

CITY OF OWENSBORO
**POLICE OFFICER POSITION INFORMATION, RECRUITMENT
SCHEDULE, AND FURTHER DETAILS**

June 2020

**INFORMATION AND DATES CONTAINED HEREIN ARE SUBJECT TO CHANGE
BE SURE TO CHECK OFTEN FOR UPDATES**

www.owensboro.org/police

****Applicants should begin preparation for this process immediately.****

POSITION INFORMATION:

SUMMARY OF POSITION: This is a **Full-Time** position. A Police Officer patrols an assigned beat on foot or in/on appropriate police vehicle to control traffic, prevent crime, prevent disturbance of peace, and arrest violators. May be assigned to other units as well.

MINIMUM QUALIFICATION REQUIREMENTS: Requires High school diploma or GED, plus an Associate's degree, or its equivalent, from an accredited college or university in law enforcement, social sciences, communications, management, or other field which is job-related (i.e., beneficial to the job), or 2 years full time experience employed in Central Dispatch at the Owensboro Police Department, or two (2) years active duty military, or three (3) years law enforcement experience in a full-time capacity, or an equivalent combination of job-related accredited college/university hours and prior law enforcement experience in a full-time capacity. **Minimum age 21 by testing date listed.** Applicants must meet all other requirements prior to being hired. Applicants who do not currently meet all requirements, but who will meet the requirements by July 27, 2021 may still be permitted to participate in the recruitment process. However, such applicants can only be considered for employment upon meeting the requirements, and there is no guarantee that such applicants will ever be considered, even when they finally meet the requirements. The City reserves the right to remove any applicant from the list at any time.

PLEASE NOTE: Applicants who do not currently possess an Associate's Degree or its equivalent, may also apply. A program offering college hours equivalent to an Associate's Degree may be extended to Academy attendees. If so, completion of this program will meet the education requirement for this position. For more information, please call 270-687-8861 or 270-687-8867.

CURRENT PAY AND BENEFITS: Current Base hourly rate is \$19.1895/hr. If you work 2,080 hours per year, this amounts to approximately \$39,915. Excellent benefits. Employees are eligible for pay and benefits in accordance with applicable policy and contingent upon budget approval. Pay and benefits are subject to change.

CURRENT STATE INCENTIVE PAY: After completion of required training, police officers are eligible for \$4000 a year in state incentive pay, subject to change.

CURRENT REGULAR WORK HOURS: 8 hour days (40 hours/week). Shift assignments may vary (1st, 2nd, 3rd shifts). Initial training period consists of 23 weeks in Richmond, Kentucky at the Academy.

PROBATIONARY PERIOD: New police officers have a probationary period of 18 months. Regular status is contingent upon recommendation of the Department Head, formal recommendation by the City Manager, and formal approval of the Board of Commissioners.

DRUG AND ALCOHOL POLICY: The City has a stringent random drug and alcohol testing policy for its public safety employees, including but not limited to, random, post-incident, and reasonable suspicion testing. Post-offer, pre-employment testing is also required.

ABOUT OUR COMMUNITY: Check out our City website and community at www.owensboro.org and www.owensboro.com.

RECRUITMENT SCHEDULE AND FURTHER DETAILS:

Hold ALL day for the testing sessions, regardless of time listed, testing may last longer than anticipated. In the event of inclement weather, etc., the City reserves the right to reschedule testing as necessary. All dates subject to change.

MANDATORY WRITTEN AND PHYSICAL ABILITY EXAMS TEST NOTICE WITH LOCATIONS AND ADDITIONAL INFORMATION WILL BE MAILED TO APPLICANTS

Session #1

Written Exam – Thursday, July 16, 2020 at 6:00 pm

Physical Ability Exam – Sunday, July 19, 2020 at 8:00 am

Session #2

Physical Ability Exam – Sunday, July 19, 2020 at 8:00 am

Written Exam – Sunday, July 19, 2020 at 12:00 pm (noon)

If you fail to receive a test notification by July 10, 2020, it is your responsibility to contact us at 1-270-687-8861 or 1-270-687-8867 or 1-888-616-8540 prior to July 16, 2020. We are not responsible if you have failed to receive our notification. If you fail to show on time, you may be disqualified.

Arrive at least 30 minutes early to each exam session. No admittances after the designated starting time. If you fail to show on time, you may be disqualified.

To be admitted to assigned exam session, you MUST bring the following items:

1. Your exam notice, and
2. Your picture ID (e.g., driver's license), and
3. If not already submitted with your application, **your signed/completed** Exhibits:
 - “Confidentiality Agreement and Examination Preference Form” (Exhibit 1), and
 - “Police Officer Applicant Acknowledgement” form (Exhibit 3), and
 - “Candidate Physical Ability Test Waiver of Claim for Injury” form (Exhibit 4), and
 - “Medical Privacy Release” form (Exhibit 5)

You will not be allowed to participate in the exam session without submitting the above completed forms.

Dress in comfortable, breathable, and appropriate attire to perform heavy physical activity. The physical ability testing will be conducted inside and outside the school gym. Please dress for indoor and outdoor physical activity.

Travel, lodging, and meal expenses are not paid, arranged, or provided by the City.

The Physical Ability Exam. Preparation materials can be accessed at www.owensboro.org/police by clicking on "Becoming a Police Officer." If you haven't started preparing for the physical ability exam, you need to get started immediately. This is a highly strenuous physical process. The physical ability test will take place off-site at the address listed above, if the use of an alternate address is needed, you will be contacted with that information before the test date.

This is strictly a pass/fail exam. If you fail the physical ability exam, you will be disqualified, even if you pass the written exam.

Each time we hold a recruitment process, you will need to apply and complete all required exams, even if you have participated in our recruitment process before. Your written exam score and physical ability test results will only be used for the recruitment process in which they were obtained.

Please note, in regards to the physical ability exam, we will give **specific** instructions on how to perform each exercise, and if the requirements are not met, you will fail the exam. This exam was developed and is required by the Commonwealth of Kentucky, and the City of Owensboro is mandated to require this exam for its police officer recruitment. You should be aware that the way you might perform the physical ability exercises at home may be different than what the Commonwealth of Kentucky requires. For example, push-ups must be done in a certain way, and can be very strenuous. If you haven't already started preparing for the physical ability exam, you need to be. If you have any questions on this process, contact Officer Andrew Boggess at 270-687-8867.

Dress in comfortable, breathable, and appropriate attire to perform heavy physical activity. You should be prepared for both indoor and outdoor heavy physical activity.

The Written Exam. The written exam study guide can be accessed at www.owensboro.org/police by clicking on "Becoming a Police Officer." The written exam practice test can be accessed at www.owensboro.org/police by clicking on "Becoming a Police Officer" or directly at www.applytoserve.com.

The Passing score for this exam is 70%. Your exam results will be mailed to you.

This is strictly a pass/fail exam. If you fail the written exam, you will be disqualified, even if you pass the physical ability test.

The practice test is available for a small fee to be paid by the applicant. To obtain free access to the practice test, submit signed/completed Exhibit 2 for written exam with your job application. Failure to do so will result in your not being sent a username and password to utilize a free online practice exam (although you can still pay to do the online practice exam yourself). You may also email your request to halljd@owensboro.org, your request must be received by July 10, 2020.

Each time we hold a recruitment process you will need to apply, and may be required to complete written and/or physical ability exams, even if you have participated in our recruitment process before.

CERTIFICATION OF ELIGIBILITY LIST AND DETERMINATION OF TOP GROUP

Upon the eligibility list being certified in accordance with applicable policy, you will then be notified of your score and if you fall in the initial top group. We hope to certify and mail exam results by July 27, 2020. Exam results will not be posted online, and may not be provided over the phone.

The eligibility list is produced by ranking the applicants' written exam score from highest to lowest. Initially, only the top group of applicants on the eligibility list will undergo the interview process, and only those recommended to continue in the process from the interview will undergo the background investigation. We may, however, work our way down the list. *The top group is determined by the **Rule of 5N** (e.g., 5 times the number of anticipated vacancies).*

Please note that in accordance with applicable policy and law, applicants may be removed from the list at any time. Furthermore, the City of Owensboro is under no obligation to certify the list, or offer employment to any person(s) on the list. In the event the list is not certified, the City reserves the right to hold a new recruitment process to establish a list. The City furthermore reserves the right to discard any one or more portions of the testing process, and/or re-conduct such testing if necessary to certify the list under applicable policy and law, at its discretion. Once the list is certified, the City reserves the right to re-certify the list in accordance with applicable policy and law (e.g. when necessary to make a correction, etc.)

Vacancies that **exist and/or originate** while the list remains active in no way obligates the City of Owensboro to fill such positions.

The eligibility list is valid for one year from the date of certification, until the list has no remaining names on it, or a new list is certified, whichever comes first.

Other than informing you if you are in the initial top group and whether or not you passed the exams or not, we do not release where you rank on the list. Your standing on the list is subject to change, in accordance with applicable policy and law.

Also note that this process is not the only manner in which we recruit. For example, we reserve the right to recruit via lateral transfer and internal promotion.

SUBMISSION OF REQUIRED DOCUMENTATION: DUE WITHIN 3 DAYS OF REQUEST

At the applicant's discretion, this information may be submitted prior to the due date, but it is only required of applicants who have been notified that they fall in the top group (those contacted for interview). Applicants who fall in the top group shall submit their required documentation no later than the due date provided. In the event you are not in the initial top group, but then later progress to the top group, you will be required to submit this documentation within 3 business days upon our request if you wish to remain under consideration. We recommend you personally deliver this information. If you choose to mail it, please use Federal Express or another method where it can be tracked if lost. Such information shall be sent to the following address:

Jo Hall, Support Services
Owensboro Police Department
222 E. 9th Street
Owensboro, Kentucky 42303

We are located on the corner of 9th and J.R. Miller Streets across from MPD.

Failure to submit sufficient evidence of qualifications, on time, may result in disqualification. The Owensboro Police Department reserves the right to determine what it considers to be "sufficient" evidence.

Required documentation includes, but is not limited to:

- ❖ Must submit copy of Valid Driver's License; and
- ❖ Must submit copy of Valid Social Security Card; and
- ❖ Must submit copy of Valid DD214 (if applicable); and
- ❖ Must submit copy of Valid Birth Certificate; and
- ❖ Must submit copy of Evidence of any certifications, training, etc. you may have that may benefit the job (if applicable); and
- ❖ Must submit copy of High school diploma or GED (a copy of your high school transcript or diploma);

PLUS

- ❖ Must submit evidence of 2 years active military duty (form DD214 or other sufficient military documentation); **or**
- ❖ Must submit copy of Associate's Degree or its equivalent from an accredited college or university in law enforcement, social sciences, communications, management, or other job-related field (a copy of both your college transcript and diploma; if you have not yet met the requirements, a letter from the educational institution will be necessary showing that you are scheduled to meet the requirements and when); **or**
- ❖ Must submit evidence of 2 years Central Dispatch employment with the Owensboro Police Dept.; **or**
- ❖ Must submit copy of evidence of 3 years law enforcement experience in a full-time capacity (a letter indicating your position, service dates, and primary duties from your employer); **or**
- ❖ Must submit evidence of equivalent combination of job-related college hours and full-time law enforcement experience (copy of transcript and a letter indicating your position, service dates, and primary duties from your employer).

To qualify for employment, applicants must meet all requirements/qualifications prior to the hire date and must be age 21 by testing date listed. Applicants who do not currently meet all requirements/qualifications, but who will meet the requirements/qualifications by July 21, 2021 may still be permitted to participate in the recruitment process. However, such applicants can only be considered for employment upon meeting the requirements/qualifications, and there is no guarantee that such applicants will ever be considered, even when they finally meet the requirements. The City reserves the right to remove any applicant from the list at any time.

INTERVIEWS, BACKGROUND SCREENING, AND REMAINDER OF PROCESS

Initially, only the top group of applicants on the eligibility list will be interviewed; however, we may work our way down the list. If you will not meet the requirements/qualifications by the anticipated hire date, you will be returned to the list and we may move down the list accordingly. You will not progress to the interview.

Interviews. The anticipated date is August 5, 2020. Details of exact date, time and where to report will be provided at a later time.

The City reserves the right to conduct additional interview(s), if necessary, in person or by phone, to determine who progresses to the background investigation.

After the interview process is complete, you may be returned to the eligibility list, removed from the list, or recommended to proceed onto the background screening process.

Background Screening. If recommended to continue in the process after the interview, the next step is the background investigation.

The background investigation will include, but is not limited to, criminal record, motor vehicle record, vehicle accident history, references, employment history, educational history, and polygraph examination, and is to be conducted by the Owensboro Police Department or its designated representative(s). Unless required by applicable law, information we obtain during our background investigation and evaluation process will not be released to you.

After the background screening process, you may be returned to the eligibility list, removed from the list, or recommended for hire.

Job Offers and Remaining Closure Notices: We will mail job offers to those selected, and closure letters to those not selected. If not selected, we will not release the reason(s) why, unless required by applicable law.

Post-offer, Pre-employment requirements. Those who are offered employment, and who accept the terms of the contingent job offer, must successfully complete the post-offer, pre-employment requirements [e.g., drug screen, physical exam, lab work, psychological evaluation, etc.]. This will involve *quite a bit of time, possibly on several dates*, depending on the schedules of our health care providers, etc. Dates, times, and locations of post offer testing will be included in contingent job offer.

Formal Approval and Anticipated Hire Date. You have no right to employment unless you meet all of the requirements stated in the job offer, the City Manager formally recommends you to the City Commission, and the City Commission approves your probationary appointment. After approval, you will be provided a minimum of two weeks to offer your resignation to your current employer, if applicable. Academy training dates in Richmond for new recruits are to be determined. The Academy runs 20 to 23 weeks.

IF YOU'RE NOT SELECTED:

Keep in mind that this is an extremely competitive process where numerous applicants are competing for limited position(s), assuming there are any vacancies. We consider all applicants fairly and in accordance with applicable law. If you are not selected this time, we encourage you to apply in the future. We are limited in the feedback we can provide as to why you were not selected, and will not release any reasons why unless required by applicable law. If you were not selected, remember that there may be things you can do to enhance your chances next time. Of course, there are never any guarantees for employment. For example, you might consider:

- *Refrain from criminal or other questionable conduct, (e.g. use of illegal substances, major or numerous driving infractions, theft, etc.)*
- *Keep a clean criminal and driving record*
- *Be honest and forthright, and maintain a high level of integrity and trustworthiness*
- *Be dependable and reliable*
- *Maintain a positive and steady work history, with strong job performance, work ethic, and attendance*
- *Build a good working relationship with your employers*
- *Enhance your interpersonal skills*
- *Practice your interview and communication skills*
- *Take advantage of the study/preparation materials provided*
- *Stay physically fit so that you can pass the physical ability exam*
- *Improve your written exam skills*
- *Pursue additional education, training, or military experience beyond high school*
- *Obtain professional related certifications*
- *Gain experience in public safety or other emergency-related work*
- *Establish yourself as a leader in the community through volunteer work or other activities*
- *Provide as much detail on your application as possible*
- *Frequently check our website for current recruitment details – remember, as we do not anticipate using a “rolling list”, you must apply and complete the required exams each time we hold a recruitment process in order to be considered.*

Exhibits begin on next page.

**CITY OF OWENSBORO, KY
POLICE OFFICER APPLICANT**

CONFIDENTIALITY AGREEMENT

My signature below confirms that I have not discussed, formally or informally, orally or in writing, expressly or implied, the content of the Police Officer exam(s) with any candidate, other person, or party. Furthermore, my signature below confirms that I shall not discuss, formally or informally, orally or in writing, expressly or implied, the Police Officer exam(s) with any candidate, other person, or party, at any time. I understand that such discussion, in any format, could be an unfair advantage to me. I agree to such terms, and I understand that if I discuss the Police Officer exam(s) with another candidate, person, or party, this could be grounds for me to be disqualified from the process.

I understand that I am required to attend the exams on the date listed below (or a rescheduled date) if I wish to continue in the recruitment process. I agree to such terms and understand if I fail to attend the exams on the scheduled date, this could be grounds for me to be disqualified from the process.

Printed Name

Applicant's Signature

Date

**Applicants must attend both the written and physical ability exams.
You will notified of your assigned session.**

Session #1

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Session #2

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Written Exam – 12:00 pm (noon) on Sunday, July 19, 2020**

Dates and Location of Examinations Remain Subject to Change.

Exhibit 2: OPTIONAL - Attach to job application if you want free practice written exam.

PRACTICE EXAM for Written exam Request for Username/Password

Stanard & Associates

Police Officer Selection Test (POST)

The POST Practice Exam will help you prepare yourself for the written exam by taking an online practice version of the test you will encounter on exam day. You'll receive immediate feedback after the practice test is completed. Thorough explanations are provided for each incorrect response so you better understand how to improve.

Getting Started

To utilize the practice test, you have two options:

(1) You can pay a minimal fee on your own, and access the practice test immediately at: www.applytoserve.com/study.

(2) If you do not wish to pay the minimal fee but still want to utilize the practice test, the City of Owensboro will send you a username and password prior to the exam. ***To request this method, sign below and return this form with your application. You must include an email address as login information will be sent directly to the email address you list.***

I request a username and password and I have listed my email address below. This request may be made via phone, email, or in person no later than July 10, 2020. Contact Jo Hall at halljd@owensboro.org for information or to request access.

PRINTED Applicant name

Applicant Email Address

Date

EXHIBIT 3: MANDATORY for exam admittance.

**CITY OF OWENSBORO, KY
POLICE OFFICER APPLICANT ACKNOWLEDGEMENT FORM**

I understand it is my responsibility to submit required documentation, as shown on the bottom of this page, to Jo Hall at the Owensboro Police Department within the timeframe prescribed, upon completing the background packet. The background packet will be issued to applicants upon being recommended to continue in the process by the interview panel. I furthermore confirm the following:

(INITIAL only one)

_____ I do currently meet the requirements/qualifications stated on the bottom half of this page;

_____ I will meet the requirements/qualifications stated on the bottom half of this page no later than July 27, 2021.
(one year from anticipated certification date)

IF EDUCATIONAL/EXPERIENCE REQUIREMENTS ARE NOT CURRENTLY MET, INDICATE THE DATE THEY WILL BE MET: ____ / ____ / ____

Signature

Print Name

Date

REQUIREMENTS/QUALIFICATIONS FOR POLICE OFFICER

- ❖ Must be at least age 21 by test date; and
- ❖ Must submit copy of Valid Driver's License; and
- ❖ Must submit copy of Valid Social Security Card; and
- ❖ Must submit copy of Valid DD214 (if applicable); and
- ❖ Must submit copy of Valid Birth Certificate; and
- ❖ Must submit copy of Evidence of any certifications, training, etc. you may have that may benefit the job (if applicable); and
- ❖ Must submit copy of High school diploma or GED (a copy of both your high school transcript and diploma)

PLUS:

- ❖ Must submit evidence of 2 years active military duty (form DD214 or other sufficient military documentation); **or**
- ❖ Must submit copy of Associate's Degree or its equivalent from an accredited college or university in law enforcement, social sciences, communications, management, or other job-related field (a copy of both your college transcript and diploma; if you have not yet met the requirements, a letter from the educational institution will be necessary showing that you are scheduled to meet the requirements and when); **or**
- ❖ Must submit evidence of 2 years Central Dispatch employment with the Owensboro Police Dept.: **or**
- ❖ Must submit copy of evidence of 3 years law enforcement experience in a full-time capacity (a letter indicating your position, service dates, and primary duties from your employer); **or**
- ❖ Must submit evidence of equivalent combination of job-related college hours and full-time law enforcement experience (copy of transcript and a letter indicating your position, service dates, and primary duties from your employer).

I do not currently meet the education requirements listed but will apply for and complete any education program offered in conjunction with attending the Police Academy to achieve an Associate's Degree. If this program is not offered by the date of hire listed, I understand I will be removed from consideration for this position.

Signature

Print Name

Date

CITY OF OWENSBORO, KY

MEDICAL PRIVACY RELEASE

I understand and acknowledge that any request for my medical information by the City of Owensboro or its representative(s) *shall only be made in accordance with applicable law*. For example, if a job offer is extended to me, I understand that this information may be required as part of the post-offer, pre-employment requirement process.

I understand that I am not obligated to provide medical information unless required by the City of Owensboro, in accordance with applicable law.

I hereby authorize the release of any medical information, both of a physical and/or mental nature, to the City of Owensboro's Medical Officer (i.e., Loss Prevention Manager), and/or physician(s) and psychologist(s) and other health care provider(s), and/or any other representative(s) with a legitimate need for such information, in accordance with applicable law. Furthermore, I understand, acknowledge, and agree that such medical information may be considered by the City of Owensboro in determining whether or not I satisfactorily complete required examination(s) or evaluation(s).

Furthermore, I will forever release and hold harmless, the City of Owensboro, its officials and employees, physicians and psychologists and other health care providers, and/or any and all representatives, from any and all liability, if any, arising from the use of such medical information. I authorize the City of Owensboro and/or its chosen representative(s) to investigate all information necessary to reach an employment decision, as it relates to such medical information.

I understand that a photocopy of this form shall constitute written authorization for all external and internal sources to obtain or release any information that is necessary to assist the City of Owensboro in reaching an employment decision, the same as if it were the original form. I shall forever release and hold harmless from any and all liability any person, corporation, business entity, or organization, that provides information to the City of Owensboro and/or its representative(s), regardless of any consequences which result from the release of such information. I understand that unless required by law, I will not be informed of, or provided with, any information or facts developed or obtained through the selection, evaluation, examination, or investigation process.

I acknowledge that I have read and fully understand the contents and requirements of this document, and that I have knowingly, intelligently, and voluntarily executed same. I agree to the conditions stated herein.

Printed Name

Applicant's Signature

Date