



VILLA HILLS POLICE DEPARTMENT

719 ROGERS RD. • VILLA HILLS, KY 41017 • (859) 341-3535 • FAX (859) 341-3579

Police Officer City of Villa Hills:

The City of Villa Hills is creating an eligibility list for a police officer. Previous law enforcement experience is desired but not required. Candidates must be able to complete the Civil Service and POPS (Peace Officers Professional Standards) hiring standards and complete the police academy. Applicants must be a high school graduate or equivalent, 21 years of age, free of felony conviction, a United States Citizen, and possess a valid driver's license.

All candidates must submit an application and a resume with qualifications. Qualified candidates must participate in an examination and interview process as established through the Civil Service Committee.

A non-refundable application and testing fee of \$25.00 will be required at the time of submission of the application. Applications, resumes and the paid fee must be submitted by Monday December 5, 2011 by 4:00 p.m. The testing date and location will be provided to applicants.

The City of Villa Hills, Kentucky is an Equal Opportunity Employer.

A STATE ACCREDITED LAW ENFORCEMENT AGENCY

Dear Applicant,

I would like to thank you for taking an interest in becoming a police officer with the City of Villa Hills, Kentucky. Villa Hills is a unique city that is mostly residential. Our philosophy in law enforcement is specifically directed towards services to the community and to enhance their way of life. The police department is encouraged to bolster the relationship and initiate a partnership between the department and the citizen for which we serve.

The civil service commission is establishing an eligibility list for which future hires may come from. Non-certified POPS (Peace Officers Professional Services) applicants must fulfill the civil services committee's requirements and must be able to complete and pass the POPS regulations. Current certified officer's applicants may have a portion of the POPS requirements waived at the sole discretion of the chief of police.

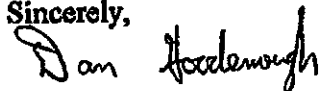
The Peace Officers Professional Services standards can be found on web sites maintained by the Department of Criminal Justice (DOCJT) and the Kentucky Law Enforcement Council. Both sites have a list of the physical agility guidelines and passing requirements.

If you have any questions on the testing procedures please contact the Villa Hills Police Department at 859-341-3535 during business hours.

The city of Villa Hills is an equal opportunity employer.

I wish you all the best in your endeavors in a long career in law enforcement.

Sincerely,

A handwritten signature in black ink that reads "Dan Goodenough". The signature is written in a cursive style with a large, prominent "D" at the beginning.

Dan Goodenough
Police Chief

Job Description Police Officer / Recruit

A police officer shall be responsible for the efficient performance of their duties in conformity with the policies of the department.

A police officer shall exercise authority consistent with obligations imposed by the oath of office and be accountable to their supervisor, promptly obeying all legitimate orders.

A police officer shall maintain harmonious relationships with their associates by courteous and considerate demeanor, guarding their self against envy, jealousy or other unfriendly feeling, and refraining from all unofficial communications to their discredit.

A police officer shall coordinate their efforts with those of other members of the department so that their teamwork may insure continuity of purpose and maximum achievement of service program objectives.

A police officer shall communicate to their supervisors and to co-workers all information they may obtain which is pertinent to the achievement of service program objectives.

A police officer shall be available for duty at all times in case of special needs or emergencies. Ordinarily, supervisors will establish their hours of duty. They shall respond punctually to all of their assignments.

A police officer shall familiarize their self with administrative policy and execute the service program within their area of responsibility, providing for:

- A. Prevention and suppression of crime**
- B. Protection of life and property**
- C. Apprehension and prosecution of offenders**
- D. Preservation of the peace**
- E. Enforcement of regulatory measures**

A police officer shall conduct their self in accordance with high ethical standards, both on and off duty.

A police officer shall by study and research, become familiar with advanced techniques and ideas designed to improve police performance.

A police officer shall assist in the execution of the department's program for:

- A. Improving efficiency and cooperation in areas of common responsibility**
- B. Advancing the public relations program for promoting public confidence and support**
- C. Proper and economical use of department's property and equipment**

A police officer shall report for duty at specific times, physically fit, neatly and properly groomed and with prescribed equipment.

A police officer shall be accountable for the security, receipting and proper transporting of all evidence and property coming into their custody.

A police officer shall exert every effort to satisfy the needs of citizens requesting service, assistance or information and courteously explain and instance where jurisdiction does not lie with the police department, suggesting procedures to be followed.

A police officer shall insure the civil treatment and observance of rights of all persons coming into the scope of their authority.

A police officer shall perform other lawful duties or special assignments as directed by the police chief.



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Applicants are considered for employment without regard to race, color, religion, sex, national origin, age, marital status, veteran status, medical condition, disability or other legally protected status.

Please read acknowledgments (page 3, section I), then complete application using typewriter or ink.

Personal Information	A	1	NAME - Last First Middle				Social Security #
		2	PRESENT ADDRESS: Street City State Zip Code				PHONE #: ()
		3	PERMANENT ADDRESS: Street City State Zip Code				PHONE #: ()
		4	EMERGENCY PHONE # ()				5 AGE: (If under 18)
		6	Have you applied for employment or been employed here before? YES NO				If yes, give position(s) & date(s):
		B	1	TYPE OF EMPLOYMENT DESIRED: FULL-TIME PART-TIME TEMPORARY/SEASONAL			2 DATE AVAILABLE FOR WORK:
Employment Interest	3	WHAT POSITION ARE YOU SEEKING?			4 MINIMUM SALARY REQUIREMENT:		
	5	CAN YOU TRAVEL IF JOB REQUIRES IT? (Please list any restrictions) YES NO			6 Are you on layoff or subject to recall? YES NO		
	7	DOES ANYONE IN YOUR IMMEDIATE FAMILY WORK HERE? If yes, List Name(s), Relationship(s), and Department YES NO					
	C	EDUCATION:					
Educational Record	1	NAME AND LOCATION OF SCHOOL	High School	College/University	Graduate/Professional		
	2	YEARS COMPLETED (Please Circle Last Year)	9 10 11 12	1 2 3 4	1 2 3 4		
	3	DIPLOMA/DEGREE YEAR RECEIVED					
	4	MAJOR FIELD OF STUDY					
	5	AREA(S) OF SPECIALIZED TRAINING:					
	6	TITLE OF THESIS AND SPECIAL RESEARCH PROJECT(S):					
	7	HONORS RECEIVED:					
	8	VOCATIONAL OR TECHNICAL SCHOOL ATTENDED:					
	9	SPECIAL SKILL(S) OR CERTIFICATE(S) ACHIEVED:					
	10	TYPING: YES NO WPM:		COMPUTER EXPERIENCE: (Please Circle) Windows 98/XP Word Excel			

AN EQUAL OPPORTUNITY EMPLOYER

"A SPECIAL PLACE TO LIVE"

Employment Experience	D	PREVIOUS EMPLOYMENT: Start with your <u>present or last job</u> and list all employment experiences. If any additional space is needed, please use an extra sheet of paper.				
		1	EMPLOYER:	DUTIES:	DATES EMPLOYED	
					FROM	TO
		Current Employer	ADDRESS:			
			JOB TITLE:	SUPERVISOR:	HOURLY RATES/SALARY	
				STARTING	FINAL	
	REASON FOR LEAVING OR WANTING TO LEAVE:					
	2	EMPLOYER:	DUTIES:	DATES EMPLOYED		
				FROM	TO	
		ADDRESS:				
		JOB TITLE:	SUPERVISOR:	HOURLY RATES/SALARY		
				STARTING	FINAL	
	REASON FOR LEAVING OR WANTING TO LEAVE:					
	3	EMPLOYER:	DUTIES:	DATES EMPLOYED		
				FROM	TO	
ADDRESS:						
JOB TITLE:		SUPERVISOR:	HOURLY RATES/SALARY			
			STARTING	FINAL		
REASON FOR LEAVING OR WANTING TO LEAVE:						
4	EMPLOYER:	DUTIES:	DATES EMPLOYED			
			FROM	TO		
	ADDRESS:					
	JOB TITLE:	SUPERVISOR:	HOURLY RATES/SALARY			
			STARTING	FINAL		
REASON FOR LEAVING OR WANTING TO LEAVE:						
5	MAY WE CALL YOUR PRESENT EMPLOYER NOW? If not, when may we call?					
	YES NO PHONE: ()					
Special Considerations	F	IF A LICENSE OR CERTIFICATE IS NEEDED TO PERFORM THE WORK IN THE POSITION APPLIED FOR, PLEASE COMPLETE THE FOLLOWING:				
		Driver's License Number:	Name of Trade or Profession License Number:			
	2	LIST ANY SKILLS AND ABILITIES THAT YOU POSSESS THAT WILL BE HELPFUL IN DOING THE JOB APPLIED FOR:				

		GIVE THE NAME OF THREE REFERENCES. PLEASE DO NOT INCLUDE RELATIVES OR PREVIOUS EMPLOYERS.			
References	1	NAME	RELATIONSHIP	ADDRESS	PHONE NUMBER
Activities	1	LIST OFFICES HELD IN SCHOOL, CIVIC CLUBS, OR BUSINESS ORGANIZATIONS. YOU MAY OMIT THOSE THAT INDICATE SEX, RACE, COLOR, RELIGION, OR NATIONAL ORIGIN:			
	2	CURRENT HOBBIES, INTERESTS, OR FAVORITE RECREATION:			
H	1	Branch of U.S. Military Service from (month/year) to (month/year):	2	Highest Rank Attained:	
	3	Military Occupation Specialty and/or Major Duties:			
Additional Information		This employer is subject to Section 503 of the Rehabilitation Act, Section 402 of the Vietnam Era Veterans Readjustment Assistance Act, and the Americans with Disabilities Act. If you have a disability that will require reasonable accommodations during the pre-employment application/testing procedures, please let us know. You may be required to provide documentation verifying the need for accommodations. This information will not subject you to any adverse treatment.			
	4	Are you a Vietnam Era Veteran?		If yes, please list month and year active duty completed:	
	5	ADDITIONAL COMMENTS:			
Please read before completing application.					
I	1	I certify that the answers given herein are true and complete to the best of my knowledge.			
	2	I authorize investigation of all statements contained in this employment application and additional job-related background investigation as may be necessary in arriving at an employment decision.			
	3	In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand also, that I am required to abide by all rules and regulations of the employer.			
	4	I understand that neither this document nor any verbal promises made by the employer or representative employee may be constituted as an employment contract.			
	5	I understand and acknowledge that, unless otherwise defined by law, policies and procedures, or rules and regulations, any employment relationship with this organization is of an "at-will" nature, which means that either the employee or employer may terminate the relationship at any time, with or without cause or advance notice.			
	6	I understand that this application is the property of the employing organization. This application must be signed and dated below before I will receive consideration for employment.			
	7	Signature (Please sign - Do not type or print)			8

NOTE: A Resume may be attached to this application to provide additional information, but may not be substituted for a completed and signed Employment Application Form.

FOR PERSONNEL DEPARTMENT USE ONLY			
Position applied for is OPEN:	YES	NO	Position(s) considered for:
Application reviewed by:			Date:
Remarks:			
Arrange Interview:	YES	NO	If yes, Date: Time:
Interviewed by (List Participants):			
Employed:	YES	NO	Date of employment:
Position Title:		Department:	Starting Salary: