



POLICE OFFICER APPLICANT INFORMATION

Read all of the material thoroughly before submitting your application.

MINIMUM REQUIREMENTS TO APPLY:

- * Age 21 by POPS physical test date
- * U.S. Citizen
- * Good driving, police, personal, & employment record
- * High school diploma or equivalent
- * Valid Driver's License
- * Males between 18 & 26 registered with the Selective Service

APPLICANTS WITH RELATED EXPERIENCE:

KENTUCKY: Applicants presently certified in Kentucky as a police officer may be exempt from taking all/portions of the POPS testing ***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 exempt. A copy of the Basic Police Science Diploma from the Department of Criminal Justice Training is sufficient for KY certification.

For Kentucky Certified Police Officers and Kentucky Certified Telecommunicators (Dispatchers) currently working at a police agency in the state of Kentucky, the City of Bowling Green will honor **up to** 480 hours of sick time upon hire (some conditions apply). Written documentation of remaining sick time from previous employer must be provided upon hire.

OUT-OF-STATE: Experience or certification from outside of Kentucky may exempt the applicant from certain phases of POPS Testing if proper documentation is provided at the time of application (***contact the Kentucky Law Enforcement Council (859) 622-6218, to see if your experience/certification qualifies***). Police officers certified in other states may be required to test but may not be required to complete the full twenty 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.

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

All qualified applicants will receive consideration for employment without regard to race, religion, color, national origin, sexual orientation, gender identity, age or disability.

HUMAN RESOURCES & RISK MANAGEMENT DEPARTMENT

CITY HALL

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BENEFITS

SUPPLEMENT PAY – Police Officers earn an additional \$4,000 annual supplement upon completions of basic training. Supplement is paid on a monthly basis.

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 44.33% of employee's salary to that fund and the employee contributes 8% (9% if new to CERS). Employee contributions are tax deferred and refundable upon termination. Public safety personnel do not pay FICA (Social Security 6.35%), but do pay 1.45% toward Medicare.

DEFERRED COMP - Tax-deferred supplemental retirement plans available for employee contribution through 401(k) and 457 deferred compensation plans.

INSURANCE BENEFITS - Comprehensive Major Medical Group Health Plan with a two tier level of coverage. City pays most of the premium.

\$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 is provided by the City; available for dependents at a reasonable cost to the employee. Whole life, disability, critical care, and accident insurances are also offered for the employee and dependents at a reasonable cost to the employee. ***INSURANCE BENEFITS ARE EFFECTIVE THE FIRST DAY OF THE MONTH FOLLOWING HIRE DATE.***

CITY CARE CENTER – ON-SITE HEALTH & WELLNESS CENTER - Available to eligible employees and their dependents. The center treats acute and chronic conditions (i.e., cold, flu, high blood pressure, and diabetes); provides annual physicals, health coaching, lab work, on-site dispensary of select generic medications and much more at no charge to the employee.

FLEXIBLE SPENDING - Daycare 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 and 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.

REQUIREMENTS

1. Must be 21 years old by POPS physical testing date
2. **NOTE:** If no previous CERS covered service, there is a twenty-five (25) 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 (270) 393-3689 for clarification of eligibility.
3. Must have a high school diploma or equivalent.
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.
7. The following are examples of violations that will result in rejection of an applicant:
 - Failure to disclose any convictions on 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 (2) years (2018).
 - Illegal sexual misconduct
 - Acts of domestic violence

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.

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

PEACE OFFICER PROFESSIONAL STANDARDS (POPS)

In order to accommodate schedules, a few opportunities for applicants to complete the required testing will be offered.

Applicants must pre-register for testing sessions with their application. Applicants will be notified of their testing session in their confirmation of application notification.

Testing will be given promptly at the times and dates indicated. Anyone arriving late will not be allowed to take the test. Applicants not familiar with the test site should plan extra time to allow for any unforeseen circumstances: i.e., finding a parking place and registration. Applicants will be required to present positive identification (driver's license is sufficient) upon registering at the test site.

WRITTEN TEST: Written testing required by the State of Kentucky, consists of the Law Enforcement Suitability Inventory (LESI) and Personality Assessment Inventory (PAI). **While the majority of the test is not timed, the written testing could last 5 hours and must be completed in one session!** Applicants will be notified of their testing session in their initial confirmation letter and through reminder emails.

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 Manager before the testing date and specify the accommodation needed.

PHYSICAL TEST: FORM T-1 Medical Release and T-1A Physician's Medical Release Form MUST be presented on your POPS PHASE I PHYSICAL TEST DATE!!!!

Completion/submission of these forms is **required** for all candidates not already working as a certified Kentucky officer or for out-of-state officers who cannot provide documentation of achieving KY certification at the time of application. These forms must be completed and brought to POPS Phase I testing. These forms are **REQUIRED** by DOCJT (Department of Criminal Justice Training) 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 10 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.**

NOTE: You have to complete ALL testing requirements in order to progress through the hiring process!

PREPARING FOR POPS PHASE I PHYSICAL TEST: In order to help applicants prepare to pass the POPS Phase I Physical Test, the City of Bowling Green will offer interested applicants a temporary membership to the Parks and Recreation Fitness Center (225 East 3rd Ave). You can indicate that you would like this temporary membership on your application. NOTE: Your temporary membership will be valid **ONLY** while you are still an applicant in the hiring process. Once you are no longer in the hiring process, your

temporary membership will be inactivated.

POPS PHASE II POLYGRAPH: A polygraph is required during the selection process. The polygraph 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 pretest 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.

HIRING

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. For police officers, the training/probation period does not end until twelve months after completion of field training.

TRAINING & UNIFORMS: If a new police recruit requires basic training, the City employs them during the twenty week program (sometimes longer depending on holidays). The City/State pays all costs relating to training. Training is provided in Bowling Green, Kentucky. After completion of basic training new officers spend approximately eighteen weeks with a Field Training Officer.

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

NOTE: New hires will be required to sign a Reimbursement of Police Training Costs Agreement, by which the officer agrees to re-pay the City for a proportionate share of training costs, including salary and benefits paid prior to academy graduation, if the officer leaves employment within three years of graduation.

WORK HOURS: Police officers work an eight or ten-hour shift and have semi-permanent shifts.

PERTINENT PERSONNEL POLICIES: 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 physician's statement, employees must participate in the annual fitness assessment. Public safety employees may also receive a series of vaccinations to prevent hepatitis.

TATTOOS AND BODY PIERCING(S): Bowling Green Police Department's policy states that tattoos cannot be visible while in uniform. Employees will be required to wear long sleeves/pants year round. Body studs and/or earrings will not be worn while on duty.

NOTIFICATION

If an applicant is unable to participate in any of the scheduled events, it is the candidate's responsibility to provide ample notice (documentation may be required) to the Human Resources Department. Depending on circumstances, the testing/hiring phase, a make-up day may be provided. However, since candidates are provided the testing/selection schedule prior to testing, it is important that they do everything possible to make themselves available on those dates – scheduling is tight and consumes a lot of different resources. Accommodating a candidate's rescheduling request is **NOT** guaranteed and therefore will require the candidate to withdraw from the process.

Except for the final notification of eligibility, candidates continuing onto each phase will be notified by

email/phone. It is important to provide phone numbers where you can be contacted or a message left for you. If you have a change of address, phone number, or work location after submitting your application it is important you notify and provide the information to the Human Resources Department.

FREQUENTLY ASKED QUESTIONS

Q. Is there a written test?

A. **YES and NO**, there is no entry level written test **HOWEVER** candidates still have to complete a series of State required testing (which includes a written test) in order to be admitted to the academy if hired.

Q. I have tattoos, does the department allow police officers to have tattoos?

A. Yes, however they cannot be visible while in uniform. You will have to keep them covered while in uniform. You will be required to wear long sleeves/pants or body armor while on duty. Additionally, body piercings cannot be worn while on duty.

Q. How many will you be hiring?

A. The number hired depends on the actual number of vacancies at that time. Candidates on the eligible list could fill any vacancies occurring before the next testing phase.

Q. I am only 20 years old. Can I apply?

A. If you turn 21 by **your POPS physical testing date**, 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. 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.; 2:30 p.m. - 1:00 a.m.; 11:00 p.m. - 7:30 a.m.

Q. What is involved with the Physical Skills Tests (Essential Skills and POPS Physical Abilities Tests)?

A. The Police Department uses 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.

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

A. You may not have to take the POPS Phase I test. Although Kentucky does not have reciprocal agreements with other states you may be able to count your training toward Kentucky certification. Contact the Kentucky Law Enforcement Council (859) 622-6218, to see if your experience/certification will transfer.

If hired, you can take an equivalency test at the academy and possibly “test-out” of several weeks of the twenty-three week training. You will probably have to attend the section on Kentucky laws as well

as any other sections 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 POPS 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. The department does participate in KLEC's Career Development Program. Previous Kentucky experience and related training can help a newer officer achieve advanced and/or master police officer status (with assignment pay) faster than normal.

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, 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) at a minimum will have to come once for the State fitness and psychological tests (POPS Phase I); once for the psychological interview/polygraph; once for interview/essential skills test and then once for the medical physical. Since it is hard to coordinate so many different schedules, those who live in Warren County or adjacent counties may have to make several visits to complete these phases.

Q. How do I report a change to my address/phone/email?

A. Immediately notify Human Resources (270) 393-3689 to update your online application.

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. What do I do if I can't make one of the events?

A. **Contact the Human Resources Department ASAP!** Depending on the circumstances, the testing/hiring phase, and the overall hiring schedule it is at the sole discretion of the Human Resources and Police departments to grant an accommodation. Accommodating a candidate's rescheduling request is NOT guaranteed and therefore will require the candidate to have to withdraw from the process. Your application can be updated and resubmitted for the next recruitment cycle.