



JOIN OUR TEAM

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

4/18/23

(Entry-Level and Promotional)

Drug testing may be required

ENTRY-LEVEL SALARY: \$ 44,213 annually (during academy)

POLICE OFFICER SALARY: \$46,424 -\$69,574 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)

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 have reached their 21st birthday before the application can be accepted. Applicants **MUST** attach a copy of valid birth certificate to their application.
- 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

PLEASE READ BEFORE COMPLETING YOUR APPLICATION

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. 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.
5. 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.
6. Candidates are notified when they have completed all of the requirements for employment as a 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).

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.

PUBLIC SAFETY RECRUIT OPTION

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. This allows candidates to be employed by the City while pending the remaining steps of the process (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, 727 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.