

CIVIL SERVICE MERIT BOARD RULES – CITY OF KNOXVILLE

Article 18– Police Cadet/Apprenticeship Program

SECTION 1801. PURPOSE

The Police Cadet/Apprenticeship Program is created to enhance the recruitment of potential applicants for Police Officer who are between the ages of 18-21 and before their careers have been determined in an area other than law enforcement. This cadet program is also proposed to (1) enable the City to improve its minority hiring and development of Police Officer candidates; (2) enhance recruitment of applicants who meet all qualifications; and (3) assist the Department in providing better services to the City, as well as meeting the policing needs of the future. The cadet program will allow us to develop target groups for recruitment purposes in high schools, colleges, etc.

The Police Cadet/Apprenticeship Program is an alternative for those applicants between the ages of 18-21, who are not old enough to be employed as Police Officers, yet wish to pursue Law Enforcement with the City of Knoxville as a career. The cadet/apprenticeship program will allow such candidates to be employed in non-enforcement activities, while receiving law enforcement training and, if desired, attending college under the City's tuition reimbursement program.

The Cadet/Apprenticeship Program is not a permanent career position with the Knoxville Police Department. This aspect of the program should be clearly understood by all applicants for the position and will be documented by having each applicant sign a Condition of Employment Agreement. The Cadet position is an exempt (non-civil service), trainee position (the Board having determined the position to be exempt consistent with the guidelines set forth in Section 201 of the Rules) in which future police officer candidates obtain training and field experience.

Although Police Cadets are exempt from civil service, the Cadet Program is governed by these rules to ensure completion of all conditions for certification as a Police Officer under Civil Service.

The goal of the Police Cadet/Apprenticeship Program is to prepare individuals between the ages of 18 and 21 to become commissioned Police Officers through education, training, and work experience. The Cadet/Apprenticeship Program is not a permanent career position.

SECTION 1802. MINIMUM REQUIREMENTS

The following are the minimum requirements for employment as a Police Cadet:

- (1) Must be at least 18 years old and not have reached their 21st birthday upon entry into the Cadet/Apprenticeship Program. Proof of age is required. Except during periods when Cadet is continuously posted, applicants may apply for Cadet at seventeen (17) years of age and be tested; however, eligibility for employment will be deferred until reaching 18 years of age.
- (2) Must be a high school graduate or G.E.D. A graduate's diploma or certificate should be submitted with the application. Except during periods when Cadet is continuously posted, a current high school senior may apply, however eligibility for employment will be deferred until the senior's graduation and receipt by Civil Service of the diploma or certificate.
- (3) Must successfully pass all requirements for a Knoxville Police Officer, with the exception of being 21 years of age. This includes but is not limited to the written

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examination; physical performance test; medical examination, including drug screening; psychological evaluation and background investigation.

- (4) Must be a United States citizen.
- (5) Must possess or be able to obtain a Tennessee Driver's License.
- (6) Applicant may be required to submit to a polygraph examination.
- (7) Must be interviewed and accepted by Knoxville Police Department from Civil Service Cadet eligibility register in accordance with applicable Civil Service Rules and Regulations.

SECTION 1803. POLICE CADET ELIGIBILITY

Once an applicant successfully passes all requirements for Police Cadet, said applicant shall be placed on the eligibility register for Police Cadet for a period of two (2) years without the necessity for another examination unless specified otherwise in these Rules and Regulations by majority vote of the Civil Service Merit Board. If an applicant reaches 21 years of age during his/her two years of eligibility as a Police Cadet, he/she shall automatically be transferred from the Police Cadet eligibility list to the Police Officer eligibility list without the necessity of re-examination for the remainder of the original two years of eligibility.

SECTION 1804. PROGRAM COMPONENTS

The Police Cadet/Apprenticeship Program includes three (3) major components which are designed to qualify the cadet for eventual appointment to the classification of Police Officer. These components are:

1. Police Basic Training
2. Work Experience
3. College Education (Optional)

Each Cadet is required to satisfactorily attain department standards in each of the above program components as described in Section 1805 of this Article as a condition of continued employment.

SECTION 1805. CONDITIONS OF CONTINUED EMPLOYMENT AS A CADET

Section 1805.1. General

The Cadet/Apprenticeship Program is a civilian position exempt from civil service status (the Board having determined the position to be exempt consistent with the guidelines set forth in Section 201 of the Rules). Appointments to the Cadet/Apprenticeship Program will be made for a minimum duration of one year to a maximum of four (4) years, depending upon the age of the Cadet. A Cadet who reaches 21 years of age and who has successfully completed the Knoxville Police Department's Recruit Academy may be certified to Police Officer (or Police Officer Recruit if still in the training academy) even though he/she has not completed the minimum one (1) year of service as a Cadet. If all other requirements have been met, the Chief of Police and Executive Secretary/Director may request that the minimum one (1) year of service as a Cadet be waived by the Board. At no time will any Cadet be retained in the Cadet Program beyond twenty-two (22) years of age.

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Section 1805.2. Police Basic Training

In order to maintain continued employment as a Cadet, each individual must successfully complete all in-service training courses for Cadets as prescribed by the Knoxville Police Department.

Section 1805.3. Work Experience

At the conclusion of the initial Cadet/Apprenticeship basic training, Cadets will be assigned to operational units performing non-enforcement duties. A Cadet's regular work week will consist of 40 hours per week. However, Cadets who choose to pursue college coursework will receive 10 hours work credit each week for class time and will work 30 hours a week. All Cadets will be eligible for full City benefits. A Cadet will be subject to periodic performance evaluations. A Cadet must maintain adequate levels of performance on evaluations based on departmental work standards or will be subject to termination from employment.

Section 1805.4. College Education (Optional)

Cadets who choose to pursue college coursework in exchange for working a reduced work schedule must successfully complete 12 semester hours or 18 quarter hours each year while participating in the cadet program, with a minimum grade of “C” (2.00 on a 4.00 scale). For Cadets hired in the middle of a semester, then the college requirement of 12 hours per year would begin at the start of the next semester.

Coursework approved by the City will be eligible for tuition reimbursement in accordance with the City of Knoxville’s Administrative Rules and Regulations.

SECTION 1806. CERTIFICATION AS A POLICE OFFICER

Upon reaching twenty-one (21) years of age, a Cadet may be certified by the Civil Service Merit Board as a Police Officer (or Police Officer Recruit if still in the training academy) if 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 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. Chapter 8, Section 38.
- (3) 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
- (4) 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.