



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

9040

Police Cadet

4/18/23

(Entry-Level and Promotional)
Drug testing may be required

ENTRY-LEVEL SALARY: \$31,911 annually

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.

If you have questions regarding your application, need help applying, or if you have previously applied and are not sure you are still eligible, please call Civil Service at (865) 215-2106,

MINIMUM REQUIREMENTS

Unless stated otherwise, applicants must possess and/or meet the following minimum requirements prior to the application deadline.

- Current City Employees may apply, but must have completed initial Civil Service probationary period and must have received a satisfactory performance rating on their last evaluation to receive promotional preference.
- Applicants must be eighteen (18) years of age. Applicants **MUST** attach a copy of valid birth certificate to their application. Applicants must not have reached their 21st birthday in order to be eligible for the Police Cadet position.
- High School graduate or equivalency. 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.
- Applicant must be a U.S. Citizen, or a Permanent Legal Resident of the U.S. and applies for or obtains U.S. Citizenship within six years of hiring.

EXAMINATION

**Training and Experience Questionnaire- This is part of the application.
There will not be an additional exam.**

Physical Performance Test will be scheduled at a later date by the Knoxville Police Department

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.

GREAT BENEFITS!

- Health Plan
- Pension Plan
- Health, Education, & Wellness Center
- Dental Plan
- Vision Plan
- Deferred Comp
- Spending Accounts
- Life Insurance
- Longevity Payments
- Tuition Reimbursement
- Employee Assistance Program
- Paid Leave
- Paid Holidays
- Sick Leave Bank
- Paid 30 min Break
- Vacation Sell
- Flex Schedules
- Training Opportunities

EMPLOYMENT PROCEDURE FOR POLICE CADETS

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
2. Applications will be screened for all requirements and documents.
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. Human Resources 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.
5. The applicant is notified by the Human Resources Department when he or she has completed all of the requirements for employment as a Police Cadet.

Those applicants tentatively selected by the Police Department are required to pass a complete physical examination (including drug testing) by the City physician prior to the time of employment, in addition to the following:

- a psychological examination and
- a background investigation (including a polygraph examination)

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 citizen of the United States;
- (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 CADET INFORMATION

REQUIREMENTS FOR CERTIFICATION AS A FULLY COMMISSIONED POLICE OFFICER

The Police Cadet Program is not a permanent career position with the Knoxville Police Department and is exempt from Civil Service. Cadets are civilian employees who work a minimum of thirty (30) to forty (40) hours/week (for those cadets that decide to complete the optional college education portion of the cadet program, the minimum workweek will be thirty (30) hours per week starting the next semester after the date of hire). Upon reaching twenty-one (21) years of age, a Cadet may be certified by the CSMB as a Police Officer if all of the following conditions have been met:

- (1) Must have served a minimum of one (1) year as a Cadet/Apprentice with the Knoxville Police Department, unless waived in accordance with Section 1805.1 of these Rules and Regulations;
- (2) Must take and pass the physical performance test for Police Officer;
- (3) Must meet the minimum training requirements of the Knoxville Police Department, as well as the Tennessee Peace Officer Standards and Training requirements as contained in T.C.A. Title 38, Chapter 8, section 38
- (4) Must have been determined to have met and maintained all minimum requirements as described in this Cadet/Apprentice Program by the Police Chief and the Civil Service Merit Board Executive Secretary/Director with the City of Knoxville; and
- (5) Must have been certified by the Civil Service Merit Board as being eligible to be a Police Officer with the City of Knoxville.

Upon entry into the classification of Police Officer, the Cadet will then begin the one-year probationary period for Police Officer as required by the Charter of the City of Knoxville.

CONDITIONS OF EMPLOYMENT AS A CADET

GENERAL: The Cadet/Apprenticeship Program is a civilian position exempt from Civil Service status. Length of program is a minimum of one year to a maximum of five years.

COLLEGE EDUCATION (Optional): Requires completion of 12 semester hours or 18 quarter hours per year with a minimum grade of "C" (2.00 on a 4.00 scale).

WORK EXPERIENCE: A Cadet's workweek will consist of approximately thirty (30) hours per week for cadets choosing the optional college education program, and approximately forty (40) hours per week for cadets who do not participate in the optional college education program.