



NOTICE TO ALL APPLICANTS

The City of Henderson is currently accepting applications for the position of Police Officer. Read all of the enclosed material thoroughly and carefully and follow all instructions before submitting your application.

Failure to turn in a complete application packet will result in your application being rejected.

IMPORTANT: The application deadline is **Monday, December 4, 2017, 5:00 PM.** Your application and all other forms must be completed and received in Human Resources by the deadline date above.

It is your responsibility to ensure that all materials have been included, all forms signed and dated as required and all information requested has been supplied. To assist you in making certain that all materials have been included, a checklist has been provided in this packet.

If you are currently a Kentucky certified Police Officer, you must submit a copy of your transcript from the DOCJT to bypass certain areas of the hiring process.

Application packets returned in person must be brought to Human Resources, Third Floor, City Municipal Center, 222 First Street.

Completed applications returned by mail should be sent to:

**Human Resources
City of Henderson
P O Box 673
Henderson KY 42419-0673
Attn: Police Officer process**

If you choose to send your application packet by mail, it is strongly recommended that you use some form of return receipt postage. The City of Henderson is not responsible for any documents that are lost, misrouted, or damaged in any manner by the Postal Service.

Be sure to provide a current telephone number where you can be reached or where a message can be left for you during regular business hours.

Any questions you have regarding the testing process should be directed to Human Resources, not the Police Department. You may call 270-831-4983.

If you MEET the requirements for this position, you WILL NOT receive a phone call or notification, therefore, you ARE eligible to take the written exam. If you DO NOT MEET the requirements, you WILL be contacted and you will not be eligible to take the written exam.



The City of Henderson

Application for Employment

Date Received:	Time Received:	Received By (Initials):
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We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital, or veteran status, or any other legally protected status.

PRINT IN INK OR TYPE

Primary Position Applied For (Use correct position title):		Date of Application:		
Last Name:	First Name:	Middle Name:		
Physical Street Address:	Post Office Box:	City:	State:	Zip Code:
Telephone Number(s) Where You Can Be Reached: (list both primary & secondary numbers)				
Primary Number-area code				
Secondary Number-area code				
Are you at least 18 years of age?		Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Do you have any relatives employed by the City?		Yes <input type="checkbox"/>	No <input type="checkbox"/>	(If yes, give names)
Have you ever filed an application with us before?		Yes <input type="checkbox"/>	No <input type="checkbox"/>	(If yes, give dates)
Have you ever been employed with us before?		Yes <input type="checkbox"/>	No <input type="checkbox"/>	(If yes, give dates)
Are you currently employed?		Yes <input type="checkbox"/>	No <input type="checkbox"/>	
May we contact your present employer?		Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Are you prevented from lawfully becoming employed in this country because of Visa or Immigration status?		Yes <input type="checkbox"/>	No <input type="checkbox"/>	
(Proof of citizenship or legal ability to work will be required upon employment.)				
Are you a military veteran?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Are you a registered voter of the City of Henderson, KY?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Are you available to work?	Full Time? <input type="checkbox"/> Shift Work? <input type="checkbox"/>	Part Time? <input type="checkbox"/> Temporary? <input type="checkbox"/>	Seasonal? <input type="checkbox"/>	On-Call? <input type="checkbox"/>
Are you currently on layoff status and subject to recall?		Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Can you travel if a job requires it?		Yes <input type="checkbox"/>	No <input type="checkbox"/>	
How did you learn about this job opening?	Advertisement <input type="checkbox"/> City Employee <input type="checkbox"/>	Employment Agency <input type="checkbox"/> Friend / Relative <input type="checkbox"/>	Walk-In <input type="checkbox"/> Other <input type="checkbox"/>	
On what date would you be available for work?				

THE CITY OF HENDERSON IS AN EQUAL OPPORTUNITY EMPLOYER

Please return completed application to 222 First St or mail to Human Resources, P. O. Box 673, Henderson KY 42419-0673. For more information, visit our website, www.cityofhendersonky.org, or call 270-831-1200 ext 2204.

Education

All items must be completed. Attaching or enclosing a resume without completing the application form is insufficient and will not be accepted.

	Name and Address of School	Course of Study	Years Completed	Diploma / Degree
High School				
Undergraduate School				
Graduate School				
Other (Specify)				

Describe any specialized training, apprenticeship(s), skills, and any extra-curricular activities.

Describe any experience or training received in the United States military applicable to this job.

Other Qualifications

Summarize special job-related skills and qualifications acquired from employment or experience.

Employment Experience

All items must be completed. Attaching or enclosing a resume without completing the application form is insufficient and will not be accepted.

List your present or last job first. Include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, handicap, disability, or other protected status.

1.	Employer		Date Employed: From	To
	Address		Beginning Wage:	Ending Wage:
	Telephone Number(s)		Work Performed:	
	Job Title	Supervisor		
	Reason for Leaving			
2.	Employer		Date Employed: From	To
	Address		Beginning Wage:	Ending Wage:
	Telephone Number(s)		Work Performed:	
	Job Title	Supervisor		
	Reason for Leaving			
3.	Employer		Date Employed: From	To
	Address		Beginning Wage:	Ending Wage:
	Telephone Number(s)		Work Performed:	
	Job Title	Supervisor		
	Reason for Leaving			
4.	Employer		Date Employed: From	To
	Address		Beginning Wage:	Ending Wage:
	Telephone Number(s)		Work Performed:	
	Job Title	Supervisor		
	Reason for Leaving			

If you need additional space, please continue on a separate piece of paper and attach.

Job descriptions for jobs currently advertised are available from the Receptionist. These job descriptions contain information about the essential functions of the job(s) for which you are applying. Do not answer the following question unless you have been informed about the qualifications required in the job(s) for which you are applying.

Are you capable of performing the activities involved in the job(s) for which you have applied in a reasonable manner? Yes No

All items must be completed. Attaching or enclosing a resume without completing the application form is insufficient and will not be accepted.

Additional Information

Specialized Skills

Check Skills / Equipment / Machines Operated or Licenses You Possess

<input type="checkbox"/> PC <input type="checkbox"/> Calculator <input type="checkbox"/> Typewriter @ ___ WPM <input type="checkbox"/> Fax <input type="checkbox"/> Switchboard <input type="checkbox"/> Copier <input type="checkbox"/> Other (Please List) _____ _____ _____	<input type="checkbox"/> Word <input type="checkbox"/> Excel <input type="checkbox"/> Access <input type="checkbox"/> Lotus <input type="checkbox"/> Word Perfect <input type="checkbox"/> Desktop Publishing (List) _____ <input type="checkbox"/> Dictation <input type="checkbox"/> Other (Please list) _____	Production / Mobile Machinery (List): _____ _____ _____ _____ _____ _____ _____	Licenses / Certifications (List): <input type="checkbox"/> CDL Class: _____ <input type="checkbox"/> Welding <input type="checkbox"/> EMT <input type="checkbox"/> Other (Please list) _____ _____ _____
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References

You must provide at least three. Do not list former employers, supervisors, or family members.

Name _____	Telephone Number _____
Address _____	City _____ State _____ Zip Code _____
Name _____	Telephone Number _____
Address _____	City _____ State _____ Zip Code _____
Name _____	Telephone Number _____
Address _____	City _____ State _____ Zip Code _____

Drug & Alcohol Testing Notification

The City of Henderson requires drug testing for all applicants prior to employment. The City also requires alcohol testing in certain situations for safety-sensitive employees which includes all employees of the Mass Transit Department (HART), all positions which require a Commercial Drivers License (CDL), all positions in the Gas Department, and specific positions in Customer Services. The City is prohibited from assigning or employing any individual who tests positive for prohibited drug use. Your signature below indicates that you are aware of and understand this regulation.

Your application is incomplete if this notice is not signed and dated. Incomplete applications will not be processed.

Signature

Date

Applicant's Statement

I certify that 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 affirm that I have a genuine intent of employment and no other purpose in applying for a job with the City of Henderson. This application for employment shall be considered active for a period of time not to exceed one year.

I understand that I must call or contact the Human Resources Office by the deadline established in the announcement for any test for a job in which I may be interested in order to be placed on the test roster. I understand that false or misleading information given in my application material or interview(s) may result in disqualification, or if employed, discharge. I understand that I am required to abide by all rules and regulations of the City of Henderson (the employer). I understand that the needs of the employer may make the following conditions mandatory: overtime, shift work, rotating work schedule, or a work schedule other than Monday through Friday, and I accept these conditions.

I understand that I will be required to provide proof of U. S. military service (DD214) which indicates other than a Dishonorable Discharge and proof of registration as a voter in the City of Henderson (KRS 90.320) before Veterans Preference Points will be added to my test score for any position examination.

Signature

Date

Schedule for the Henderson Police Officer Hiring Process

<u>Date</u>	<u>Day</u>	<u>Event</u>	<u>Time</u>	<u>Place</u>
11/5/2017	Sunday	Position advertised		
11/13/2017	Monday	Information Session*	5:30 PM	JFK Center
11/20/2017	Monday	Information Session*	5:30 PM	Henderson Police Department
12/4/17	Monday	Deadline for applications	5:00 PM	Human Resources
12/16/17	Saturday	Written Examination	9:00 AM	City of Henderson Municipal Services Center
1/4/18	Thursday	Physical Ability	7:45 AM	Henderson County High School football field
		Suitability Screen (if pass physical ability)		City of Henderson Municipal Services Center
1/16 - 1/19/18		Interviews conducted	TBA	City Municipal Center

Location addresses: Henderson Police Department - 1990 Barret Ct
 JFK Center - 515 S Alvasia
 Henderson County High School - 2424 Zion Rd
 COH Municipal Services Center - 1449 Corporate Court
 City Municipal Center - 222 First St

Please note all dates, times, and places are subject to change.

** Not a required event*



**CITY OF HENDERSON
HUMAN RESOURCES**

Final Checklist Police Department Packet

Prior to returning or mailing your application packet, use this checklist to make certain that you have enclosed all necessary materials and completed your application.

- _____ Employment Application (completed and signed)

- _____ Notification of Inquiry from CRA and Release of Personal Information completed and signed (Form 3a and Form 3b)

- _____ Physical Ability Exercise Form completed and signed (Form 4)

- _____ If you are a Veteran, you ***must*** provide a copy of your Discharge papers (DD214). Preference points are awarded to registered voters of the City of Henderson only per KRS.

- _____ Affirmative Action Information Form (Form 8)

- _____ If you are requesting testing accommodations due to a disability, the Testing Accommodation Request Form must be completed and signed (Form 9)

- _____ Copy of your driver's license

- _____ Copy of your official ***state issued*** birth certificate

- _____ Copy of high school diploma or GED



**CITY OF HENDERSON, KENTUCKY
NOTIFICATION OF INQUIRY FROM CONSUMER
REPORTING AGENCY**

Date: _____

TO ALL APPLICANTS FOR EMPLOYMENT:

This is to advise you that Public Law 91-508 requires us to inform you that an inquiry may be made and a report may be prepared by a consumer reporting agency at our request. If requested, this report will provide applicable information concerning your character, general reputation, personal characteristics, credit, and mode of living; this information may be obtained through personal interviews with those persons who may have knowledge concerning any such item of information, or by other means.

This inquiry is of a routine nature. Within a reasonable time, you may request additional information as to the nature and scope of any such inquiry so ordered if the investigation adversely affects your employment opportunity with the City of Henderson. Please direct any such request to:

Human Resources Director
City of Henderson, Kentucky
PO Box 673
Henderson KY 42419-0673

By my signature below, I hereby affirm that I have been properly notified that a report may be prepared by a consumer reporting agency as a part of my application process with the City of Henderson, Kentucky.

Signature

Date

3a.



CITY OF HENDERSON, KENTUCKY AUTHORIZATION FOR RELEASE OF PERSONAL INFORMATION

TO ALL APPLICANTS FOR EMPLOYMENT:

The release consent form below will be provided to investigators or consumer reporting agencies as your permission to obtain pertinent information related to your application for employment with the City of Henderson.

I, _____, hereby authorize any investigator, any duly accredited representative of the City of Henderson, Kentucky, any authorized agent of a criminal justice agency, or any private agency acting upon request of the City, bearing this release to obtain full and complete disclosure of the records of: educational institutions; financial or credit institutions, including records of loans, the records of commercial, consumer, or retail credit agencies (also including credit reports and ratings), and other financial statements and records wherever filed; employment and pre-employment records, including background reports, performance evaluations, complaints or grievances filed by or against me; and the records and recollections of Attorneys-at-Law, or of other counsel, whether representing me or another person in any case, either criminal or civil, in which I presently have an interest. After a conditional offer of employment, I also authorize full and complete disclosure of the records of any medical and psychiatric treatment and/or consultation including hospitals, clinics, private practitioners, and the United States Veterans Administration.

I understand that any information obtained by a personal history background investigation, which is developed directly or indirectly, in whole or in part, upon this release authorization, will be considered only in determining my suitability for employment by the City, and that none of the information obtained may be released by the City to anyone else without my written permission. I also certify that any person or persons who may furnish such information concerning me shall not be held accountable for giving truthful information and I do hereby release said person or persons from any and all liability for damages of whatever kind or nature which may at any time result to me which may be incurred on account of compliance, or any attempts to comply, with this authorization.

A copy of this release form will be valid as an original thereof even though the copy does not contain an original writing of my signature.

YOUR RIGHTS include, but are not limited to: prior to an adverse employment decision which is based in whole or in part on the information included in a Consumer Reporting Agency (CRA) report, you are entitled to a free copy of your file from the CRA to include each piece of information in the report, and in most cases, the sources of that information. You also have the right to be told the name of anyone who received such a report on you during the past two years. You have the right to dispute directly with the CRA the accuracy or completeness of any information provided by the CRA.

Signature

Date

Address

City

County

State

Zip Code

SSN

3b.



CITY OF HENDERSON, KENTUCKY PHYSICAL ABILITY EXERCISE FORM

PHYSICAL PERFORMANCE POINTS DISTRIBUTION

Event	9 pts	9.5 pts	10 pts	10.5 pts	11 points
Bench Press (% body weight)	55.3%	59.7%	64%	68.5%	≥ 73%
Sit Ups (repetitions)	13	16	18	-----	≥ 18
300 Meter Run (seconds)	68	67	65	-----	≤ 65
Push Ups (repetitions)	14	17	20	23	≥ 25
1.5 Mile Run (min:sec)	17:56	17:34	17:12	16:44	≤ 16:15

The chart above is used to determine the points earned for each event. In order to meet the state standard, an overall minimum of 50 points must be achieved. Failure to meet the overall minimum requirement constitutes a failure for the test battery.

APPLICANT'S ENDORSEMENT

I, _____, have read or have been advised of the physical ability exercise requirements for the position for which I have applied.

I understand the nature and extent of the demanding physical activity required as a part of the City of Henderson Police Physical Ability test. I do not know of any physical conditions that would make my participation in this test difficult or dangerous. I further assume any and all risks for injuries which may occur because of my physical condition and hereby release and hold harmless the City of Henderson for any and all liability from my voluntary participation in this exercise. This waiver of claim, release of liability, assumption of risk and indemnity is binding on me, my heirs, executors, administrators, personal representatives and assigns.

Date

Signature

Date

Witness Signature

4.



CITY OF HENDERSON
HUMAN RESOURCES

POLICE OFFICER

The City of Henderson will hold an examination for the position of Police Officer, Saturday, December 16, 2017 at 9:00 AM, City of Henderson Municipal Services Center, 1449 Corporate Court. Photo identification will be required to enter the exam. Minimum requirements: HS diploma or GED; must be 21 years of age by January 4, 2018; must have and maintain a valid driver's license and no DUI convictions in the past 5 years. Must meet all other requirements outlined in K.R.S. 95.440. Applicants will be required to undergo and pass a drug & alcohol screen, physical, suitability screen, polygraph and an extensive background check as required prior to employment. \$16.99 per hour and \$4,000 per year incentive pay provided by the State upon successful completion of training requirements, plus benefits. Applications can be obtained from Human Resources or online at www.cityofhendersonky.org. Deadline for applications is NO LATER than 5:00 PM Monday, 12/4/17. Applicants who pass the written exam will be required to attend the physical ability and suitability screen on Thursday, January 4, 2018. For current Kentucky certified Officers, you must submit a copy of your DOCJT transcript. Applicants with disabilities must advise Human Resources in advance if reasonable accommodation to test is required and documentation must accompany the request. EOE/M/F/V/H/D

5.



**CITY OF HENDERSON
HUMAN RESOURCES OFFICE
Police Officer General Information**

I. Standard for Employment:

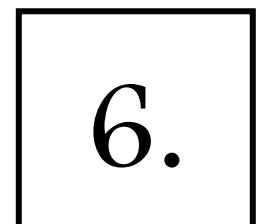
- A. Age Requirement
 - 1. Minimum: 21 years by January 4, 2018
- B. Educational Requirements
 - 1. Must be a high school graduate; or
 - 2. Have obtained a General Education Development Diploma (GED) for high school level.
- C. Other Requirements
 - 1. Pass a physical ability test; and
 - 2. Fingerprint submission for a Criminal Background Check; and
 - 3. Not been convicted of a Felony; and
 - 4. Not prohibited by Federal or State law from possession of a Firearm; and
 - 5. Not have certification as a Peace Officer revoked in another state; and
 - 6. Pass a post job offer employment physical.
 - 7. Must possess or be able to obtain a valid driver's license.
 - 8. Not been convicted of a DUI in the last 5 years

II. Selection Process:

- A. Complete application packet accurately, completely, and neatly, and return on time.
- B. Written Examination
 - 1. Achieve a passing score on the written examination; or
 - 2. Provide certified verification of completion of the Criminal Justice Training Academy, in which case the final grade average may be substituted in lieu of the City-administered test.
- C. Comprehensive Investigation
 - 1. Personal background;
 - 2. Previous employment;
 - 3. Educational record;
 - 4. Credit history;
 - 5. Criminal record;
 - 6. Military record;
 - 7. Suitability Screen;
 - 8. Drug screening and testing;
 - 9. Polygraph;
 - 10. Any other relevant information discovered during the course of any investigation related to the applicant's fitness for the position;
 - 11. Following a conditional job offer, applicant must provide a complete medical history.
- D. Oral Interview and Evaluation
 - 1. Conducted by Chief of Police, Human Resources Director, and one or more ranking officers.

III. Compensation and Fringe Benefits:

- A. Wage
 - 1. Beginning: \$35,359.09 annualized (effective July 1, 2016)
 - 2. All wage increases are contingent upon Cost of Living adjustments and Merit Increase based upon Annual Performance Evaluations:
 - a. One year \$36,537.76 (with satisfactory performance evaluation)
 - 3. Other income includes pay for off-duty court appearances and overtime paid upon authorization by the Chief of Police.
 - 4. The Kentucky Law Enforcement Foundation Program Fund also supplements the wages listed above with an additional \$4,000.00 per year pay incentive.



Supplemental pay is paid after members have satisfactorily completed a twenty-three week Basic Law Enforcement Course provided at Eastern Kentucky University and then achieving 40 additional hours of approved annual training.

5. Pay schedule is bi-weekly.
6. Supplemental incentive is paid the last working day of each month.

B. Fringe Benefits

1. Pension: 25 year retirement program with percentage dependent upon the Survivorship Plan chosen.
2. Health Insurance: \$50.00 premium charged per month for employee coverage; \$100 premium charged per month for an employee plus one dependent coverage; \$150 premium per month for family coverage. \$1,000 annual deductible per family member up to a maximum of \$2,000 annual deductible per family in-network. Network benefits pay at 80% until an annual out-of-pocket maximum of \$2,000 individual/\$4,000 family is reached. \$20 office visit co-pay, \$20 laboratory co-pay. Wellness paid at 100% for recommended age band, including a routine eye exam. Out-of-network benefits are also available.
3. Pharmaceutical Coverage: Four tiered co-pay system featuring a \$5 co-pay for certain drugs that can be purchased over the counter, \$10 for generics, \$20 for brand name drugs on the formulary, and \$50 for brand name drugs not on the formulary.
4. Life Insurance: \$25,000.00 furnished with additional insurance available.
5. Cancer Insurance – Basic insurance policy that pays benefits direct to the employee is furnished. Additional insurance is available.
6. Worker's Compensation Insurance.
7. Employee-paid Group Dental Insurance available.
8. Employee-paid Group Vision Insurance available.
9. Vacation Leave
 - a. 120 hours accrual per year with one additional day for each year of employment over five years to a maximum of 160 hours accrual annually (capped at 320 hours); accrued vacation leave can be taken after completion of six months with satisfactory performance evaluation.
 - b. 8 hours Personal Leave per year.
10. Paid Sick Leave
 - a. Accrued at 4 hours per pay or 8 hours per month of employment for a total of 96 hours per year (capped at 1,920 hours).
 - b. Upon full retirement, pay for sick days is at the rate of one hour pay for each four unused hours of accrued sick leave. Those entering CERS after 12/31/13 cannot convert sick time towards retirement.
11. Holidays
 - a. New Year's Day, Martin Luther King, Jr. Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Friday after Thanksgiving, Christmas Day.
 - b. One holiday to be taken either the day before or the day after the Christmas Holiday (determined by the City Manager).
12. Military Leave
 - a. Members of the National Guard, Military Reserve, or Kentucky Militia are eligible for up to 21 paid days for required military training exercises.
13. Employee Assistance Program
 - a. Short term counseling available to employees and dependents free of charge.
14. Other Benefits
 - a. Additional employee-paid benefits (i.e., short term disability, cancer, income protection, etc.) available at group rates.
 - b. Flexible spending accounts for out-of-pocket medical or day care expenses.

IV. Employment Contract

- A. Must be willing to sign a Binding Contract for Reimbursement for hiring and training expenses.

CITY OF HENDERSON, KENTUCKY CLASSIFICATION SPECIFICATION

CLASSIFICATION TITLE: POLICE OFFICER

PURPOSE OF CLASSIFICATION

The purpose of this classification is to protect life and property, to respond to the needs of the general public, to deter criminal activity within the community, to enforce all city statutes, ordinances and the laws and regulations of the state, and to perform investigations, special details, and specific assignments within an assigned division.

ESSENTIAL FUNCTIONS

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 and state codes, ordinances, laws and regulations, both traffic and criminal, in order to protect life and property and to prevent crime and promote security.
- Maintains high visibility by patrolling assigned area, city streets, parks, neighborhoods, and businesses to ensure security; makes observations for prowlers, homeless people, would-be thieves, suspicious persons, and violators.
- Performs surveillance of problem locations and criminal suspects; collects and reviews data; develops trends and/or patterns pertaining to location/suspects; files intelligence reports.
- Investigates reported crimes; interviews and obtains statements from victims, witnesses, suspects, and confidential informants; processes crime scenes; gathers, prepares, and submits evidence to crime lab.
- Obtains warrants; performs various types of search operations; locates missing persons.
- Determines probable cause to search and/or reasonable suspicion to detain suspects; pursues fleeing and subdues resisting suspects; effects arrests; processes and transports prisoners.
- Actions dispatch communications; responds to emergency calls and calls for assistance; mediates disputes and advises rights.
- Assists and/or backs fellow officers as requested/necessary on domestic and theft calls, executing warrants, serving subpoenas, and making traffic stops.
- Responds to accident calls; gathers information at the accident scene; investigates and reconstructs serious injury or fatal accidents; interviews victims and witnesses; investigates hit and run accidents; notifies next-of-kin as necessary.
- Performs rescue functions at accidents, emergencies, and disasters to include directing traffic, administering emergency medical aid, and managing dangerous situations; interacts with EMS teams.
- Conducts road blocks; administers roadside field sobriety tests; identifies wanted persons/vehicles; impounds vehicles; assists stranded motorists; ensures roadways are clear of obstacles and hazards.
- Stops vehicles for traffic violations; issues traffic citations and warnings.
- Contacts command/supervisory personnel for emergency response and critical incident communications.
- Identifies illegal drugs and hazardous materials; maintains knowledge of prescription drugs.
- Enters/retrieves data to/from computer system including stolen property, arrest and wanted information, investigation data, and criminal/driving records check; reviews crime statistics.

- Assists with interdepartmental duties and city activities as needed which may include working school zones, directing traffic, assisting animal control, security at city social events and athletic activities, special escorts, crowd/riot control, or other special assignment.
- Transports information packets and documents to/from City Commissioner, Mayor, City Manager, City Attorney, and various departments/agencies as requested.
- Documents case information; assists with prosecution of offenders; appears in court to present evidence and testimony.
- Attends community meetings and makes school visitations; assists with community activities, programs, and crime prevention; may promote and participate in DARE, Child Identification, and Crime Stoppers programs.
- Responds to questions, complaints, and requests for information by telephone or in person from merchants, community/civic organizations, the general public, employees, superiors, and various other individuals.
- Exchanges information with dispatchers, attorneys, court personnel, medical examiner, medical professionals, and other departments and agencies.
- Maintains current field and code manuals, policy and procedures, employee handbooks, various maps, and related material for reference and/or review.
- Attends shift meetings, seminars, and training sessions as required to remain knowledgeable of departmental and city operations, to promote improved job performance, and to stay current with changing policies, procedures, codes, and laws.
- Composes and prepares a variety of forms, logs, requests, records, reports, correspondence, and various other documents associated with daily responsibilities of this position; maintains administrative records and files.
- 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 within city jurisdiction.

ADDITIONAL FUNCTIONS

May perform special operations/detail activities such as desk, media and/or public information officer, special response team (SRT), drug task force, DUI task force, negotiations, juvenile, homicide, gang unit, narcotics, environmental protection, field training, teaching, and/or others as assigned.

Maintains cleanliness of law enforcement vehicle; requests vehicle service and/or repairs as needed and shuttles vehicles to city garage for same; maintains weapons and equipment in functional and presentable condition.

Performs residential and business inspections.

Answers the telephone; provides information, advice and guidance; takes and relays messages and/or direct calls to appropriate personnel; returns calls as necessary; performs other administrative tasks as assigned.

Substitutes for co-workers in temporary absence of same; may act as shift supervisor and/or assist with overseeing activities of other police officers as assigned.

May be required to be on twenty-four hour call and/or regularly work on various shifts, weekends, and/or holidays as deemed necessary.

Performs related duties as required, necessary, or assigned.

MINIMUM QUALIFICATIONS

High school diploma or GED; supplemented by little or no previous experience or training; some public relations experience in a similar police/law enforcement or related environment preferred; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain a valid driver's license. Must be at least 21-years of age. Must be a U.S. Citizen. Must pass and maintain current certification requirements of the Basic Criminal Justice Training Academy operated by the Kentucky Justice Cabinet as a law enforcement officer. Must obtain and maintain certification in Cardiopulmonary Resuscitation (CPR) and as an Intoxilyzer 5000 Operator. Must obtain a license and be qualified to operate a firearm.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to calculate and/or tabulate data. Includes performing subsequent actions in relation to these computational operations.

Human Interaction: Requires the ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate and control the actions of equipment, machinery, tools and/or materials requiring complex and rapid adjustments.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division.

Functional Reasoning: Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in critical and/or unexpected situations involving moderate risk to the organization.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert heavy physical effort in heavy work, with greater emphasis on climbing and balancing, but typically also involving some combination of stooping, kneeling, crouching, and crawling, and the lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-50 pounds); may occasionally involve heavier objects and materials (up to 100 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, taste, odor, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, smoke, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations, electric currents, traffic hazards, toxic agents, chemicals, violence, disease, or pathogenic substances.

This job description does not constitute a contract of employment. Any oral or written statements or promises to the contrary are hereby expressly disavowed and should not be relied upon by any prospective or existing employees. This job description is subject to change by the employer (the City of Henderson) at the discretion of the employer, or as the needs of the employer and/or requirements of the job change. The City of Henderson explicitly reserves the right to modify any of the provisions of this job description at any time and without notice. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties or essential functions does not exclude them from the position if the work is similar, related, or a logical assignment to the position.



CITY OF HENDERSON, KENTUCKY AFFIRMATIVE ACTION INFORMATION FORM

The City of Henderson is an Affirmative Action employer. In compliance with government regulations we are required to record the number of applicants by race and sex.

We ask that you indicate your race or national origin, date of birth and sex. **DO NOT WRITE YOUR NAME ON THIS SHEET.** This information will not be kept with your application and will be used only in accordance with Federal and State regulations.

YOU ARE NOT REQUIRED TO PROVIDE THIS INFORMATION. Your application for employment will be considered in the same manner whether or not you fill out this form.

Male

Female

Date of Birth: _____

American Indian

African American / Black

Asian

Hispanic

Other _____
Please Specify

Non-Minority

8.



CITY OF HENDERSON, KENTUCKY
ACCOMMODATION REQUEST
Testing

CONFIDENTIALITY STATEMENT: Information contained on this form will be held confidential to the extent allowed by law. Information obtained or generated in the processing of the Accommodation Request may be released to individuals or agencies participating in the evaluation or provision of any accommodation.

Please type or print and return to the Human Resources Office sufficiently in advance of the exam to allow ample time for consideration of your request. Information on this form is classified as CONFIDENTIAL to the extent permitted by law. Please note that this accommodation request cannot be processed unless the information requested is supplied and documentation of the need for accommodation is attached. For additional information, contact the Human Resources Office.

1. Date of Request: _____

2. Name: _____
Last First MI

3. Address: _____
Street City State Zip

4. Telephone Number: _____

5. SSN: _____

6. Test You Wish To Take: _____

CHECK AS APPROPRIATE:

7A. My condition is a:
 Mental Characteristic Physical Characteristic Other (If other, please attach explanation)

7B. It is the result of:
 Disease Injury Congenital Condition of Birth
 Functional Disorder Other (If other, please attach explanation)

8. Describe in your own words the limitations caused by your condition for which you are requesting accommodation(s). Use additional pages if necessary. Be sure to attach medical documentation of functional limitations.

9. Describe any accommodation you believe would be of benefit to you to enable you to test.

10. Signature: _____ Date: _____

9.