



Taylor Mill Police Department

Application Packet for: Police Clerk

Thank you for your interest in becoming a Police Clerk with our Department. In your hands you hold an overview of our selection process. As you can see by the following outline, it is a very thorough process.

The selection process, from formal application through appointment may take up to several months. Those applicants successfully completing the selection process will be considered for appointment.

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IV Police Clerk Candidate Assessment Process

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- Medical Assessment
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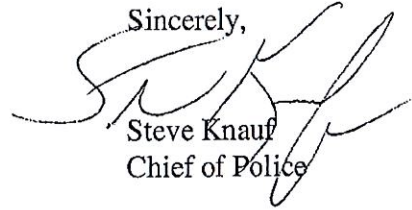
V Selection

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Thank you for your interest in employment opportunities with the Taylor Mill Police Department. I wish you success in our selection process.

Sincerely,

A handwritten signature in black ink, appearing to read 'SK', is written over the typed name and title.

Steve Knauf
Chief of Police

I. REQUIREMENTS, QUALIFICATIONS, AND SALARY

CITIZENSHIP/RESIDENCY

Applicants must be a United States Citizen of high moral fitness and a minimum of 18 years of age.

EDUCATION

Applicants must possess minimally an Associate's Degree (Bachelor's Degree preferred) from an accredited university; supplemented by previous work experience in a professional administrative setting or governmental office; or any combination of training and experience that provides the desired knowledge, skills and abilities for the position of Police Clerk.

MEDICAL

Applicants must pass a comprehensive medical assessment including a drug/alcohol assessment.

SALARY--JULY 1, 2017

Newly hired Police Clerk shall be paid within the salary range listed below. The salary range allows for the compensation of experience and/ or education. The Chief of Police will determined the starting salary and include it on the Conditional Offer of Employment.

Police Clerk	<u>\$36,061.41</u> - <u>\$48,498.59</u>
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GENERAL STATEMENT OF DUTIES

The Police Clerk is responsible for the administrative support of the police department. This individual works in a professional setting, and receives moderate to close supervision from the Chief of Police and CAO. This position is responsible for general office tasks such as typing, filing, computer entry and accounting. The ability to communicate accurately and professionally with police officers, city employees, officials, government agencies, the media and the general public is a primary requirement.

EXAMPLES OF WORK PERFORMED

This list is for illustrative purposes only. This is not all the duties that a Taylor Mill Police Clerk will perform.

- Perform general clerical duties;
- Proof-read reports, documents and letters for errors in grammar, format or spelling;

- Assist in the maintenance and retention of all necessary department documents, ability to maintain records efficiently and accurately;
- Use modern office machines such as personal computer, photocopier, fax, and dictation and/or transcription equipment;
- Answer telephones
- Prepare reports as directed;
- Process city employee payroll;
- Inventory of office supplies;
- Verify employees' time sheets under guidance and direction of Chief of Police;
- Properly maintain all issued and non-issued Departmental property and Equipment;
- Works in a safe manner, observing all safety rules, and poses no significant risk to the health and safety of others;
- Act in a proper, professional manner while carrying out any city related duties;
- Provide front desk support and secretarial work for the CAO as necessary;
- Performs other tasks as directed

EXAMPLES OF MINIMUM REQUIRED KNOWLEDGE, ABILITIES AND PERSONAL CHARACTERISTICS

This list is for illustrative purposes only. A position within this classification may not include all of the knowledge, abilities and skills listed nor do the listed examples include all of the knowledge, abilities, and skills that must be possessed. To qualify as a Police Clerk an applicant/candidate must:

- Possess 12th grade or higher skills in reading, spelling, and written and oral communications.
- Ability to establish and maintain effective working relationships with police officers, city employees, officials, government agencies, the media and the general public.
- Be in good physical condition
- Be able to bend, lift and move items in excess of 25 pounds
- Satisfactorily complete a comprehensive background investigation
- Due to sensitive nature of this position be free from alcohol and drug dependency and possess emotional stability.
- Be free from felony convictions.
- Be able to complete annual training to maintain operational proficiency.
- Ability to understand and carry out verbal and written orders and instructions.
- Effectively express ideas, verbally and written.
- Have the skills and abilities to evaluate potentially volatile situations and to deal effectively with people.
- Be able to obtain a Notary Public, NIMS/ICS certificates, Passport Agent Certification, hold a valid driver's license, and be bondable.

II. APPLICATION PROCESS

APPLICATION

The Department uses an Application Packet that is available online at www.taylormillky.gov or at the Taylor Mill Police Department, 5227 Taylor Mill Road, Taylor Mill, KY 41015. All applications must be returned, by mail or in person, to the Taylor Mill Police Department prior to the posted date and time deadline.

When the Police Department initiates the hiring process for the position of Police Clerk, all persons who have expressed interest in the positions by filing an application and attach required documentation will be notified by the Police Department. Public notification may also be made via advertisements.

WRITTEN ASSESSMENT

Those qualified Police Clerk Candidates will be notified as to the date and time of the written exam. These applicants will complete a "Personal History Questionnaire" which must be signed and returned prior to their scheduled written exam and oral interview. The written assessment question or questions will be determined by the Chief of Police. The written assessment and time limits shall be standardized in order to be effective and impartial.

ORAL INTERVIEW PROCESS

Those qualified Police Clerk Candidates will be requested to appear for an Oral Board Exam. Applicants will be judged on appearance, general intelligence, positive personality traits, and an aptitude with the ability to understand and deal with the public. The oral interview questions and time limits shall be standardized in order to be effective and impartial. A uniformed rating scale shall also be used. Clarification of questions may be sought by the interviewed, and the oral interview results shall be recorded on a standardized form.

III. CERTIFICATION PROCESS

EACH PHASE OF THIS SEGMENT OF THE EVALUATION PROCESS IS PASS/FAIL

When a position is open and approved for appointment, the Chief of Police or his designee will proceed with the scheduling of the police background check.

BACKGROUND INVESTIGATION

The background investigation shall be conducted by the Criminal Investigation Section/or officers appointed by the Chief of Police and shall be completed within a reasonable period of time. The background investigation will include the verification of the candidate's qualifying credentials, including:

- a) Review of criminal record, if any,
- b) Interviews with at least three personal references,
- c) Educational achievement,
- d) Employment history,
- e) Military records,
- f) Residency, and
- g) Citizenship.

ELIGIBILITY LIST

All candidates who have now passed all of the required testing (prior to the medical and drug/alcohol testing) will be placed upon the eligibility list by the Chief of Police. The eligibility list shall be certified by the Oral Exam Board by affixing their respective signatures on the list.

IV. POLICE CLERK CANDIDATE ASSESSMENT PROCESS - EACH PHASE OF THIS SEGMENT OF THE EVALUATION PROCESS IS PASS/FAIL

CONDITIONAL OFFER OF EMPLOYMENT

The Chief of Police will make a recommendation to the City Commission for appointment from the top candidate(s). A final computer check will be made obtaining whatever vital related information may be available. Candidate(s) will be notified and instructed to respond to a Conditional Offer of Employment. Upon acceptance of the Conditional Offer of Employment, completion of appropriate paperwork, etc., the selected candidate(s) will become classified as a Police Clerk. The Police Administrative Assistant will notify the remaining candidates of their results by mail.

DRUG/ALCOHOL SCREEN ASSESSMENT

The drug/alcohol screen will be conducted by a qualified physician or agency. The drug/alcohol screen will be conducted according to Taylor Mill City Ordinance covering the issue.

MEDICAL ASSESSMENT

This comprehensive medical assessment will be performed by a licensed physician and will require, but not be limited to:

- a) General health,
- b) Blood test,
- c) Vision and color blindness,
- d) Hearing Test (Audiogram),
- e) Nose, Mouth, and Throat,
- f) Kidneys,
- g) Hernia,
- h) Varicose Veins,
- i) Heart,

- j) Respiration,
- k) Nervous System,
- l) Obesity,
- m) Other Defects.

DISQUALIFYING CRITERIA

Moral Fitness (moral character) - Each applicant must be of high moral personal and professional fitness (moral character). The following are indicia of a lack of high moral fitness.

1. Illegal conduct involving moral turpitude.
2. Conduct involving dishonesty, fraud, deceit, or misrepresentation.
3. Intentional deception or fraud or attempted deception, or fraud in any application, examination, or other document.
4. Conduct that is prejudicial to the administration of justice.
5. Acts or conduct which would cause a reasonable person to have substantial doubts about the individual's honesty, fairness, respect for the rights of others, or for the laws of the state and/or the nation.
6. Conduct that adversely reflects on the individual's fitness to perform in a law enforcement department.

Felonies - All persons who have been convicted in a court of competent jurisdiction of a felony, or attempt, conspiracy or solicitation to commit such a criminal act, including but not limited to, treason, murder, voluntary manslaughter, rape, robbery, arson, burglary, kidnapping, any felony that involved the use of or threat of physical force or violence against any individual, or crimes of dishonesty will be disqualified.

Misdemeanors - All persons who have been convicted in a court of competent jurisdiction, within five years of date of application, on two or more occasions of a job-related misdemeanor may be disqualified. Persons convicted of a Class "A" Misdemeanor or an equivalent offense involving Domestic Violence, moral turpitude or dishonesty will be disqualified.

Drugs - All persons who have been convicted in a court of competent jurisdiction of possession and/or sale of narcotics, dangerous drugs or hallucinogens, or any other controlled substance that the Taylor Mill Police Department determines to relate to job performance or an attempt, conspiracy or solicitation to commit such a criminal act, will be disqualified. Any usage of any prohibited substance or abuse of a controlled substance during the processing period will be grounds for rejection.

Marijuana - All persons who have been convicted in a court of competent jurisdiction for sale of marijuana, or an attempt, conspiracy or solicitation to commit such a criminal act, will be disqualified. All personnel who have been convicted in a court of competent jurisdiction of possession of marijuana may be disqualified.

Sex Offenses and Bodily Harm - All persons who have been convicted in a court of competent jurisdiction of a sex offense as defined in Chapter 510 of the Kentucky Revised Statutes (KRS), or an offense causing or threatening bodily harm as defined by Chapter 508 of the KRS, or an attempt, conspiracy or solicitation to commit such criminal acts shall be disqualified.

Guns, Concealed Weapons and Dangerous Ordinance - Any persons who have been convicted in any federal, state, or local court of violating any gun control ordinance, carrying any concealed weapon, or possession of any dangerous ordinance may be disqualified. Any attempt to violate any law, statute, or regulation related to the above may be grounds for rejection. Any candidate prohibited by federal or state law from possessing a firearm will be disqualified.

Automobile - All persons who have been convicted on two or more occasions, in the last three years in any court of competent jurisdiction of: **(1)** driving while under the influence, **(2)** leaving the scene of an accident, **(3)** reckless driving, **(4)** revocation or suspension of driving privileges, or **(5)** are currently under revocation or suspension will be disqualified. Any person with six or more points on their current driving record will be disqualified. Applicants, who have points on their license, may complete the hiring process, but prior to appointment must have no points against the license. No person will be eligible for appointment without a valid operator license.

Employment and Related Conduct - All persons who have, within five years of date of application, been discharged from previous employment for insubordination or serious misconduct on the job; inexcusable absenteeism or tardiness; or theft of cash, goods or services from a place of employment may be disqualified.

All persons who have failed to obey or honor any judgments entered by a court of record, including but not limited to alimony or support payments, or have failed to pay any fine imposed by a court of record, may be disqualified if such conduct bears directly on the ability to perform the job.

All persons who have received a **less than honorable discharge** from any branch of armed forces of the United States will be disqualified.

All persons who have made any intentional false alarm to any police or fire agency may be disqualified.

Any person who is currently a member of any organization that advocates crime or the violent overthrow of the United States Government will be disqualified.

All persons who admit to a pattern of alcohol/drug abuse and/or illegal gambling and have not successfully completed an accredited rehabilitation program twelve (12) months or more prior to a current application will be disqualified.

All persons who have made false statements regarding any material matter during the selection process or have omitted any requested material information on the questionnaire or who have cheated during any portion of the selection process will be disqualified.

Any person who has paid or accepted a bribe or favor to cover or hide any criminal offense, or acted in any manner to prevent discovery and/or apprehension of any person suspected of criminal activity by a duly constituted law enforcement agency, or was involved in any plan or attempt to accomplish any of the above will be disqualified.

All persons whose Peace Officer Certification, or its equivalent, has been permanently revoked in another state will be disqualified.

All persons admitting they have committed any of the offenses listed above may be disqualified, as though they have been convicted.

VI. SELECTION OF POLICE CLERK

Any applicant that successfully passes all phases of the examination process shall be placed upon an eligibility list certified by the Chief of Police as being eligible for appointment to a position in the police department. This eligibility shall be good for one year from the date that the candidate is placed on the eligibility list. The Chief of Police may select any applicant from the top five-(5) eligible candidates that he believes to be the best fit for the agency. Upon selection, an applicant's name is removed from the eligibility list so that there are five highest candidates for the next selection.

VII. REAPPLICATION

The Taylor Mill Police Department allows for reapplication, re-testing, and re-evaluation of candidates not appointed unless the condition(s) which previously eliminated them from appointment are of a nature that another rejection is assured (i.e., extensive criminal history, non-correctable physical disabilities, background which includes serious drug abuse, etc.). Due to the infrequency of recruiting efforts, there are no limitations to reapplication unless another rejection is assured as previously stated.

VII. MISCELLANEOUS

All applications, testing results, and any other documentation are the property of the City of Taylor Mill and are kept confidential.

All applicants are required to sign all waivers and releases of the City of Taylor Mill and the Taylor Mill Police Department.

Current employees of the City of Taylor Mill who have successfully completed all aspects of the testing process and are ranked on the eligibility list, may be hired before others who are ahead of them on the eligibility list at the discretion of the Chief of Police.

Attached is a copy of the job description for Police Clerk.

Once again, thank you for your interest in applying for the Taylor Mill Police Department

**CITY OF TAYLOR MILL
POSITION DESCRIPTION**

CLASS TITLE – Police Clerk

CHARACTERISTIC OF THE CLASS - This clerical position involves the provision of administrative support to a police department and CAO. This individual works in a professional setting, and receives moderate to close supervision from the Police Chief and/or Police Supervisors.

ESSENTIAL FUNCTIONS – Ability to answer telephones and greet and assist the general public; ability to maintain records efficiently and accurately; ability to proof-read documents for errors in grammar, format or spelling, ability to use modern office machines such as personal computer, photocopier, fax, city radio equipment, dictation and/or transcription equipment. Ability to perform general office task such as typing, filing and computer entry; ability to accurately perform mathematical calculations; ability to communicate accurately with police officers, city employees, officials, government agencies, the media and the general public. Basic knowledge of how to safely care for and use departmental equipment. Ability to prioritize and work independently.

JOB DUTIES – Performs general clerical duties, assist in the maintenance and retention of all necessary departmental documents; attends necessary and required training; safely care for and uses department equipment; process city employee payroll; prepare reports as directed; incoming/outgoing correspondence/mail, filing, reporting, answer telephones, assist citizens/customers, inventory office supplies; verifies employees' time sheets under guidance and direction of Police Chief and/or Police Lieutenant and provide front desk support and secretarial work for the CAO as necessary.

DESIRABLE TRAINING AND EXPERIENCE – Possess minimally an Associate's Degree (Bachelor's Degree preferred) from an accredited university; supplemented by previous work experience in a professional administrative setting or governmental office; or any combination of training and experience that provides the desired knowledge, skills and abilities.

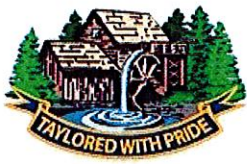
KNOWLEDGE, SKILLS AND ABILITIES - Ability to establish and maintain effective working relationships with police officers, city employees, officials, government agencies, the media and the general public. Basic knowledge of the geography of the department's jurisdiction; basic knowledge of how to care for and use departmental equipment; ability to communicate effectively to include accurate preparation of reports, ability to accurately perform mathematical calculations; considerable knowledge of general office tasks such as typing, filing, phone and visitor etiquette and computer entry; ability to use modern office machines such as personal computers, copier, fax, city radio equipment, dictation and/or transcription equipment; be able to bend, lift and move items in excess of 25 pounds; must be able to obtain a Notary Public, NIMS/ICS Certificates, Passport Agent Certificates, hold a valid driver's license and be bondable.

NECESSARY SPECIAL REQUIREMENTS –

LEGAL REQUIREMENTS – An individual in this class must meet the requirements of all applicable Kentucky Revised Statutes, and local ordinances, with regards to a person in this classification.

The above is intended to describe the general content of and the requirements for the performance of this position. It is not to be construed as an exhaustive statement of duties, requirements or responsibilities.

Revised 06/17



City of Taylor Mill Application for Employment

WE CONSIDER APPLICANTS FOR ALL POSITIONS WITHOUT REGARD TO POLITICAL AFFILIATION, DISABILITY, RACE, COLOR, AGE, NATIONAL ORIGIN, CITIZENSHIP, SEX, RELIGION, SEXUAL PREFERENCE, OR OTHER LEGALLY PROTECTED STATUS.

Please Print

Position Applied for _____ Date of Application _____

Last Name _____ First Name _____ Middle Name _____

Address _____

City _____ State _____ Zip Code _____

Telephone Number _____ Social Security Number _____

Previous Address – If At Above Less Than Three Years

Address _____

City _____ State _____ Zip Code _____

Have you ever filed an application with us before? _____ Yes _____ No
If Yes, give date _____

Have you ever been employed with us before? _____ Yes _____ No
If Yes, give date _____

Are you currently employed? _____ Yes _____ No

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration status _____ Yes _____ No
(Proof of citizenship or immigration status will be required upon employment.)

On what date would you be available to work? _____

Are you available to work _____ Full Time _____ Part Time _____ Provisional

Are you currently on **lay-off** status and subject to recall? _____ Yes _____ No

Can you travel if a job requires it? _____ Yes _____ No

Have you been convicted of a felony within the last 7 years? _____ Yes _____ No
(Conviction will not necessarily disqualify an applicant for employment.)

If Yes, please explain _____

We Are An Equal Opportunity Employer

EDUCATION

HIGH SCHOOL

School Name and Location _____

Grade Completed _____ Diploma/Degree _____

UNDERGRADUATE COLLEGE/UNIVERSITY

School Name and Location _____

Diploma/Degree _____

Course of Study _____

School Name and Location _____

Diploma/Degree _____

Course of Study _____

GRADUATE / PROFESSIONAL

School Name and Location _____

Diploma/Degree _____

Course of Study _____

Describe any specialized training, apprenticeship, skills and extra-curricular activities _____

Describe any honors you have received _____

State any additional information you may feel is helpful to us in considering your application _____

=====
List Professional, Trade, Business or Civic Activities and Offices held. (You may exclude memberships which would reveal political affiliation, disability, race color, age, national origin, citizenship, sex, religion, sexual preference, or other legally protected status.)

REFERENCES

List name, address and telephone number of three references that are not related to you and are not previous employers.

- 1. _____
- 2. _____
- 3. _____

=====

Have you ever had job-related training in the United States military? ____ Yes ____ No

If Yes, please describe _____

EMPLOYMENT EXPERIENCE

Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate political affiliation, disability, race, color, age, national origin, citizenship, sex, religion, sexual preference, or other legally protected status.

Employer Address Telephone number(s)

Dates Employed (Month/Year) Work Performed Salary (Starting-Final)

Job Title Supervisor Reason for Leaving

Employer Address Telephone number(s)

Dates Employed (Month/Year) Work Performed Salary (Starting-Final)

Job Title Supervisor Reason for Leaving

Employer Address Telephone number(s)

Dates Employed (Month/Year) Work Performed Salary (Starting-Final)

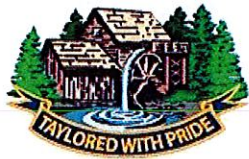
Job Title Supervisor Reason for Leaving

Employer Address Telephone number(s)

Dates Employed (Month/Year) Work Performed Salary (Starting-Final)

Job Title Supervisor Reason for Leaving

IF YOU NEED ADDITIONAL SPACE, PLEASE CONTINUE ON A SEPARATE SHEET OF PAPER



APPLICANT'S STATEMENT

I certify that the answers given herein are true and complete to the best of my knowledge.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an **"at will"** nature, which means that the employee may resign at any time and the employer may discharge employee at any time with or without cause. It is further understood that this **"at will"** employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer.

Signature of Applicant

Date



RELEASE AND AUTHORIZATION

In conjunction with my application for employment, I understand that an Investigative Consumer Report may be requested that will include information as to my character, work habits, performance, and experience, along with reason for termination of past employment. I understand that as directed by the Taylor Mill City Commission and consistent with the job described, you may be requesting information from public and private sources about my: worker's compensation injuries, driving record, court record, education, credentials, credit and references.

Medical and Worker's Compensation information will only be requested in compliance with the Federal Americans with Disabilities Act (ADA) and/or, any other applicable state laws. According to the Fair Credit Reporting Act, I am entitled to know if employment is denied because of information obtained by my prospective employer from a consumer-reporting agency. If so, I will be notified and given the name and address of the agency or the source, which provided the information.

I acknowledge that a telephonic facsimile (FAX) or photographic copy shall be as valid as the original. This release is valid for most federal, state and county agencies.

I hereby authorize, without reservation, any law enforcement agency, institute, information service bureau, school, employer, reference or Insurance Company contacted by any and all representatives of the City of Taylor Mill or its agents, to furnish the information described above.

The following information is required by law enforcement agencies and other entities for positive identification purposes when checking public records. It is confidential and will not be used for any other purposes.

Please print your full name

Please print other names you have used

Street Address

City State Zip Code

Social Security Number

Driver's License Number

Date of Birth

Sex: Male Female

Signature DATE