tests previously mentioned, further screening may occur in order to determine a final group of 20 to 25 applicants who will proceed to the polygraph and background phase.

Candidates who fall below the average score on the test may be placed in a lower band, and considered further if warranted by unexpected vacancies.



9. **Hiring/Eligible List:** Once the testing process is completed, candidates passing all phases will be placed on an eligible list. The oral board, chief and his staff; will decide the ranking of each candidate and the order in which they will be hired. Qualified candidates may be appointed only from this list until the next testing process is conducted. New employees will begin work on **August 27**. Employment is conditional upon a successful medical physical and approval by the City Commission.

10. **Notification:** It is imperative that candidates successfully passing each phase make themselves available for the next phase. Except for the final notification of eligibility, candidates required to continue on to each phase will be notified by telephone. It is important to provide phone numbers where you may be contacted or a message may be left for you. If you have a change of address/phone or work location after submitting your application, it is also important to provide the Human Resources Department with your current phone numbers and mailing address. Candidates will be provided final notification of their status in writing.

OTHER NEW EMPLOYEE INFORMATION

1. **Training & Uniforms:** if a new police recruit requires basic training, the City employs him during the eighteen-week program (sometimes twenty depending on holidays). The City/State pays all costs relating to training and room and board. Training is provided at the basic training academy at Eastern Kentucky University in Richmond, South of Lexington. After basic training is completed, the new officer spends approximately 18 weeks with a Field Training Officer before being "put on the street".

New public safety employees are provided with all necessary uniforms and equipment.



2. **Work Hours:** Police officers work an eight or ten-hour shift and have semi-permanent shifts.

3. **Pertinent Personnel Policies:** New public safety employees are subject to random drug testing. A mandatory physical fitness or essential skills program covers all public safety positions as well. Probationary employees are required to pass the departmental physical standards, which are similar to the entry-level requirements. Unless excused by a written statement of physician, employees must participate in the annual fitness assessment. Public safety employees may also receive a series of vaccinations to prevent hepatitis.

OFTEN-ASKED QUESTIONS ABOUT POLICE OFFICER HIRING

- Q. When will the City be hiring?**
A. We expect to have all testing and interviews completed and hiring decisions made by mid-June. New employees will start to work August 27. Other candidates will be placed on an eligible list for any openings that might occur prior to the next testing phase.
- Q. How many will you be hiring?**
A. That will depend on the actual number of vacancies that exist at that time. Candidates on the eligible list could fill any vacancies that occur prior to the next testing phase.
- Q. I am only 20 years old. Can I apply?**
A. If you turn 21 by **March 1**, you can apply. Otherwise, you will need to wait until the next recruiting period. Applicants must be 21 by the time they take the State Certification Test.
- Q. I am 51 years old. Can I apply?**
A. KRS 95.440(2) states.....In a city of the second class urban-county government no person shall be appointed a member of either of such departments (Police or Fire) if he/she is over fifty (50) years of age.
- Q. What is the starting pay?**
A. The starting pay is \$35,139/year. Upon completing basic training, officers make an additional \$3,100 per year. New employees are paid while in training.
- Q. When will interviews be held?**
A. Interviews have not been scheduled yet, but will probably be in late early June.
- Q. What kinds of shifts do personnel work?**
A. Police officers work a semi-permanent shift. Shifts typically work from 7:00 a.m. - 3:30 p.m.; 3:00 p.m. - 1:30 a.m.; 11:00 p.m. - 7:30 a.m.

OFTEN ASKED QUESTIONS

Q. What qualifications are required to apply?

A. Minimum qualifications to apply are to be age 21-50 by **March 1, 2012**, high school diploma or equivalent, valid driver's license. Males between the ages of 18 and 26 must be registered with the Selective Service. You are then eligible to take the written test. Those who pass the written test go on to the psychological test.

Q. What kinds of questions are on the written test? Do you have to have prior knowledge of police work?

A. The tests ask questions about: interest in police work; map reading; visual skills; understanding and interpreting tables and texts; mechanical aptitude; observation ability; ability to exercise judgment and common sense; ability to deal with people; and reasoning ability. The tests are designed so that previous experience or education is not required to pass the test.

Q. What is involved with the physical skills test? (Completed concurrent with interviews)

A. The Police Department is using what is called an essential skills based test. It was developed after a two-year period of collecting and analyzing data on actual physical skills used in police work. The test consists of a 440 yard run during which fifteen different exercises are completed. At present there is no minimum allowed time; data will be collected from employee and applicant testing for setting future standards.

The Kentucky Department of Criminal Justice Training implemented a new physical skills test for cadets entering the academy starting in 1999. The test includes ability to bench press at least 64% of body weight; completing at least 18 sit ups in one minute; running 300 meters in 65 seconds; completing at least 20 push ups in one minute; and running 1.5 miles in under 17:12 minutes. The DOCJT has slightly more stringent standards for a cadet to complete the academy. The complete requirements are attached to this application packet.

Q. I have military experience/out-of-state police experience. Does that give me extra credit on the test?

A. No. The passing score is the same for everyone taking the test. All candidates must take and pass the written test. The only exception is police officers that are currently certified by the Kentucky Criminal Justice Training Academy. However, related experience will be considered when determining those candidates who will be interviewed and hired.

Q. I am a police officer in another state. Do I have to take the written test? Will I have to go to the training academy if hired?

A. You may not have to take the written test. Although Kentucky does not have reciprocal agreements with other states, you may be able to count your training toward Kentucky certification. You will need to contact the Department of Criminal Justice (***see attached for specific contact information***) to obtain a letter of acceptance. **This letter will need to be included with your application to avoid taking the written test.**

If hired, you can take an equivalency test at the academy, and possibly test out of several weeks of the eighteen-week training. You would probably have to go and take the section on Kentucky laws as well as any that you do not pass on the equivalency test. This would all be done after you are hired.

Q. Is there a lateral transfer program?

A. No. The City does not have an automatic lateral transfer program. Police officers certified in Kentucky do not have to take the written test, with evidence of passing the basic training academy; but do have to pass other phases of the selection process. Preference is given to candidates who are certified. Kentucky does not have reciprocal agreements with other states, regarding transfers or automatic acceptance of training credentials.

Q. How many times will I have to come for different parts of the selection process?

A. It may not seem like it at times, but we do try to make the schedule convenient for the candidate. However, when dealing with as many different phases and people, it is not always possible. The scheduling is always difficult and inconvenient for some.

Police candidates who live further away (more than an hour from Bowling Green) will probably have to come once for the written tests; then for the state fitness and psychological tests two weeks later; then for the interview/polygraph; and once for the medical physical. Those who live in Warren County or adjacent counties may have to make more visits to complete these phases, since it is hard to coordinate different schedules. Finalists also have to complete a psychological interview. Again, local candidates may be asked to come more times due to scheduling complications.

Q. I do not get out of the military until later and I cannot come for testing in February. Can I take the test later?

A. Unfortunately, no. The test will only be offered in February. This is necessary so that we can maintain our schedule to complete the selection process by mid-June. Interviewing will be completed in early May. If you cannot test when it is scheduled, you would need to wait until our next scheduled testing session. We can put your name on our mailing list if you are still interested in future employment with the City.

Q. Does the Police Department have a take home fleet?

A. Yes. To qualify, employees must complete their probationary period. Home fleet is limited to officers living in Warren County.

Q. I have turned in my application, but later decide not to pursue employment. Can I get my \$10 test deposit refunded?

A. If you decide to withdraw from consideration, contact the Human Resources Department as soon as possible. If you notify us of withdrawal prior to the application deadline of 4:00 p.m., Friday, January 27, your deposit will be refunded to you. If you withdraw after that date, or do not show up for testing, your deposit will not be refunded as testing materials will have been ordered or received. The purpose of the deposit is so that we can accurately order testing materials and plan for the proper number of candidates.

BOWLING GREEN POLICE DEPARTMENT
ESSENTIAL SKILLS PHYSICAL TEST
(Test will be completed concurrent with Interviews in May)

The skills test consists of a 440-yard run during which fifteen job-related activities shall be performed. The test is conducted with the candidate wearing a duty belt. A uniform, jumpsuit, or other clothing may be worn but **for safety reasons long pants will be required**. Once begun, the candidate must continue in a forward motion unless failing to successfully complete one of the stations. The candidate may immediately go back through that portion of the test twice more before failing the entire course. Time does not stop until the completion of the course.

All of the measurements (distances, heights, and weights) are averages of measurements that were taken from obstacles and records in Bowling Green, with the exception of the machine that simulates subjects resisting arrest.

The following is a list of the fifteen different activities (**in bold**) followed by an explanation of the job-related activity each simulates.

BEGIN

1. **Enter and exit vehicle. Open vehicle door, sit in driver's seat, close door, fasten seat belt, unfasten belt, open door, exit vehicle.** Duplicates the daily task of getting in and out of vehicles.
2. **Run/walk approximately 220 yards.** Duplicates running after a fleeing subject.
3. **Jump 2 hurdles (1 foot and 2 foot in height).** Simulates low-height that an officer might have to jump over, for example, a bush or small fence.
4. **Jump over 4-foot wide area.** Simulates short-distance obstacles that an officer might have to jump over, for example, water or a ditch.
5. **Crawl/jump a 4-foot high wall.** Simulates climbing over a 4-foot fence.
6. **Walk/run length of 8-foot railroad tie.** Simulates running or walking over elevated objects while maintaining balance.
7. **Weave through 3 traffic cones without knocking any over.** Simulates avoiding obstacles in your path, for example, vehicles or trees.
8. **Enter building through window, 3^{1/2} feet above floor. No diving through window allowed.** Duplicates entering or exiting a building by the window.
9. **Ascend and descend 3 flights of stairs. Each step must be stepped upon and use of the handrail is required.** Duplicates climbing and descending stairs.

BOWLING GREEN POLICE DEPARTMENT ESSENTIAL SKILLS PHYSICAL TEST

page 2

10. **Open door and exit building.** Duplicates the daily task of opening doors.
11. **Crawl 6 feet under a three-foot high obstacle.** Simulates crawling under obstacles, for example, a house or fence.
12. **Push and rotate 80 pounds 180 degrees, pull and rotate 80 pounds 180 degrees.** Simulates controlling a resisting subject by controlling in both a pushing and pulling manner.
13. **Carry a 30-pound doll 50 feet. No dragging allowed.** Simulates carrying small objects weighing approximately 30 pounds, for example, children or animals.
14. **Drag a 150 pound dummy 25 feet.** Simulates dragging a weight of approximately 160 pounds, for example, intoxicated subjects, elderly subjects, etc.
15. **Dry fire a duty weapon 6 times with each hand.** Simulates firing your duty weapon

END

OTHER INSTRUCTIONS

All candidates are required to sign the written statement on the Employment Application Supplement, relieving the City of Bowling Green of any liability for any injury received during the physical fitness test/practical exercises.

It is recommended that candidates wear loose fitting clothing and appropriate running shoes, as the physical skills test follows for those who pass the written test. **Again, the candidate should bring long sweat pants or equivalent.** Applicants may wish to bring a towel. While you will be given the opportunity to have lunch on your own, you may prefer to bring a light snack in lieu of lunch.

PEACE OFFICER TRAINING REQUIREMENTS

Certified Officers (Out-of-State)

Basic Training: KRS 15.380 to KRS 15.404 requires the certification of State Police officers, city, county, and urban-county police officers, deputy sheriffs (except those identified in KRS 70.045 and 70.263(3)) state or public university safety and security officers, school security officers, airport safety and security officers, Alcoholic Beverage Control field representatives and investigators, and investigators of the Division of Insurance Fraud.

To be Certified, KRS 15.404 requires peace officers to successfully complete, within one year of appointment, 660 hours of basic training at a school certified or recognized by the Kentucky Law Enforcement Council. This includes all full-time, part-time, and auxiliary officers, whether paid or unpaid.....

KLEC Approved Out-of-State Basic Training

Police Basic Training taken in another state may be transferred to Kentucky.

For training to transfer, it must meet the same standards that exist in Kentucky in terms of topics and hours.

The following documentation must be submitted:

- * A copy of the topics and hours of the Police Basic Training taken.
- * Documentation that shows the training was successfully completed.
- * Documentation that the training was certified or approved by the Police Officer Standards and Training (POST) agency in the state where the training was taken.
- * Documentation that the applicant was certified and successfully completed probation as a law enforcement officer in the state where the basic training was taken.

The Kentucky Law Enforcement Council will also approve a police basic training course that was less than the 660 hours under the following conditions:

- 1) The basic course met Kentucky's training standards at the time it was taken, **or**
- 2) The course was certified or approved by the Police Officer Standards **and**
- 3) Training agency of the state where it was taken, **and**
- 4) The officer was honorably retired from the Department.

If the above conditions are met, in order to become certified the officer must successfully complete:

- * The Basic Officer Skills Course, (#0782-02C)
- * The Legal Update: Constitutional Procedures and Legal Update: Pen Code courses (#1026-02R and #0890-03C)

If training after 12-01-98 applicant must meet all Peace Officer Professional Standards Act requirements.

For any information as to whether someone's Basic Training can be accepted in Kentucky and/or for additional information regarding the Kentucky Law Enforcement Council, please contact:

Larry D. Ball
Executive Director
Kentucky Law Enforcement Council
Funderburk Building
521 Lancaster Ave., ECU
Richmond, KY 40475-3102
(859) 622-6218
FAX (859) 622-5943

CITY OF BOWLING GREEN, KENTUCKY

POSITION DESCRIPTION

TITLE: POLICE OFFICER

DATE: JUNE 2007

Purpose of Position

The purpose of this position is to protect life and property by enforcing all City statutes, ordinances and the laws and regulations of the state for which the Police Department is accountable. Duties and responsibilities include assisting fellow officers with interdepartmental duties and City activities; responding to the needs of the general public by performing rescues, giving information and direction, mediating disputes and deterring criminal activity within the community; compiling reports, preparing cases for trial and appearing in court; maintaining and updating records for proper documentation; working to achieve the highest level of cooperation and to enhance the effectiveness and efficiency of law enforcement within the City of Bowling Green.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Enforces all City ordinances and state laws, both traffic and criminal, in order to protect life and property and to prevent crime; maintains high visibility by patrolling City streets, parks, neighborhoods and businesses to ensure security.
- Responds to alarms and calls for assistance; backs fellow officers on traffic stops, domestic and theft calls; participates in raids and riot/crowd control operations; communicates effectively and coherently over law enforcement radio channels while initiating and responding to radio communications.
- Performs rescue functions at accidents, emergencies and disasters to include directing traffic, calling for or administering emergency medical aid, and managing dangerous situations; interacts with E.M.T. teams, Fire Department and other emergency agencies.
- Gathers information in criminal investigations by searching the crime scene, interviewing and obtaining statements of victims, witnesses, suspects and confidential informants; determines reasonable suspicion to detain and/or probable cause to search; pursues fleeing and subdues resisting suspects; effects arrests; processes and transports prisoners.
- Identifies illegal drugs and hazardous materials; remains knowledgeable of prescription drugs.
- Operates a law enforcement vehicle during day and/or night hours; utilizes and maintains weapons and equipment in functional and presentable condition; performs firearm requirements at prescribed departmental levels.

- Coordinates and conducts roadblocks; administers roadside field sobriety tests; identifies wanted persons/vehicles; assists stranded motorists; escorts funerals, bank personnel and merchants as required.
- Obtains and/or serves warrants, summons, subpoenas, domestic violence orders and other court documents; cites parking and traffic violators.
- Assists with interdepartmental duties and City activities as needed; performs public relations by giving information and directions, mediating disputes and advising of rights and process; assists with community activities, programs and crime prevention.
- Gathers and submits physical evidence in addition to compiling and preparing documentation on cases for prosecution; communicates with court personnel and appears in court to present evidence and testimony.
- Prepares daily activity reports, vehicle maintenance requests, crime, incident and accident reports; documents arrest bookings, evidence, traffic citations; completes daily time sheet and various forms.
- Attends shift meetings, seminars and training sessions as required to stay current with departmental operations, to promote improved job performance and to remain knowledgeable of changing state/municipal codes and criminal/civil case law.
- Cooperates with federal, state, and local law enforcement agencies and its officers or representatives when their activities or investigations are related to on-going investigations being conducted by the Bowling Green Police Department; works to achieve the highest level of cooperation and efficiency possible.

Additional Job Functions

- Substitutes in the absence of school crossing guard; provides radio dispatch relief when necessary.
- Performs other related duties as required.

Minimum Training and Experience Required to Perform Essential Job Functions

High School diploma or equivalent. Must become certified through the Basic Training Academy operated by the Kentucky Justice Cabinet and possess a valid Kentucky driver's license.

Physical and Mental Abilities Required to Perform Essential Job Functions

Language Ability and Interpersonal Communication

- Ability to analyze data and information using established criteria, in order to define consequences and to consider and select alternatives. Ability to compare, count, differentiate, measure and/or sort data and information. Ability to assemble, copy, record and transcribe data. Ability to classify, compute, tabulate, and categorize data.

- Ability to persuade, convince, sell and train others, including the ability to act in a lead capacity. Ability to advise and interpret on how to apply policies, procedures and standards to specific situations.
- Ability to utilize advisory data and information such as technical operating manuals, procedures, guidelines, non-routine correspondence and laws.

Mathematical Ability

- Ability to add and subtract, measure, multiply and divide, and calculate percentages, fractions, and decimals.

Judgement and Situational Reasoning Ability

- Ability to apply situational reasoning ability by exercising judgment, decisiveness and creativity in situations involving the evaluation of information against sensory or judgmental criteria.
- Ability to use functional reasoning development in performing functions within influence systems such as associated with supervising, managing, leading, teaching, directing and controlling.

Physical Requirements

- Ability to operate equipment and machinery requiring complex and rapid adjustments. Ability to handle, load and unload, and move and guide material using simple tools.
- Ability to coordinate eyes, hands, feet and limbs in performing skilled movements such as rapid keyboard use or shooting skills.
- Ability to exert moderate physical stress in sedentary to active work, involving climbing and balancing. Ability to handle, finger and feel. Ability to lift, carry, push and pull. Ability to stoop, kneel, crouch and crawl.
- Ability to recognize and identify degrees of similarities or differences between characteristics of colors, forms, sounds, tastes, odors, textures etc. associated with objects, materials and ingredients.

Environmental Adaptability

- Ability, in regard to environmental factors such as temperature variations, odors, toxic agents, violence, noise, vibrations, wetness, disease and/or dust, to work under unsafe and uncomfortable conditions.

AMERICANS WITH DISABILITIES ACT COMPLIANCE

The City of Bowling Green is an Equal Opportunity Employer. ADA requires the City to provide adequate accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.