

POLICE RECRUIT APPLICATION AND SELECTION PROCESS LOUISVILLE METRO POLICE MERIT BOARD

The application and selection process includes many steps designed to fully examine the applicant's abilities and interest in law enforcement. The following information is provided so that you may know exactly what is expected of an applicant.

The recruitment, application, examination and selection process involves the efforts of the Louisville Metro Police Department, the Louisville Metro Police Merit Board and the Human Resources Department of Louisville/Jefferson County Metro Government. The Merit Board is a civilian body created by state law, separate from the Police Department, which conducts the application and examination process (and other employment matters) in such a way that each candidate's merit for selection is fully evaluated. Most (if not all) of your contact will be with the Merit Board's staff, not with the Merit Board members themselves.

MINIMUM REQUIREMENTS FOR POLICE RECRUIT

High school graduation or equivalent **and** one of the following:

1) Completion of 60 semester hours (90 quarter hours) of college from an accredited college or university

OR

2) completion of active military tour of duty with an honorable discharge or a discharge under honorable conditions or currently assigned to a reserve or a National Guard unit for a period of not less than four years,

OR

3) employment as a full-time sworn Police Officer in the United States within the last twelve months with a minimum of one continuous year sworn Police Officer experience.

SPECIAL REQUIREMENTS

Must be eligible for certification as a State Peace officer.

Must be a U.S. Citizen.

Must be 21 years of age or over.

Must not have been convicted of a felony or have any criminal action pending against them.

Misdemeanor convictions will be considered on an individual basis.

Must not have an accumulation of nine or more points for traffic violations.

Must possess a valid driver's license.

Must pass a pre-employment medical examination.

Must not be a current user of illegal drugs.

Must not have bought, sold or possessed marijuana within three years prior to time of application; or bought, sold or possessed any controlled substance or narcotic drug without a prescription within six years prior to time of application.

Must pass a test for drug detection.

Must take a pre-employment written and oral psychological evaluation.

Must take a pre-employment polygraph examination.

Must pass a pre-employment physical agility test.

Must not be prohibited by federal or state law from possessing a firearm.

Must have received an honorable discharge or a general discharge under honorable conditions if having served in any branch of the armed forces of the United States.

Must not have had certification as a peace officer permanently revoked in another state.

Must work a varied work schedule.

Must not within a period of two years hired himself (herself) out, performed any service, or received any compensation from any private source for acting as a privately paid detective, policeman, guard, peace officer or otherwise as an active participant in any labor dispute, or conducted the business of a private detective agency or of any agency supplying private detectives, private policeman, or private guards, or advertised or solicited any such business in connection with any labor dispute.

Must be vaccinated for hepatitis B, have provided evidence of immunity, or have signed a declination form within ten days of initial assignment.

Must wear protective and/or safety equipment as mandated by OSHA.

All applicants for the position must meet the above stated minimums. Those who do not meet the minimums will be disqualified from the process.

APPLICATION REQUIREMENTS

You must meet the minimum qualifications as outlined above before you can be scheduled for testing. Numerous documents will be collected and verified during the background investigation process. It is the responsibility of the candidate to obtain and provide the following in a timely manner:

- **Signed authorization for Police Criminal History and Record Checks**
(form available at www.louisvilleky.gov/HumanResources/Recruitment)
- **Verification of education-** If you are qualifying using college credit, an unofficial transcript may be provided to demonstrate the college hour requirement has been achieved. However, an official college transcript must be provided when scheduled for the background interview.
- **Verification of High School Education** must be provided even if you are providing a college transcript.
- **Verification of birth date**
- **Copy of Driver's license**
- **DD214 if former military**
- **Military ID Card showing enlistment date and current rank** if current military, current reserve, or National Guard Unit.

❑ **ACCEPTABLE FORMS OF VERIFICATION**

Any of the following may be used to verify your education, date of birth and driver's license.

➤ **EDUCATION**

The Kentucky Law Enforcement Council requires that prospective Police Recruit employees verify high school education or G.E.D. using **copies of one of the following** documents:

- ✓ High School Diploma (Pocket Diplomas and college transcripts and/or diplomas are **NOT** acceptable to verify high school education)
- ✓ High School Transcript (must be signed & dated; must specify date graduated and rank in class)
- ✓ Letter from Board of Education verifying high school education
- ✓ GED certificate from an approved State Department of Education with a *certificate number affixed to the certificate if applicable in your state.*

One of the ways candidates can qualify for the position is to have 60 semester hours (90 quarter hours) of college credit. If you are qualifying based on College credit, you **must** provide the following:

- ✓ Official College transcript with the registrar's signature and raised seal, showing the courses taken, number of credit hours per course, and grade in course must be provided if you are qualifying based on education credits.

➤ **BIRTH DATE**

A **copy** of one of the following documents is necessary to verify your age:

- ✓ Birth Certificate
- ✓ Passport
- ✓ Notification of Birth Registration

Please note: if you are hired, you must submit a certified birth certificate to Louisville Metro Police Department. Information on how to obtain certified birth certificates is available upon request.

You must be 21 years of age at the time you submit a resume.

➤ **VALID DRIVER'S LICENSE**

You must have a valid driver's license at the time of testing.

- **DD214** - If former Military or if qualifying based on military experience, you must submit a copy of your DD214 which includes dates of service and any disciplinary action taken against you.
- **Military ID Card**– If current military, reserve or National Guard, you must submit your Military ID Card which shows your current rank and enlistment date.

SELECTION PROCESS

- **REVIEW OF MINIMUM QUALIFICATIONS**- Based on information in the online resume, the Human Resources Staff will review the resume to ensure that the candidate meets the minimum qualifications. Information on the application will be verified later in the background investigation phase of the process. It is the responsibility of the candidate to be honest and to provide accurate information on the employment application. Failure to be forthcoming may result in disqualification of the application.
- **DISTRIBUTION OF PHYSICAL AGILITY STANDARDS AND PREPARATION MANUAL**
 - It is to your benefit to start training and enhance your physical skills.
 - An abbreviated explanation of the physical agility standards is included with this packet. Begin training immediately by running and lifting weights.
 - Candidates can download a detailed version of the KLEC physical fitness testing standards from our website (www.louisvilleky.gov/HumanResources/Recruitment).
- **PHYSICAL AGILITY TEST/ PRE-POLYGRAPH BOOKLET**
 - Candidates who are selected based on a review of their application will be scheduled by e-mail to take a Physical Agility Test according to standards established by the Kentucky Law Enforcement Council, effective December 1, 1998.
 - Candidates scheduled for the Physical Agility Test must complete the appropriate medical release forms required by the Louisville Metro Police Department to be brought to the Physical Agility Test.
 - Candidates will be given a pre-polygraph questionnaire to complete prior to taking the polygraph. This questionnaire asks personal information related to drug use, criminal history, education, employment history, etc.

- **ORAL EXAMINATION / WRITTEN EXAM**
 - The oral exam consists of candidate's being presented with 3 situations similar to what a police officer may encounter while on duty. Candidates are asked to respond to the situations orally and are recorded on audiotape to be rated at a later time by a panel of Police Officers and Police Merit Board Staff members.
 - At the exam site, applicants will also be asked to complete a written exam consisting of reading comprehension, reasoning ability and writing skills.

- **ELIGIBILITY LIST CERTIFICATION**
 - Candidates who have passed the oral written examinations will be placed on the Police Recruit Eligibility List.
 - Candidates' scores on the oral test will determine their place on the eligibility list.
 - Candidates will receive an e-mail providing their score information.
 - All candidates on the eligibility list will be referred to the Louisville Metro Police Department for further evaluation.

- **CHIEF'S STAFF INTERVIEW**
 - An interview is conducted by a panel appointed by the Chief to determine the suitability of applicants for employment as a police officer.

- **CREDIT REPORT-** Credit reports are to be submitted at the interview for the background investigation. The LMPD Recruitment Unit will review each candidate's credit history. Based on a set of standardized criteria, candidates' credit history will be combined with other factors to determine if they will continue in the process.

- **BACKGROUND INVESTIGATION/POLYGRAPH EXAMINATION**
 - A subgroup consisting of the most qualified candidates will be selected for a background investigation. The following factors are some of the criteria reviewed during the background investigation:
 - Test Scores
 - Education above the minimum requirement, especially if it is related to law enforcement
 - Job Experience
 - Military Experience
 - Financial and Credit History
 - Ability to speak other languages
 - Community Service
 - Other relevant factors
 - The investigation includes verification of information provided on your employment application, obtaining and reviewing references from previous employers, interviews with some of your neighbors, a credit check, and investigation of your driving, military and police records. Your fingerprints are used for the extensive national check of your police record performed as part of the background investigation.
 - Questions posed during the polygraph examination will include any arrests, convictions, employment history and alleged false information provided on the employment application. Specific questions will be reviewed immediately prior to the examination.

❑ **CONDITIONAL OFFER OF EMPLOYMENT**

- Candidates will also be given a conditional offer of employment by the Police Department. This offer of employment is conditional upon completing more steps and meeting established standards for a position.

❑ **MEDICAL EXAMINATION**

- Occupational Physician Services of Louisville provides a complete medical examination for Police Recruit candidates. The following information is made available in order to orient the candidates regarding what type of examination he or she will be having. The medical examination will consist of a self administered medical data history, vision test, hearing test, standard measure of height and weight, pulmonary function analysis, blood pressure and pulse rate, temperature and respiration, electrocardiograph, hemocult test (optional) and other procedures including blood and urine tests, CBC chemcyme plus test, chest x-ray, drug screening, and physical examination.
- Corrected vision should be at least 20/30 for both eyes together. Due to likelihood of dislodgement or breakage, candidates who are able to wear glasses must meet an uncorrected standard of 20/100 for both eyes together.
- Color vision, depth perception, peripheral vision, night blindness, and vision with contact lenses are also evaluated.

❑ **PSYCHOLOGICAL EVALUATION**

- Candidates who advance further will receive a psychological evaluation consisting of two parts. During the first part, candidates complete self-administered written tests. During the second part, a licensed psychologist will conduct interviews with the candidates based on the results of the written tests. The purpose of the psychological evaluation is to determine those candidates who are **best suited** to handle the stress of an extremely demanding career.

COMMON REASONS FOR DENIAL OF DEPARTMENT EMPLOYMENT

The following is a list of the most common reasons why the Louisville Metro Police Department either denies employment to applicants for the position of Police Recruit or why candidates are not successful after being hired.

- Falsification of Background Information
- Arrest History
- Drug Usage
- Unstable Work History
- Misunderstanding of Job Requirements
- Driving Record
- Immaturity

APPOINTMENT

❑ **TRAINING FOR POLICE RECRUITS**

- The Louisville Metro Police Training Academy conducts basic law enforcement training for new recruits of the department. The academy provides over 1,000 hours of instruction over a 30-32 week training period. Those selected for hire are paid while attending the academy. The academy is located in Louisville, KY. Recruits do **not** live at the training facility. Designed for recruit level officers, the curriculum is segmented into various training areas: *law offenses and procedures, patrol operations, traffic stops, investigative procedures, accident investigation, vehicle*

operations, self-defense, firearms (handgun and shotgun), physical fitness, practical performance exercises, LINK/NCIC, and First Aid/CPR.

❑ **FIELD TRAINING FOR POLICE RECRUITS**

- Upon successful completion of the Louisville Metro Police Training Academy, the probationary officer will be assigned to the Police Training Officer program. This program provides a measure of the field performance of probationary officers and is used in the final decision regarding the retention or termination of employment.
- The probationary officer will ride with three different Police Training Officers for a period of eight (8) weeks each for a total of twenty-four (24) weeks. The probationary officer may be assigned to different districts and work shifts. During that time the probationary officer will be evaluated on at least thirty-two (32) different criteria such as appearance, attitude, knowledge of policies, laws, and vehicle codes, performance such as driving skills, report writing, field performance, and communication skills, and relationships such as with peers, supervisors, and the community. Following that time period, and upon the recommendation of the PTOs, the probationary officer may ride solo for a period of twenty-eight (28) weeks. At the end of those fifty-two (52) weeks, the final decision regarding retention or termination of employment will be made.

NOTE FROM THE STAFF:

The foregoing information is not exhaustive but should provide information on the processes involved in becoming a Louisville Metro Police Officer. The information is not intended to discourage, but rather inform. It requires serious commitment to a law enforcement career to endure the long process.

We really appreciate your patience and thank you for your interest in becoming an LMPD officer. We will try to keep you updated during the process. Anytime you have a question, feel free to e-mail jordan.mudd@louisvilleky.gov .

RESIDENCY REQUIREMENT

None.

RESCHEDULING

Due to the expected applicant volume, we **cannot** make examination schedules for your convenience. Rescheduling requests are **limited** and must be made *prior* to the examination.

ADDRESS/CONTACT INFORMATION

If your name, address and/or phone number changes after you have submitted your application or if for any reason you no longer wish to be considered, we ask that you notify Jordan.Mudd@louisvilleky.gov. It is extremely important that you provide us with any phone, address or name change, immediately.

On-line applicants should follow these instructions to update information in their application:

- 1) Log on to www.mycareernetwork.com
- 2) Enter your email address and password. If you do not remember your password, it can be emailed to you.
- 3) Once signed in, you should be on the Welcome page. If not, please click “Home” in the upper-left corner of the screen.
- 4) On the bottom left-hand side of the Welcome page is a list of categories that can be used to change information. To update your resume, click on “My Professional Profile” and upload your new resume.

PHYSICAL ABILITY TEST REQUIREMENTS

TEST	PRE-SELECTION	ENTRY LEVEL	EXIT LEVEL*
1 Repetition Maximum Bench Press	64% of body wgt.	64% of body wgt.	73% of body wgt.
1 Minute Sit Up	18	18	18
300 Meter Run	65 seconds	65 seconds	65 seconds
Maximum Push Up	20	20	25
1.5 Mile Run	17:12	17:12	16:15

*Needed to graduate from the Academy.

These are five (5) physical fitness tests that will be given in three and one half (3 1/2) hours.

1. One Repetition Maximum Bench Press
*Feet flat on floor
Hips and back maintain contact with bench
Full arm extension
Lift starts in the down position*
The score is the maximum number of pounds lifted in one repetition.

2. One Minute Sit-up
*Knees bent 90 degrees
Feet flat on floor; feet being held
Back flat on floor (start position)
Hands overlapped behind head
Elbows to top of knee (up position)
Top of shoulder blade touch floor (down position)
Rest in up position*

3. 300 Meter Run
Run course as rapidly as possible
Score is the time taken to complete the course.

4. Maximum Push Up
*Legs, hips, torso must stay in the same place
Hands shoulder width apart
Feet no more than six inches (6") apart
Lower chest to touch three inch (3") sponge
Return to full arm extension
Rest only in the up position*
Score is number of correct push ups completed.

5. 1.5 Mile Run
Run/walk 1.5 miles as rapidly as possible
Score is the time taken to complete the course.