



ROBERT W. KING
MAYOR

TOMMY DAVIS
CHIEF OF POLICE

POSITION AVAILABLE

Police Officer

The Henderson Police Department will be accepting applications for the position of Police Officer until Monday, October 31, 2011 at 2:00 PM. Applicants must be 21 years of age. Residence within Chester County is required within one year after employment. Applications, Qualifications and Job Descriptions may be picked up at Henderson City Hall at 121 Crook Ave., requested by phone at (731)983-5000 or on the city website at www.hendersontn.org.

The City of Henderson is an Equal Opportunity Employer. It is the policy of the City of Henderson not to discriminate on the basis of race, color, national origin, age, sex or disability in its practices, programs, services or activities.



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JOB DESCRIPTION – POLICE OFFICER

POSITION: **Police Officer.** A Police Officer is responsible for protection of the life and property of the citizens, preservation of the public peace, prevention of crime, arrest of violators of the law and the proper enforcement of all laws and ordinances. A Police Officer is under the direct supervision of the Chief of Police, Assistant Police Chief and Police Sergeant(s). The employee is expected to perform his or her duties according to federal regulations, state laws, city ordinances and the policies and procedures of the police department. Instructions to an officer are somewhat general but many aspects of the work follow standardized guidelines. However, the employee is frequently required to use independent judgment in order to complete tasks.

FLSA STATUS: Non-Exempt - Hourly.

SALARY: Depends on Qualifications and Experience.

MINIMUM QUALIFICATIONS/EXPERIENCE:

1. Must be 21 years of age.
2. Must have a High School Degree or GED.
2. Must have a Valid Tennessee Drivers License.
3. Must be able to speak, write, and understand English.
4. Must be a citizen of the United States.
5. Must be willing to undergo an extensive background check.
6. Must not have been convicted of or have plead guilty to or entered a plea of nolo contendere to any felony charges or any violation of any federal, state laws or city ordinances relating to force, violence, theft, dishonesty, gambling, liquor or controlled substances.
7. Must have good moral character as determined by a thorough investigation conducted by the Henderson Police Department and others.
8. If you have a prior military service, you must have an honorable discharge.
9. Must pass a psychological exam and be free of mental disorders.
10. Must be able to pass a Physical and able to abide to City Drug Testing Regulations.
11. Must be willing to work weekends, nights and holidays on rotating shifts.
12. Must have some computer skills and be familiar with standard software packages such as Word, Excel, Outlook and the web.
13. If no prior police certification, must be willing to attend and pass Basic Police Academy Training for 10 weeks.

RESIDENCE REQUIREMENTS: Must be a resident of Chester County or become a resident within one year from the date of employment. The employee's residence must be maintained within Chester County at all times during employment with the city.

PRIMARY JOB DUTIES:

Officers shall report to duty at the times specified, in a clean and serviceable uniform or appropriate attire as approved by the department.

The employee will operate a variety of equipment including firearms, tasers, radio and communications equipment, police vehicles, radar, drug test kit, computer, and fingerprinting and emergency equipment. The demands of this position can be stressful both mentally and physically. The employee may be required to run, jump, bend, climb, crawl, squat, lift and carry heavy objects. The employee will work both indoors and outdoors with the possibility of being exposed to adverse weather conditions and hazardous or extremely dangerous situations.

Patrols, by foot, bike or motor vehicle, the streets of the city, places of business, and residential districts enforcing city ordinances and state laws.

Investigates suspected crimes, reports findings, and arrests suspected individuals.

Investigates accidents involving persons or property, reports probable cause of accidents, and pursues appropriate course of action.

Answers dispatched calls.

Directs and controls traffic.

Testifies in court or legal proceedings.

Issues traffic citations and parking tickets.

Maintains all law enforcement equipment.

Provides specialized instruction and makes presentations to school classrooms, community groups, and others.

Assists other departments or agencies with law enforcement activities.

May perform emergency first aid.

May provide assistance in animal control situations.

Operates a computer.

Keeps records.

Performs related work as required.

REQUIRED KNOWLEDGE AND ABILITIES

Must become and maintain Tennessee POST Certification. This certification includes firearms qualifications, physical education, and defensive techniques. Failure to acquire and maintain certification will result in termination.

Knowledge of the local jurisdiction, city ordinances, and state and federal laws.

Effective methods of investigation.

The court system and presentation of evidence in court proceedings.

Geography of the city.

Methods of first aid.

Ability to react quickly and calmly in emergency situations and to determine the proper course of action.

Ascertain facts by personal contact, observation, and the examination of records.

Explain and interpret pertinent provisions of laws, ordinances and regulations.

Enforce laws firmly, tactfully, equally, and with respect for the rights of others.

Develop skill in the use and care of firearms.

Establish and maintain an effective working relationship with the public and other employees.
Contact with the general public, in a variety of circumstances, is frequent.

Understand and execute difficult oral and written instructions and guidelines.

Any other tasks assigned by the Police Chief, Mayor or Board of Aldermen.

WORK SCHEDULE OF THE DEPARTMENT:

The Police Department operates 24 hours a day, 7 days a week including all holidays.

Officers work a rotating shift.

Officers will be required to attend training and court during off duty hours.

Officers will be required to work some Overtime as needed.

Officers must be willing to respond to off duty emergency calls when needed.

Work Schedule may be adjusted by the Police Chief, the Mayor or the Board of Aldermen.

PHYSICAL REQUIREMENTS:

1. Must be able to squat, bend, walk, stoop, sit, drive, repetitively throughout the workday.
2. May be required to work for extended periods of time, outdoors under dirty, wet, hot and cold weather conditions.
3. Must maintain agility and dexterity to operate equipment and firearms.
4. Must be able to pass vision and hearing test per department standards.
5. Must be able to lift and carry up to 50 pounds on an occasional basis.
6. May be required to ride a bicycle or walk for patrol purposes.
7. May be required to physically subdue persons during arrests.
8. Must maintain a reasonable weight and physical condition per department standards.

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CITY OF HENDERSON

PO BOX 68~121 CROOK AVENUE
 HENDERSON, TENNESSEE 38340
 PHONE: 731-983-5000~FAX: 731-983-5050

Position Applied for: Police Officer

Deadline for Application: October 31, 2011 @ 2 PM

APPLICANT INFORMATION

Last Name	First	M.I.	Date
Street Address		Apartment/Unit #	
City	State	ZIP	
Phone	E-mail Address		
Date Available	Social Security No.	Date of Birth:	
Drivers License No.			
Are you a citizen of the United States?	YES <input type="checkbox"/> NO <input type="checkbox"/>	If no, are you authorized to work in the U.S.?	YES <input type="checkbox"/> NO <input type="checkbox"/>
Have you ever worked for this company?	YES <input type="checkbox"/> NO <input type="checkbox"/>	If so, when?	
Have you ever been convicted of a felony?	YES <input type="checkbox"/> NO <input type="checkbox"/>	If yes, explain	
Do any of your relatives work for the City of Henderson?	YES <input type="checkbox"/> NO <input type="checkbox"/>	If yes, state name and relationship	
Are you currently employed?	YES <input type="checkbox"/> NO <input type="checkbox"/>		
Are you currently on "lay-off" status and subject to recall?	YES <input type="checkbox"/> NO <input type="checkbox"/>		

EDUCATION

High School		Address		
From	To	Did you graduate?	YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree
College		Address		
From	To	Did you graduate?	YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree
Other		Address		
From	To	Did you graduate?	YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree

MILITARY SERVICE

Branch	From	To
Rank at Discharge	Type of Discharge	
If other than honorable, explain		

REFERENCES

Please list three professional references.

Full Name	Relationship
Company	Phone ()
Address	
Full Name	Relationship
Company	Phone ()
Address	
Full Name	Relationship
Company	Phone ()
Address	

City of Henderson is An Equal Opportunity Employer

We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age disability, marital or veteran status, or any other legally protected status.

DISCLAIMER AND SIGNATURE

I certify that my answers are true and complete to the best of my knowledge. I hereby authorize a complete background check of my criminal record, employment history and my credit history.

This application for employment shall be considered active only until the position is filled. Any applicant wishing to be considered for employment beyond this time period should complete a new application for that position.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release. I understand also, that I am required to abide by all rules and regulations of the employer.

Signature

Date



ROBERT W. KING
MAYOR

TOMMY DAVIS
CHIEF OF POLICE

APPLICANT WAIVER

I do hereby authorize the release to the Henderson Police Department any and all records or other information they wish to obtain to help determine my eligibility for employment. This includes my criminal felony or misdemeanor records from any court, law enforcement agency or any division of the United States Military. This also includes records from any past or present employers or educational, medical, or insurance facility.

I do hereby indemnify and hold harmless any individual, including the Henderson Police Department and its agents, who may provide negative or derogatory information about me.

I do voluntarily for the purpose of assisting the Henderson Police Department in my background check.

Have you ever been convicted of any misdemeanor or felony crime that was considered Domestic Violence?

YES: _____ **NO:** _____

PRINT NAME: _____

PRINT ADDRESS: _____

DATE OF BIRTH: _____

SOCIAL SECURITY NUMBER: _____

DRIVER'S LICENSE NUMBER: _____

SIGNATURE OF APPLICANT: _____

DATE: _____