



NICHOLASVILLE POLICE DEPARTMENT
510 North Main Street
Nicholasville, KY 40356
(859) 885-9467



Barry W. Waldrop
Chief of Police

State Accredited Law
Enforcement Agency

EMPLOYMENT PROCEDURES FOR POLICE OFFICER CANDIDATES

1. **Written Examination:** The written examination is available to all applicants who submit an application for the position of Police Officer. The applicant will be notified in writing concerning the date, time, and location for this test. The written examination for Police Officer is designed to measure the knowledge, abilities, and aptitudes an individual must possess to be successful in the job. The written examination is a multiple-choice test and is utilized to determine applicants eligible to continue in the selection process. A minimum score of “70” on the Reading Comprehension section; “70” on the Grammar section; “60” on the Math section, and “70” on the Incident Report Writing section must be achieved to pass the written examination. If a passing score is not obtained, an applicant must wait until the next process before retaking the test.

2. **Physical Fitness Examination:** Candidates passing the written examination immediately proceed to the entry-level physical fitness examination. The candidate must sign a physical fitness waiver form at the testing site before taking the physical fitness examination. Failure to sign the waiver will automatically eliminate the candidate from continuing in this process.

The minimum scores are based on the Peace Officer Professional Standards and Certification Act of 1998, which are approved by the Kentucky Law Enforcement Council (KLEC), and can be found in the “Kentucky Law Enforcement, Physical Training Standards” booklet. The physical fitness examination consists of five (5) events:

- a) **ONE REPETITION MAXIMUM (RM) BENCH PRESS** - This is a test to measure the absolute strength of the upper body. This test consists of lying on a bench and pushing up at least 64% of the candidate’s body weight one time.
- b) **ONE MINUTE SIT-UP TEST** - This is a test to measure the abdominal or trunk muscular endurance. While lying on the ground, the candidate will be given 1 minute to do as many bent-leg sit ups as possible. The candidate must do at least 18 sit ups to pass this event.
- c) **PUSH UP TEST** – This is a test to measure the candidate’s upper muscular endurance. The candidate must do at least 20 push ups to pass this event.
- d) **300-METER RUN** - This is a test to measure anaerobic power or the ability to make an intense burst of effort for a short period or distance. This test consists of sprinting 300 meters in 65 seconds or less.
- e) **1.5 MILE RUN** - This is a test to measure aerobic power or cardiovascular endurance (the ability to have stamina over time). This test consists of running/walking, as fast as possible, the distance of 1.5 miles in 17:12 (seventeen minutes/12 seconds) or less.

NOTE: The candidate must pass all five (5) events in order to successfully pass the entry-level physical fitness testing requirements and to be eligible to continue in the recruitment process.

Candidates will be required to pass another physical fitness examination, pre-employment for Peace Officer Professional Standards (POPS) Phase I. In addition, candidates will be required to pass another physical fitness examination for successful completion of the Basic Training Academy. This mandatory physical fitness testing will occur prior to graduation. Failure to meet with the established standards could result in termination. Further details will be given upon employment.

3. **Oral Examination:** Those candidates successfully completing the physical fitness examination will be invited to the oral interview portion of the testing process. The oral examination consists of a panel of six (6) individuals from within the Police Department and citizens from the community. The panel will ask each candidate the same questions concerning their previous experience, training and knowledge for successful performance as a Police Officer. These questions are based on job-related duties and responsibilities and each panel member will independently score each candidate at the conclusion of their oral examination. The scores awarded to the candidate by the panel members' will be combined to obtain the raw score for the oral examination.

4. **Background Investigation:** Those candidates who successfully complete the oral examination will be scheduled for a complete background investigation including educational and work experience, police record check, and reference verification on selected candidates. A candidate must successfully complete this process in order to be ranked on the "academy register" for Police Officer.

5. **Physical Agility / Psychological Suitability Screening (POPS Phase I)** - A psychological suitability screening test will be administered by the Kentucky Law Enforcement Council in Richmond as part of the Peace Officers Professional Standards along with a the Physical Agility Test. The Physical Agility test consists of the following:

KLEC Physical Agility Standards	
Bench Press	64% of body weight
Sit-Ups	18 (1 minute time limit)
300 Meter Run	65 seconds
Push-Ups	20
1.5 Mile	Maximum time allowed 17:12

Not all of the successful candidates will be sent for Phase I, the number of candidates sent will be based on the number of available positions. Candidates successful with Phase I will receive a tentative job offer contingent on their successful completion of POPS Phase II and the medical exam.

6. **Polygraph Examination / Drug Screening (POPS Phase II)** - A polygraph examination will be administered by the Kentucky Law Enforcement Council in Richmond as part of the Peace Officers Professional Standards along with a Drug Screen.

7. **Register:** Successful candidates will be placed on the academy register based on their numerical rankings. A candidate may remain on the register for a period not to exceed one (1) year from the date of successful completion of the written examination or until such time that the Chief of Police terminates the list. Names of eligible candidates will be sent to the office of the Chief of Police for use in establishing the Rule of Three.

8. **Rule of Three:** When vacancies arise in the Police Department, the Police Chief shall request names from the register. He shall select for appointment to the academy a number of candidates equal to the number of vacancies in the rank of police officer. The Chief shall recommend for each vacancy one (1) of the three (3) top ranking candidates.

The Chief shall use the "rule of three" in making selections. The "rule of three" is a review of the polygraph, background investigation, and psychological suitability screening of each eligible candidate according to their ranking. Each ranked candidate will be reviewed at least three (3) times by the Police Chief for appointment. If after three reviews the candidate is not selected, the candidate's name shall be returned to the register.

10. **Medical Examination:** A medical examination will be given to those candidates recommended for appointment by the Police Chief. Those candidates recommended must successfully pass the medical examination. The medical examination will be job related and will include drug/illegal substance screening, which must be successfully completed before any candidate's name can be submitted to the Nicholasville City Commission for ratification. In addition, under OSHA Standards 29 CFR 1910.1030, all individuals who would possibly be exposed to Hepatitis based on their job duties will be offered immunization at no cost after their first day of employment.

11. **Recommendation:** After the aforementioned requirements have been met, the Police Chief shall forward his recommendation of appointments to the Nicholasville City Commission.

12. **Academy:** Candidates successful to this point will be scheduled in the next available academy class the Department of Criminal Justice Training in Richmond.

There is no transfer policy into the Nicholasville Police Department. Everyone must go through the procedures outlined above, provided they meet the requirements.

During the employment process, it is the responsibility of the applicant to notify the Records Division, by phone at (859) 885-9467 or in writing, of any changes in **address** or **telephone number** immediately.

If at anytime, the applicant should desire to have his or her name removed from consideration in the employment process, the applicant should notify the Nicholasville Police Department immediately.

PLEASE NOTE: Any applicant/candidate who has engaged in fraud or made a misstatement of material fact on their application and/or examination shall have his or her name removed from the register.