CIVIL SERVICE JOB ANNOUNCEMENT
Civil Service Department, Suite 569, City County Bldg., 400 Main Street, Knoxville, TN 37902 (865) 215-2106. Web: www.knoxvilletn.gov

9046 Police Officer (Entry-Level and Promotional)

Drug testing may be required

ENTRY-LEVEL SALARY: $ 43,135 annually (during academy)

POLICE OFFICER SALARY: $45,292 - $67,956 annually (after graduation from academy)

The City of Knoxville requires as a condition of employment that all newly employed individuals, former employees that have been re-hired, or employees promoted to a new classification will receive their paychecks by way of automatic direct deposit. Starting and promotional salaries will be determined based upon applicant qualifications and in accordance with Civil Service Merit Board Rules and Regulations.

The City of Knoxville only accepts online applications. To apply, go to http://www.knoxvilletn.gov/jobs. You must complete ALL APPLICABLE SECTIONS of the application. DO NOT LEAVE SECTIONS BLANK. Doing so could result in your application being deemed incomplete. If you need assistance submitting an application, you may visit the Civil Service office at the address listed above.

The following documents MUST be submitted online:

• Completed City of Knoxville Online Application
• Detailed Resume (upload and attach to your online application)
• Birth Certificate (upload and attach to your online application)
• Public high school diploma, GED, Accredited diploma or its equivalency. (upload and attach to your online application) Additional documentation, including a transcript and/or attendance record indicating proof of attendance may be required.
• Proof of Legal Resident if not a US Citizen
• DD-214 (upload and attach to your online application for military veterans)

Applicants must have reached their 21st birthday before the application can be accepted. Applicants MUST attach a copy of their High School Diploma or GED to the application.

Applicants must not have any background disqualifiers.

Applicants are required to possess or be able to obtain a valid Tennessee Driver’s License.

Applicants will not be permitted to take the exam without submitting ALL of the required documents and bringing their valid ID, completed Personal History Questionnaire, Medical Release Forms, and completed Physical Performance Test Release Form.

EXAMINATION
All persons who apply or reapply must successfully complete the written exam and physical performance test in order to become eligible, or to remain eligible. Applicants MUST bring a valid photo ID to be admitted to the written examination along with your completed Personal History Questionnaire and Physical Performance Test (PPT) release form. Your Personal History Questionnaire and Physical Performance Test (PPT) Release Form will be sent via email. It is the applicant’s responsibility to maintain a valid email address.

Appointments for the written examination will be sent via e-mail.

Written Exams will begin in September 2022. Physical Performance Tests will be scheduled at a later date.

A study guide for the written exam is optional and can be purchased here at https://www.publicsafetycompass.com/. (POA, Cognitive Series). Note: Test scores will not be available until all testing is completed. If you have questions about testing and test scores contact Civil Service at 865-215-2106. Do not contact the Police Department for test scores.

SUBJECTS ON WRITTEN TEST: Reading Comprehension, Reasoning, Learning and Applying Information, and Written Communication. Applicants will be notified via email of their testing dates. Prior to final selection & appointment, all applicants must also submit to, & be approved by the following procedures: Drug and Alcohol Testing, Background Investigation (including polygraph examination), Extensive Physical Examination, and Comprehensive Psychological Evaluation.

Note: Background checks will be conducted.

AN EQUAL OPPORTUNITY EMPLOYER/DRUG FREE WORKPLACE
The City of Knoxville does not discriminate on the basis of race, color, creed, national origin, sex, religion, age, veteran status, disability, gender identity, genetic information, or sexual orientation in employment opportunities.
1. Applicants must apply online. Applicants must upload copies of their High School Diploma or GED equivalent and Birth Certificate to the online application. Legal residents who are not U.S. Citizens must also upload proof of legal resident status to the online application. If a veteran, a DD-214 should be included with online application. Applications will be screened for all requirements and documents.

2. Applicants who submit completed applications and meet all requirements will then receive an appointment for the written examination via email. Applicants will also receive a copy of the Personal History Questionnaire (PHQ) and a Physical Performance Test Release of Liability which must be completed and turned in at the written examination in order to be admitted for the exam. Please watch this video prior to completion of your PHQ: [https://youtu.be/e7htyZnz4tI](https://youtu.be/e7htyZnz4tI)

3. Note: All active duty military personnel must submit a letter from their commanding officer showing applicant’s scheduled separation date and proposed character of discharge. Veteran’s preference points will not be added to applicant’s final score until they have officially separated from the military service and submitted their DD-214 to the Civil Service Department.

4. Applicants must bring their completed Personal History Questionnaire (PHQ), Physical Performance Test Release of Liability Form, Medical Release Forms, and valid photo identification to their written examination appointment. Applicants will take the written examination and will be scheduled at a later date for the physical performance test (PPT).

5. Information about the Physical Performance Test (PPT) will be provided at a later date. PPTs are tentatively scheduled to begin in October. The PPT is a pass/fail examination. Note that you will not be eligible for Police Officer Recruit until you have passed both the written exam and the PPT.

6. Applicants who pass the written examination have the option to be forwarded to KPD for interviews for the temporary/non-uniformed position of Public Safety Recruit prior to completing the PPT. A complete description is attached at the end of this document. This option provides an opportunity for immediate employment if selected by KPD. You will have the opportunity to indicate your interest in this opportunity on the application. Applicants who are not interested in this option will be referred for Police Officer Recruit to KPD.

7. All applicants who pass the written examination will be required to take the PPT at a later date. Once the PPT is conducted, all applicants who pass the physical performance test will be placed on the eligibility register for Police Officer Recruit with the score of their written exam.

8. The week following placement on the eligibility register, the Knoxville Police Department will be sent the names of applicants on the eligibility register for Police Officer Recruit. The Knoxville Police Department will conduct selection interviews of eligible applicants and will return a list of applicants who are tentatively selected. Applicants who are selected to continue through the remainder of the selection procedure (i.e., medical examination, background investigation which includes a polygraph examination, psychological evaluation) will be notified upon selection. Applicants should NOT give notice to current employer until notified by Human Resources that they have been approved for hire.

9. City staff will schedule pre-employment tests as follows:
   - PHQ and background materials are sent to the Knoxville Police Department to begin the background investigation.
   - Medical exam is scheduled with the City physician (You will be required to provide your immunization records at your medical appointment date. DO NOT attach them to your on-line application).
   - Psychological inventories are scheduled and evaluation is scheduled with a Psychologist.
   - Polygraph is scheduled with the City polygraph examiner as part of the background investigation.
   - Once the medical and the psychological are passed and the background investigation review panel recommend candidate for employment, the applicant is ready for the academy. Candidates who are non-endorsed on the background will have an opportunity for appeal.

10. Candidates are notified when they have completed all of the requirements for employment as a Police Officer Recruit.
INSTRUCTIONS FOR POLICE OFFICER APPLICANTS

This application must be submitted online. Do NOT upload any of your supporting documents (other than your resume, birth certificate, high school diploma/GED equivalency, and proof of legal resident status, if applicable) to your online application, unless you are a veteran submitting a DD-214. A high school diploma or GED equivalency is REQUIRED. Other documents that show proof of high school/ equivalency (i.e., a college transcript) will not be accepted.

You will be e-mailed an appointment message for the written exam after you submit your completed online application and your application materials have been screened. If you are presently in the military and cannot obtain leave to come to Knoxville for the written exam, please contact the Civil Service Department test administrator.

BRING TO YOUR WRITTEN EXAM APPOINTMENT THE FOLLOWING:

1. Personal History Questionnaire (completed, signed, and notarized)
   Please watch this video prior to completion: https://youtu.be/e7htyZnz4lT
2. Valid photo identification
3. Physical Performance Test Release of Liability Form
4. Medical Release Forms (completed, signed, and notarized)

Please have your documents notarized prior to arriving for the written exam due to time constraints. If you need assistance finding a notary, please contact mbfoster@knoxvilleetn.gov.

It is essential that you bring all of the required documents with you to your written examination appointment. If all documents are not verified by Civil Service staff at your written examination, you will not be admitted to the written examination.

At a later date, applicants who pass the written exam will be scheduled for the physical performance test.

Applicants who pass both the PPT and the written exam will be forwarded to the Police Department for interviews for Police Officer Recruit.

Those applicants tentatively selected by the Police Department are required to pass a complete physical examination by the City physician prior to the time of employment, as well as a comprehensive psychological examination, and a background investigation (including a polygraph examination).

Please bring VALID PHOTO IDENTIFICATION and your required documents with you to the written exam.

Please review the following list of ABSOLUTE DISQUALIFIERS for being hired as a Knoxville Police Officer Recruit:

Link coming soon

THE FOLLOWING IS TAKEN FROM THE “RULES OF TENNESSEE PEACE OFFICER STANDARDS AND TRAINING COMMISSION.” TENNESSEE CODE ANNOTATED, CHAPTER 8, TITLE 38, ENTITLED “EMPLOYMENT AND TRAINING OF POLICE OFFICERS”:

Prior to employment all Police Officer applicants shall be required to prove that they meet these qualifications.

Section 38-8-106. Qualifications of police officers – After July 1, 1981, any person employed as a police officer shall:

(1) Be at least eighteen (18) years of age; (however the City of Knoxville requires applicants to be twenty-one (21) years of age);

(2) Be a U.S. Citizen, or a Permanent Legal Resident of the U.S. who applies for or obtains U.S. Citizenship within six years of hiring.

(3) Be a high school graduate or possess equivalency;
(4) Not 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 or controlled substances, and not have been released or discharged under any other than honorable discharge from any of the armed forces of the United States;

(5) Have his/her fingerprints on file with the Tennessee Bureau of Investigation;

(6) Have passed a physical examination by a licensed physician;

(7) Have good moral character as determined by a thorough investigation conducted by the employing agency; and

(8) Be free of all apparent mental disorders as described in the Diagnostic and Statistical Manual of Mental Disorders, Third Edition (DSM – 11) of the American Psychiatric Association. A qualified professional in the psychiatric or psychological fields must certify applicants as meeting these criteria. (Acts 1981, ch. 455, Section 6; T.C.A. Section 38-11-106; Acts 1982, ch. 270, Section 6; 1988, ch. 968, Section 2.)

Section 38-8-110. More strict qualifications and standards by employing agency. Nothing in this chapter shall be construed to preclude an employing agency from establishing qualifications and standards for hiring and training police officers that exceed those set by the commission. (Acts 1981, ch. 455, Section 9.)

POLICE OFFICER – BRIEF JOB DESCRIPTION

MAJOR DUTIES AND RESPONSIBILITIES:

A Police Officer with the Knoxville Police Department is responsible for providing a variety of police protection and other services necessary to enforce the laws and ordinances of the City and for safeguarding the lives, property, and constitutional rights of its citizens. The following are general examples of some of the duties and responsibilities of a Knoxville Police Officer; however, the duties and responsibilities are not limited to the following list:

Responsible for patrolling a designated area of the City on foot or in a patrol vehicle to respond quickly to calls for service; Responsible for responding to reports of crimes or accidents to restore or maintain order and preserve and collect evidence; Responsible for detecting, apprehending and arresting suspects as appropriate; Responsible for mediating disputes or arguments of a potentially violent nature involving a wide variety of participants (i.e., family members, neighbors, landlords and tenants, rival youth gangs, etc.); Responsible for enforcing traffic and parking regulations; Responsible for communicating with residents, business owners, etc., in the assigned patrol area; Responsible for providing rescue and first aid services to victims of accidents, disasters, and other emergency situations; Responsible for preparing accurate and detailed reports and forms; and other duties as required.

THE FOLLOWING KNOWLEDGES, SKILLS AND ABILITIES ARE BASIC REQUIREMENTS NECESSARY TO PERFORM THE JOB OF POLICE OFFICER:

Ability to read case law, legal interpretations, training bulletins, etc., in order to review results of court cases, prepare for testimony, etc.; Ability to write in-depth narrative reports; Ability to transmit and receive messages over police radio by voice in order to exchange information; Ability to give instructions to assisting officer or other public service personnel at crime scenes, accident scenes, etc.; Ability to testify in legal proceedings; Ability to operate and maintain vehicles, weapons, uniforms, and other issued equipment; Ability to qualify in required practice of operation of firearms and other weapons to maintain a minimum standard of proficiency; Ability to conduct high risk vehicle stops; Ability to respond as assigned to crimes in progress; Ability to recognize sounds that should be investigated and their approximate origin (e.g., breaking glass, angry or fearful voices, alarms, etc.) and take necessary action; Ability to examine crime/accident scenes in order to determine investigative procedures to follow.
The City of Knoxville offers an opportunity for selected candidates to receive a conditional offer of employment and be hired immediately as a Public Safety Recruit upon passing the written examination. This allows candidates to be employed by the City while pending the remaining steps of the process (PPT, medical, background, psychological).

Public Safety Recruit is a temporary, full-time position that provides pay and health benefits (60 days following the first of the month after initial employment) while a candidate goes through the pre-hire process. This is a non-uniformed, non-Civil Service position and will provide an opportunity to assist the Police Department with non-uniformed work as well as receiving physical and departmental training to prepare for better success in the academy.

Note that candidates who opt to be hired as a Public Safety Recruit must pass all required hiring components in order to remain employed. Upon failure of any portion of the process, the candidate will be separated from employment. Candidates who successfully pass all portions of the process will remain Public Safety Recruits and will be placed in the first available academy as Police Officer Recruits following completion of all pre-hire requirements.

The pay for Public Safety Recruit is $40,126 and candidates are eligible for health benefits 60 days following the first of the month after initial full-time employment with the City.

A brief job description is provided below:

This position is a temporary, non-uniformed position to allow individuals selected and given a conditional offer of employment as Police Officer Recruits to be hired as temporary employees while they undergo pre-employment processes and wait for the academy start date. Temporary incumbents will conduct training level work in general duty police activities to introduce them to the fundamentals of law enforcement and prepare for the academy. This position will support police operations, such as traffic control, performing administrative duties and assisting with criminal investigations.

**JOB FUNCTIONS**

Performs administrative duties within the various areas of the Police Department as assigned.

Assists with vehicle towing and impounds.

May assist police officers with daily assignments, which could include ride-alongs, transmitting radio messages, and retrieving and filing information.

Maintains physical requirements of the position.

Must attend and successfully pass all in-service training courses as prescribed by the Knoxville Police Department.

Acts as role players for training purposes.

Assists with callbacks for criminal investigations.

Enforces traffic and parking regulations within the City, cites violators as necessary, and performs traffic and crowd control duties as directed.

Acts as walking safety patrols in parks and on City sidewalks.

Assists in processing and storing evidence, storage inventory and control of department supplies.

Responsible for preparing accurate and detailed investigative reports and completing necessary forms to document occurrences.

Acts as safety observer for pre-hire physical testing.

Performs related work as required.