

EMPLOYMENT PROCEDURE FOR POLICE OFFICERS

1. Applicants must also upload copies of their High School Diploma or GED equivalent and Birth Certificate to the online application. If a veteran, a DD-214 should be included with online application. Applicant 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 to be admitted to the written examination. Applicant must also bring valid photo identification to their written examination appointment. 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.
2. Applicants must bring their completed Personal History Questionnaire (PHQ), Physical Performance Test Release of Liability Form, and valid photo identification to their written examination appointment. Applicant takes written examination and will be scheduled at a later date for the physical performance test (PPT) and 1.5 mile run. Applicants must bring valid photo identification to the physical performance test (PPT) and 1.5 mile run.
3. The Physical Performance Test (PPT) will consist of a timed obstacle course that is designed to test your ability to complete tasks that are normally part of the Police Officer position. Applicants should wear comfortable clothing to facilitate the performance of physical tasks (e.g. physical fitness clothing) and gym/sport shoes. Items in the obstacle course will consist of running, jumping onto and down from obstacles, climbing a simulated fence, running up and down stairs, agility/dodging obstacles, ducking under obstacles, and the ability to complete a dummy drag. Applicants will not be allowed to wear watches, rings, or other items which could harm them while taking the test. These items should be removed prior to taking the test for safety purposes.
4. If the applicant passes the physical performance test and 1.5 mile run, he or she is then placed on the eligible register with the score of their written exam.
5. Upon receipt of a requisition to fill vacancies, the Knoxville Police Department is sent the names of the five highest-ranking applicants on the eligible list for each vacancy. The Knoxville Police Department then conducts selection interviews of eligible applicants and returns a list of applicants who are tentatively selected. The Civil Service Department notifies the applicants who are selected to continue through the remainder of the selection procedure (i.e., medical examination, background investigation which includes a polygraph examination, drug and alcohol testing, psychological evaluation). Applicants should NOT give notice to current employer until subsequent notification by Civil Service.
6. Civil Service staff schedules pre-employment tests as follows:
 - Sends application materials to Knoxville Police Department to begin background investigation.
 - Drug & alcohol test is scheduled, if he or she passes, then.....
 - 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), if he or she passes, then.....
 - Psychological evaluation is scheduled with a Psychologist, then.....

- Polygraph is scheduled with the City polygraph examiner as part of the background investigation.
 - If the psychologist and the background investigation review panel recommend him or her for employment, the applicant is ready for the academy.
7. The applicant is notified by the Civil Service Department when he or she has completed all of the requirements for employment as a Police Officer.