

City of Cleveland,
Tennessee
Police Department



Employment Selection
Process

Selection Process
Revised 07/03/08

The Cleveland Police Department makes every effort to conform to all applicable stated and federal hiring guidelines. The Department is interested in recruiting, selecting, and employing the most qualified applicants to serve as police officers for the City of Cleveland. Any individual applying for a police officer position will have to complete the following guidelines. The selection process will apply to all individuals who are seeking to be a police officer, including present City of Cleveland employees who have a desire to transfer their current job into the Police Department.

The Personnel Department will accept applications in the Personnel Office on a continual basis or during designated periods depending on the number of vacancies available and the need for a sufficient number of qualified applicants in the eligibility pool.

Applicants interested in applying for a police officer position must meet the statutory qualifications set out in the Cleveland Police Department's Policy Manual.

General Order 7-B – Selection, Section 3, Subsection B:

The minimum qualifications for sworn entry-level employment with the Cleveland Police Department are as follows. Applicants must:

- 1) Complete and submit the City of Cleveland Employment Application form.
- 2) Be at least 21 years of age.
- 3) Be a citizen of the United States.
- 4) Not have been convicted of a felony or a misdemeanor involving "moral turpitude" as the term is defined by law and not have been released or discharged under any other than honorable conditions from any of the armed forces of the United States, or convicted of an assault involving domestic violence.
- 5) Have their fingerprints on file with the Tennessee Bureau of Investigation.
- 6) Have passed a physical examination and drug test conducted by a licensed physician; provided at no cost to the applicant unless stated in a contractual agreement.
- 7) Have a good moral character as determined by a thorough background investigation conducted by the department.
- 8) Hold a valid Tennessee motor vehicle operator's license or be eligible to obtain one.
- 9) Be free of all apparent mental disorders as described in the Diagnostic and Statistical Manual of Mental Disorders, of the American Psychiatric Association. Applicants must be certified as meeting these criteria by a qualified professional in the psychiatric or psychological fields.

The Department will generally not consider requesting a waiver of POST rules which are allowable under the law for police applicants, but such request will be considered on a case by case basis when exceptional circumstances exist.

Individuals meeting the above listed standards may obtain an application packaged from the City of Cleveland, Personnel Office, located at 160 2nd Street NE, Cleveland, TN 37311, during regular business hours or at www.cityofclevelandtn.com. The application package will contain a basic city employment application, a "Personal History Form", Authority for Release of Information and Records Form, Federal Gun Control Act of 1968 form, and this information paper with provides the applicant with additional instructions and information about the hiring process.

Once the applicant has completed all necessary forms, they should return the forms to the Personnel Office for further instructions concerning the date, time, and location for the written examination. During this visit to the Personnel Office, the applicant will also receive instructions concerning the necessity for a physical exam prior to going through the agility test.

JOB DUTIES AND RESPONSIBILITIES

The primary responsibility of the Cleveland Police Department is to enforce laws related to the protection of life and property, direct and control traffic, prevent crime or disturbance of peace, and arrest violators.

As a Police Officer with the Cleveland Police Department, you will be required to perform a wide array of duties which include patrolling assigned sectors either by foot, bicycle, or by patrol car to enforce laws, prevent and discover crimes, investigate crimes, maintain order, and answer calls and complaints. Officers are required to answer radio dispatched and citizen requests for police services at the scenes of accidents, domestic disputes, law violations, and peace disturbances. Police Officers also investigate illegal and suspicious activities, persons, and establishments; quell disturbances; locate, search, detain, and arrest law violators; gather and preserve evidence; interview and question victims, witnesses, and suspects; investigate causes and results of accidents; direct and control traffic; issue written citations for traffic and other minor violations; inspect public establishments requiring licenses to ensure compliance with rules and regulations; operate police communication and computer equipment to obtain, disseminate, and report information; and write detailed incident, investigation, activity, and other reports.

There are several specialized areas within the Police Department which include: SWAT Team, K-9 officers, Bomb Unit, Snipers, Hostage Negotiations, School Resource Officers, Court Liaison, Downtown Officer, Honor Guard, Crime Scene Technicians, and Bike Patrol.

Officers will also have to complete a physical agility test on an annual basis as well as passing a yearly physical.

WRITTEN EXAMINATION

The written examination was developed by an independent firm and is administered by members of the Personnel Department and Police Department. This examination is

designed to identify basic skills associated with the twelfth grade level of education. The examination is divided into four parts which measures knowledge in mathematics, grammar and spelling, reading comprehension, and report writing. Applicants are required to score 70% in each category. All applicants completing the written examination may contact the Personnel Office concerning results of their score. Test results will be on a PASS or FAIL basis. Applicants that fall in the FAIL category will not be eligible to retest for a period of three months. Additionally, these applicants will have to obtain a new application package from the Personnel Office if they desire to take the test in the future. In no event will an applicant be allowed to take the written examination more the four times in a twelve month period.

PHYSICAL AGILITY

Applicants who pass the written examination and choose to continue with the selection process will be notified of the date and time of the second phase of the process, which is a physical agility test. At this stage, applicants are required to complete a mile and a half run in nineteen (19) minutes and thirty-six (36) seconds, a 300-yard run in seventy-four (74) seconds, a one rep bench press at one hundred (100) pounds or sixty (60) percent of applicant's body weight, twenty-one (21) pushups in one minute, complete an agility run in 20.2 seconds, and a vertical jump of 14.5 inches. Applicants that do not pass the agility test are eliminated from the selection process and are not eligible to retest for a period of three months.

This means that they must obtain another application package from the Personnel Office and start the process over at the written examination.

RIDE ALONG

Candidates that successfully pass the physical agility test will be notified of a date and time to report to the Police Department to spend a ten hour tour of duty riding with an Officer on Patrol. The purpose of this process is twofold. First, it provides the Department with an opportunity to observe the candidate's potential for career success as a Police Officer. Second, it provides an opportunity to present a realistic depiction of the duties and responsibilities to the candidate that Police Officers must deal with. All candidates in the ride along program will be evaluated by the Officer who will complete a written report of their observations, which will be forwarded to the oral board for further consideration of the candidate. The candidate will have two writing assignments that must be completed before they leave the station on the day of the ride along. The assignments are (1) your ride along experience and (2) your most memorable life experience.

ORAL BOARD

Upon successful completion of the written examination, physical agility, and ride along the candidate will be place on an active roster for two years. While the applicant is on the active roster they may be contacted to appear before the oral board. This board is comprised of ranking members of the Police Department. Applicants are asked a series of questions that are designed to observe the candidate's overall skills. Candidates are evaluated on their responses to specific questions with regard to poise, confidence, speech, sentence structure, and ability to make proper ethical decisions. Additionally, the board has an opportunity to observe the total communication skill of the candidate as

well as their dress and grooming habits. The board is not designed to be a stress test. Appearing before the board provides the candidate with enough apprehension for board members to observe the candidate under light stress conditions. Since law enforcement is a profession that requires officers to communicate with people on a daily basis, the board members have a chance to observe the interpersonal skills of each applicant to determine if they possess the skills necessary to perform as a competent officer. Candidates are scored by each board member.

BACKGROUND INVESTIGATION/FINAL SELECTION

Prior to being selected for a final interview with the Chief of Police, candidates will undergo a complete background investigation which will include NCIC computer check, neighborhood contacts, interviews with past employers, friends and acquaintances. Upon satisfactory completion of all the above, and as positions become available, a candidate may be offered, "Conditional Employment" as a probationary Police Officer. At this stage of the process the candidate will be sent for a complete medical examination (including drug screen) and a psychological examination. Upon the candidate's satisfactory completion of these items, the Chief of Police will interview the candidates. These factors will be considered by the Chief of Police during the final selection stage: the numerical ranking of written test scores, oral board scores, education, prior experience, unique skills, and various certifications related to POST requirements. If the Chief of Police is satisfied with the candidate, the candidate will be hired and placed on probationary status for a period of one year. Probationary status may be extended for an additional ninety (90) days depending on completion of basic certification.

The City of Cleveland has initiated a policy that requires all emergency personnel (fire and police) to reside within thirty (30) miles of their duty station. A newly hired officer will have the duration of their probationary period to relocate within the thirty (30) mile limit that has been established for all city employees who are in emergency recall job descriptions.

DURATION OF PROCESS

The process of becoming a police officer is a long process that takes several months to complete. Upon taking the written examination the candidate will be notified that day of the results. The candidate will take the physical agility test the same week of the written examination and will know the results the day of the test. The applicants will then be given two weeks to complete the required ride-a-long. The oral interview will usually be scheduled two weeks after the ride-a-longs are completed. After all the interviews are completed the background investigations will begin. The background investigations generally take four weeks to complete. Upon the completion of the background investigations the candidate may receive a conditional offer of employment in one week. The next stage is the medical evaluation and the psychological testing which usually takes four to six weeks for the results to be returned to the Cleveland Police Department. After the exams the final offer will be made about two weeks prior to starting work. The entire process is about four and a half months.

The City of Cleveland and the Cleveland Police Department are an equal opportunity employers and do not discriminate on the basis of race, age, sex, religion, national origin or disability.