



City of Hendersonville  
Tennessee

**Police Officer**  
Recruitment Information

Information Packet  
Winter 2017

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**Dear Interested Police Officer Applicant:**

**TESTING SCHEDULE**

<b>Application due to Personnel Dept.</b>	<b>Written Exam</b>	<b>Physical Agility</b>	<b>Personal History Statements due to the Personnel Dept.</b>
January 20, 2017 @ 4:00 PM CST	January 27, 2017 @ 8:00 AM CST	January 27, 2017 @ 1:00 PM CST	February 17, 2017 @ 4:00 PM CST
101 Maple Drive North Hendersonville, TN 37075	Hendersonville Library 140 Saundersville Rd Hendersonville, TN 37075	Police Dept. 3 Executive Park Dr. Hendersonville, TN 37075	101 Maple Drive North Hendersonville, TN 37075

**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 TN 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’**

## **HOW TO APPLY FOR TESTING**

In order to be scheduled for testing, you must complete the application materials and return it to the Personnel office at Hendersonville City Hall by **4:00 PM CST on January 20, 2017**. We will not accept electronic or faxed versions. We must have an original signed document. We are located at:

101 Maple Drive North  
Hendersonville, TN 37075

## **ENTRY PAY INFORMATION**

Base entry level pay for an Uncertified Police Officer is \$3,143/month or \$17.07/hour. Certified Police Officers start at \$3,302/month or \$17.93/hour. Pay is adjusted once Uncertified Police Officers become POST Certified.

## **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.

## **SPECIAL PAY ENHANCEMENTS**

If applicable: Shift Differentials of \$.27, \$.30 and \$.40/hour; HEAT Pay of \$35/month; Negotiator \$35/month; Motorcycle, Bicycle, K-9, Mounted Patrol of \$65/month. Certified Police Officers who are EMT certified receive an additional \$100/month and Paramedics receive an additional \$140/month.

## **SPANISH LANGUAGE PROFICIENCY BONUS**

There is a special one-time \$2,500 bonus for employees who speak Spanish and English fluently. To qualify for this bonus, employees must pass an independent review administered by a panel of three (3) bilingual representatives of the Hispanic community who are recognized by their peers as competent judges of this proficiency.

## **PERSONAL HISTORY STATEMENTS**

Please note that after you have qualified through the initial testing process (Physical Agility and Written Exam), you will be required to complete an investigative application which is quite extensive. While you are not required to complete this initially, it will need to be completed once you have successfully completed and passed the Written and Physical Agility testing. We suggest that 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 at the Hendersonville Police Department 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 back to us at City Hall. 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. Be sure to indicate all traffic incidents, accidents, tickets, arrests, etc. Some applicants have been under the mistaken impression that traffic tickets over three (3) 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 patrol officer.
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

### **DEADLINE**

**Personal History Statements are due back to the Personnel office at Hendersonville City Hall located at 101 Maple Drive North in Hendersonville, TN by 4:00 PM CST on Friday, February 17, 2017.**

## **OTHER DOCUMENTS REQUIRED WITH PERSONAL HISTORY STATEMENTS**

- Certified copy of any criminal offense disposition, including traffic-related offenses in which you were charged.
- Official college transcript from an accredited college or university OR
- High School diploma or GED
- Birth Certificate (copy)
- Social Security Card (copy)
- Valid 'Class D' Driver's License (copy)
- Recent photograph – full face (no photo copy)
- DD-214 if applicable
- Copy of POST Certification (or equivalent other state certification) if applicable
- Reserve Law Enforcement Certification Form, 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 Library Community Room located at 140 Saundersville Road. You will need to meet at the Police Department for the Physical Agility Test located at 3 Executive Park Drive.
3. You will be given a Written Exam and a Physical Agility Test on the date listed. If you FAIL the Written Exam, you will not be eligible to take the Physical Agility Test.
4. Those candidates who pass both Written and Physical Agility tests will be required to complete a Personal History Statement which will be used to initiate the intensive background screening that all Police Officer applicants must undergo. These will be provided to you during the Written Exam.
5. Submitted Personal History Statements that are incomplete at the time of deadline will be returned to the applicant by certified mail and candidates will not be considered for further processing.

## WRITTEN EXAM

**The Written Exam will take place at 8:00 AM CST on Friday, January 27, 2017 at the Hendersonville Public Library. DO NOT BE LATE.** The Written Exam will consist of the IPMA-HR Entry Level Police Officer Assessment Test. Although the test content does relate to police work, no prior knowledge of law enforcement is required in order to take the exam. The exam will consist of ability to learn and apply police information, ability to observe and remember details, ability to use situational judgment, ability to problem solve and use logic. At the beginning of the exam, you will be given a packet of information that you will have to read and study. You will be given 25 minutes to do so. Those packets will then be collected by the test proctors such that you will not be able to refer back to them during the test. The test consists of 100 multiple choice questions, of which about half will be based on what you read in the packet. Other questions will test situational judgment, problem solving, and verbal and reading comprehension. Please see the information on the Optional Study Guide below. **You must notify us by January 20, 2017 by 4:00 PM CST if you plan on taking the Written Exam.** We have to pre-order these exams. You will be notified before leaving the Written Exam site if you PASSED or FAILED. If you FAILED the Written Exam, you will not need to take the Physical Agility test. You will not be eligible. Length of Test should be 1 hour 45 minutes plus an additional 25 minutes for the 'TIP'.

## OPTIONAL STUDY GUIDE

There is an Optional Study Guide produced by the test company. The guide will answer frequently asked questions about the test forms. By reading through the answers to the frequently asked questions, you should gain a clear understanding of what each test assesses, the differences between the test forms, and how to get the most out of this study guide. It will also describe the content areas assessed by the test forms, review the different types of questions you will see when taking the test, and present sample questions for each content area. The guide will share basic test-taking tips that may help you improve your overall test performance. In addition, there is a practice test of 100 questions with detailed explanations about the correct answers for 25 of the questions.

The City has purchased a limited number of these guides which will be available to you for a refundable fee of \$15.00 (Cash or Check only). In order to obtain your refund, you will need to return the guide to us no later than the date of the Written Exam which is January 27, 2017. To obtain one of these guides, please visit the Personnel office at Hendersonville City Hall located at 101 Maple Drive North, Hendersonville, TN 37075.

Or, you may purchase your own by going to this website: <http://www.publicsafetycompass.com>  
Be sure to order the Entry Level Police Candidate Study Guide. If you order this on your own, it will be non-refundable.

**You are not required to use this study guide in order to take this test.**

## **PHYSICAL AGILITY TEST**

**The Physical Agility test will be held at 1:00 PM CST on January 27, 2017** at the Hendersonville Police Department located at 3 Executive Park Dr. in Hendersonville. For the Physical Agility Test, you should wear comfortable workout clothing and athletic shoes. Listed below are the items you can expect to be tested on:

### **1. Hand Strength**

Applicant will hold one hand grip strength device in each hand. Applicant will place hands in front of their chest. On command, applicant will grip the device and hold it together for a period of one minute without releasing. This is a Pass/Fail test. Applicant fails by not being able to hold the device for the allotted time.

### **2. Multiple Manual Dexterity Test**

Applicant will be introduced to the handgun utilized by the Police Department. Applicant will be instructed and then asked to perform dry fire drills. The applicant must be able to hold the weapon unsupported in each hand. In each hand, the applicant must engage the slide (start the action) and then dry fire the weapon. This action will be completed ten (10) times in each hand. No time limit is applied. This is a Pass/Fail test. Applicant fails by not being able to control the weapons action.

### **3. Magazine Load Dexterity Test**

Applicant will be given one minute to complete this task. Applicant must load a standard magazine for the handgun being used by the department with dummy ammunition. Applicant will start with dummy ammunition and magazine in front of them. Upon instruction, the applicant must complete the load within the allotted time. This is a Pass/Fail test. Applicant fails by not being able to load the magazine in the required time.

### **4. Squat / Thrust / Recover Flexibility Test**

Applicant will start in the standing position. Applicant will bend over to place his/her hands on the ground in front of them. Applicant will hold themselves up by the hands and extend their feet behind them. At this point, the applicant will be in a push-up position. Applicant will then do one (1) push-up. Applicant will then bring his/her feet back to their chest and stand up. Applicant will then state out loud the number of times he/she has completed this action. Applicant will do a count of ten (10). This is a Pass/Fail test. Applicant will fail by not being able to complete the push-ups or any part of the flexibility requirements.

### **5. 1 Mile Run**

Applicant will be timed individually by the instructor. Applicant will run one (1) mile and receive a time at the end. Applicant will be scored by age range, sex, and time.

### **6. Low Hurdles / 100 Yard Dash**

Applicant will be timed individually by the instructor. Applicant must traverse over five (5) low hurdles set at average knee high positions. Once over the low hurdles, the applicant will then sprint the rest of the yardage to the finish line. This portion of the test is individually timed. Applicant loses one (1) second of time for every hurdle knocked over.



## PHYSICAL AGILITY TEST cont'd

### 7. Obstacle Course

The obstacle course is divided into six (6) areas of tested skills. The obstacle course is all graded on a Pass/Fail system. If any one task cannot be completed, the applicant fails the course. The course is designed to test the applicant's fitness and coordination thought process in completing tasks.

- A. *Hurdles* – Eight (8) high school track hurdles will be set at the lowest level possible. The applicant must traverse over the hurdles, without assistance, and without using their hands.
- B. *Tires* – Twelve (12) regular-sized tires will be on the ground in diagonal formation. The applicant must run through the tires placing one foot in each tire only.
- C. *6' Wall* – The applicant must get over a 6 ft. wall without assistance. The wall has a 2" wide step placed approximately one foot off the ground to assist in getting over the wall. Applicant will have suitable opportunities to accomplish this task.
- D. *Low Crawl* – The applicant must lie on their belly, on the ground, and move through a 12 ft. area. The applicant will be below several lines on crime scene tape to indicate what to keep the body below.
- E. *4' Wall* – The applicant must get over a four foot high wall without assistance. No step is present for assistance. Applicant will have suitable opportunities to accomplish this task.
- F. *Dummy Drag* – The applicant will sprint approximately 45 yards to a manikin style dummy weighing in excess of 165 pounds. The dummy will be lying on the ground and must be moved approximately 10 yards without assistance.

### Testing Instructor Requirements

If an applicant fails one of the first four testing stations (Hand Strength, Multiple Manual Dexterity Test, Magazine Load Dexterity Test, Squat/Thrust/Recover Flexibility Test), the lead instructor must be notified. The lead instructor will then demonstrates the required task, make suggestions on how to complete the task, and clarify any questions posed by the applicant. If the applicant fails the re-test for the specific task, the lead instructor will inform the applicant that they will no longer proceed in testing. The same method will be used on the rest of the Pass/Fail tests.

All documentation will be turned into the Personnel office and the Chief of Police within two (2) working days.

### WRITING SAMPLE

Prior to the Written Exam, you will listen to a Roll Call presentation. You are to take notes on this simulation (based on actual events but with the names and dates changed) and then write a brief memo summarizing the information. You will be expected to use proper punctuation, spelling, grammar, and write in complete sentences. There will be dictionaries available on each test table. This will be graded in addition to the Written Exam and up to ten (10) bonus points awarded.

## 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 and appropriate points have been awarded, we will notify you by mail of your scores and placement on this Eligibility List. Please be sure to notify us of any address 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 Eligibility List (i.e. you've accepted another job somewhere else).

## THE RANKINGS

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

<i>Criteria</i>	<i>Details</i>	<i>Max</i>
Written Exam	100 Multiple Choice questions (must score a 70% or above to pass)	100
Physical Agility	PASS/FAIL - failing the test automatically disqualifies you from consideration	P/F
POST Certification	Current POST Certification and 3 years law enforcement (or equivalent from another state) 10 points  No current certification and at least three years law enforcement experience as a police officer (federal, state, county or municipality) 8 points  Current TN POST Certification (or equivalent from another state) and less than three years law enforcement (as defined above) 5 points (Must provide copy of any POST certifications)	10
Military Police or Military CID	1 point per year (Max of 5 points) (Must provide copy of military police diploma)	5
Education	College degree: Associates - 4 pts. Bachelors-8 pts. (Must provide copy of certified transcript or copy of diploma)	8
Military	Honorable Discharge (must submit DD-214 to be awarded points) or Current Military must provide 'letter of good standing' from Commanding Officer	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 points)	5
Reserve Officer	May be awarded 1 point per year (Max of 5 points) upon proof of completion of Post standards or equivalent (Use Reserve Law Enforcement Certification Form)	5
Writing Sample	Roll Call Scenario-Memo to Supervisor –scored on spelling, grammar	10

## 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. 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 365 days per year. Your work schedule is 42.5 hours per week. Your annual work hours will be based on 2,210 hours.

### **BENEFITS**

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

- Dental
- Vision
- Employee Assistance Program (EAP)
- Long Term and Short Term Disability
- Life Insurance options
- Tuition reimbursement
- Generous Vacation/Sick Leave (one day per month each)
- 12 paid annual holidays; holiday pay
- Fully paid retirement; defined benefit plan through Tennessee Consolidated Retirement System

**Medical Insurance:** You will have a choice of 3 Blue Cross Blue Shield medical plans that we offer.

**Take Home Vehicle:** Within certain limitations, the City does provide a take home vehicle.

### **TRAINING**

There is a mandatory probationary period of six (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 on-site 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 training 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, functional capacity exam, 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 and your patience and wish you luck. If you have any questions, please contact our Personnel office at (615) 264-5314.

Sincerely,  
Peter Voss  
HR Manager