

**January 2012**

**Dear Interested Police Applicant:**

**TESTING SCHEDULE**

The City of Hendersonville conducts periodic testing for police candidates. This is the schedule for the next cycle.

<b>Application due in Personnel</b>	<b>Written Exam</b>	<b>Physical Agility</b>	<b>Personal History Statements due In to the Personnel Department</b>
<b>Feb. 9, 2012</b>	<b>Feb. 10 2012</b>	<b>Feb. 10, 2012</b>	<b>March 2, 2012</b>
	<b>Main Meeting Room City Hall 101 Maple Drive North 8:30 am</b>	<b>Police Dept. 1:00 pm 3 Executive Park Drive</b>	

**QUALIFICATIONS**

- Be a U. S. citizen;
  - Have earned a high school diploma or GED;
  - Be able to qualify in accordance with the Tennessee POST standards
  - Have or be able to obtain a valid Tennessee driver's license
  - Meet the physical and mental requirements
  - Be able to pass stringent background examinations.
- For more information on the positions and required qualifications, see the job descriptions:

**DO NOT APPLY IF:**

- You have a bad driving record that is fairly recent.
- You have had a DUI conviction; POST will not certify you.
- Have been convicted of or pleaded guilty to or entered a plea of nolo contendere to any felony charge or to any violation of any federal or state laws or city ordinances relating to force, violence, theft, dishonesty, gambling, liquor and other alcoholic beverages or controlled substances.
- Have been released or discharged under any other than honorable discharge from any of the armed forces of the United States.
- You have any tattoos or body art that would show while wearing the Hendersonville Police Department issued uniform.

Please review the informational sheet entitled "Most Frequent Reasons for Rejection from the Examination Process".

**VISION REQUIREMENTS**

The Police Department has a minimum vision requirement of normal or corrected to 20/40 or better, with no limiting color blindness as determined by the city's doctor. (Dr. Richard Orgain, Hendersonville). Far visual acuity uncorrected shall be at least 20/100 binocular for wearers of hard contacts or spectacles. Successful soft contact lens wearers shall not be subject to the uncorrected criterion if recommended by the city doctor.

## ENTRY PAY INFORMATION

At present, base entry level pay for an uncertified police officer is \$2756 per month or \$14.96 per hour. Certified officers start at \$2895 per month or \$15.72 per hour. Pay is adjusted once uncertified officers become certified.

Certified officers with experience may be considered for above entry level pay at the discretion of the Police Chief.

## HOW TO APPLY FOR TESTING

**In order to be scheduled for testing, you must download and complete the testing application and return it to the Personnel office by the listed deadline. We are located at 101 Maple Drive North, Hendersonville, TN 37075.** We will not accept electronic or faxed versions. We must have an original signed document.

## PERSONAL HISTORY STATEMENTS

Please note that **after** you have qualified through the initial testing process (physical agility and written exam), you will be asked to complete an investigative application which is quite extensive. A copy of that is online also. While you are not required to complete this initially, it will need to be completed once you have successfully tested. I suggest you review it now such that you will be prepared to have it completed within the required time period. You will be given several weeks from notice of your passing the tests to have this submitted to Personnel. **Again, incomplete applications will not be considered.** One of the criminal investigators who will be working on the background checks will make a brief presentation prior to the written exam to assist in helping you complete these forms. You will be given a deadline by which you must have all information submitted to us. This will include copies of documents listed.

**There are several locations in this application which must be notarized.** Make sure that has been done on pages 20, 21(military records only if applicable) 22, 23, 24 and 26. Incomplete applications will not be considered.

In the past, we have had a number of candidates who were disqualified due to errors on the applications and/or incomplete applications. There are also a number of questions involving past arrests and situations that applicants were unclear on as to whether these would be disqualifying events. A word to the wise - be sure to indicate all traffic incidents, accidents, tickets, arrests, and etc. Some applicants have been under the mistaken impression that tickets over three years old disappear from their record. That may be true for insurance considerations, but be assured the record will still show the citation. Make a complete disclosure.

**You are also required to submit with the Personal History Statement, a certified copy of any criminal offense disposition, including any traffic related offenses in which you were charged. This is usually the most time-consuming aspect of the process.**

**Here are a few tips which may help you:**

1. Try to recall each traffic or other citation you have received.
2. You will need the date and location or at least a close approximation.
3. Use the internet if need be to help you find which court or jurisdiction in which you were cited. You may have to call several if you were cited by a state trooper on an interstate highway.
4. Contact that court and request a certified disposition of your case.
5. If you are not able to obtain the record, indicate the following:
  - Name of the court you contacted
  - Name of individual to whom you spoke
  - Time, date and telephone number
  - Reason why you can't be given this document

Other documents required with Personal History Statements:

1. Certified copy of any criminal offense disposition, including traffic related offenses, in which you were charged.
2. (A) Official College transcript from an accredited college or university  
(or)  
(B) High School Diploma or GED
3. Birth Certificate (copy)
4. Social Security Card (copy)
5. Valid "Class D" Driver's License (copy)
6. Recent photograph – full face (no photo copy)
7. DD-214 if applicable
8. Copy of POST (or equivalent other state certification) if applicable

**THE PROCESS**

Now for some specifics on our procedures:

- 1. You will be required to show a photo ID at the tests.**
- 2. Assuming your application is received in properly completed format and by the deadline specified, you will be listed on the schedule for the written exam and physical agility test. The written exam will be given at the Hendersonville Main Meeting Room at City Hall located at 101 Maple Drive North. You will need to meet at the Police Department for the physical agility exam. The Police Department is located at 3 Executive Park Drive.**
- 3. You will be given a written exam and a physical agility test on the date listed.**

4. **Those candidates who pass the initial tests will be invited to complete a Personal History Statement which will be used to initiate the intensive background screening that all police officer applicants must undergo.**
5. **Submitted Personal History Statements that are incomplete at the time of deadline will be returned to the applicant by certified mail. You will be given a second chance to complete this information and resubmit this information by the immediate next testing cycle without having to redo the written and physical agility exam.**

### **INFORMATION ABOUT THE WRITTEN EXAM**

The written exam will be the National Police Officer Selection Test. It is made up of four separately timed tests. The first three include mathematics, reading comprehension and grammar. They are multiple-choice and true/false. The fourth section, Incident Report Writing, involves your writing your own answers in complete sentences in the test booklet. Although the test content does relate to police work, no prior knowledge of law enforcement is required in order to take the test. Please refer to “Components of the Post Written Exam” in the information section on this site.

There are time limits for each section. Also, you must score 70 in order to pass the test.

The timed sections are as follows:

Mathematics	20 questions	20 minutes
Reading Comprehension	25 questions	25 minutes
Grammar	20 questions	15 minutes
Incident Report Writing	10 questions	15 minutes

### **AGILITY TEST**

You should wear comfortable workout clothing and athletic shoes. Listed below are the items you can expect to be tested on:

1. Manual dexterity and hand strength (.40 cal. pistol and magazine load)
2. Squat thrust and recover/flexibility
3. Bend/toe touch
4. Obstacle course to include 100 yard dash with hurdles and traditional hurdle run - 32 inch hurdles
5. 1 mile run
6. Approximately 175 pound dummy drag

## ELIGIBILITY LIST

The only way you can be hired as a Hendersonville Police Officer is to have a ranking on the eligibility list. Once all of the testing has been completed, we will notify you by mail of your scores and placement on this list. This list will be updated with the next testing cycle, so your placement is subject to change. Please be sure to notify us of any address changes or phone number changes during your duration on our list. We would also appreciate being notified if you are no longer interested in being on the list.

## THE RANKINGS

Once all of this is completed, we take all of your scores and complete a composite ranking. Points will be awarded as follows:

Criteria		Max
Written	(must score 70 or above)	80
Physical Agility	Pass/fail- failing the test will automatically remove you from further consideration	
Certification	Post certification (or equivalent from another state) and three years law enforcement 10 points No current certification and at least three years law enforcement experience 8 points Current TN Post certification (or equivalent from another state) and less than three years law enforcement 5 points	10
Education	College degree – Associates-4 pts. or BS-8 pts.	8
Military	Requires DD214 verification-	2
Military - disabled	Same as requirements above, points in lieu of above	5
City Service	City of Hendersonville employees: 1 point per year (maximum 5 pts)	5

## CONTRACT

Newly hired police officers are required to sign a contract and memorandum of understanding regarding length of service and reimbursement for training and other costs. Please review this document. You will be required to sign this contingent upon being hired. This is for your information only at this point in the process. Do not sign or submit this now.

## SOME DETAILS ABOUT THE POSITION

Shifts are assigned based on seniority and departmental needs. The Police Department is staffed around the clock-365 days per year. Your work schedule is 42.5 hours per week.

## BENEFITS

The city offers a fully paid employee benefit package for the following:

- Dental
- Vision
- EAP
- Long Term and Short Term Disability
- Life insurance

- Tuition reimbursement
- Generous vacation/sick leave (one day per month each)
- 12 paid holidays yearly; holiday pay.
- Fully paid retirement; defined benefit plan through Tennessee Consolidated Retirement System.

### **Medical Insurance:**

A choice of 3 Blue Cross Blue Shield medical plans is offered – 90% of the Employee's Medical Base Plan costs are paid by the City and approximately 50% of the family cost.

### **TRAINING**

There is a mandatory probationary period of 6 months beginning on the date of employment, which can be extended to 12 months if necessary.

You are not required to be a certified police officer to be employed by the Hendersonville Police Department. The Hendersonville Police Department offers an extensive onsite training program prior to your being scheduled to attend the Tennessee Law Enforcement Academy.

Your first 8-10 weeks on the job will consist of classroom training. This is followed by on the road with a training officer. You will then be scheduled to attend the academy as soon as available training slots permit. The academy lasts 10 weeks. You will be required to live at the academy for this 10 week period. You will not be allowed to re-take any classes which are not successfully completed. You will then be a certified police officer after successful completion of the academy.

### **VACANCIES**

Once the Eligibility List is completed, the names of the top candidates will be submitted to the Chief of Police. From this point, there can be considerable time involved in the extensive background checks required. It may be some time before you are contacted for an interview. Please be patient.

If you are offered employment by the Chief of Police, it will be on the condition that you pass the polygraph, psychological, medical, eye exams and drug screen. Be sure to refer to the physical requirements on the job description.

You will be scheduled to take all of these tests within a week or so of your offer.

As you can see, this is a very time consuming process. We do appreciate your efforts, your patience and wish you luck. If you have any questions, please call my office at 615-264-5314.

Sincerely,

Kaye Palmer  
Manager, Human Resources  
City of Hendersonville  
101 Maple Drive North  
Hendersonville, TN 37075

