

PARIS POLICE DEPARTMENT

525 High Street, 3rd Floor

Paris, Kentucky 40361

(859) 987-2100

Instruction Sheet and General Information

1. Your application must be typed or printed legibly in black ink only.
2. **Follow all instructions on the application exactly.** Failure to do so could result in disqualification from the application process.
3. Your application must be filled out completely. If a question does not apply to you, mark that question "N/A" (not applicable). Unanswered questions may result in the application being considered incomplete.
4. If you need more room to answer any question, attach a separate sheet of paper and clearly identify the question to which you needed more room.
5. Enclose a copy of the following when submitting your application: *(If applicable items are missing the application will be considered incomplete.)*
 - ✓ Social Security Card;
 - ✓ valid operator's license with picture ID and current address;
 - ✓ birth certificate;
 - ✓ high school diploma or GED equivalent.
6. If applicable, enclose copies of:
 - ✓ college degree;
 - ✓ military discharge form DD214;
 - ✓ police basic training certificate with class number.
7. Your application will be thoroughly reviewed. Potential candidates will be notified by mail of testing dates and times. Do not call the Police Department regarding the status of your application.

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CITY OF PARIS
Position Description

Class Title: Police Officer Recruit

Department: Police

Supervisor: Police Lieutenant / Police Captain

Supervises: None

Class Characteristics: Under supervision of the shift supervisor, performs general duty police work in the enforcement of federal, state, and local laws and ordinances to protect individual rights, protect life and property, prevent and suppress crime, and identify and apprehend criminal offenders; performs community service activities; performs related work as required.

General Duties and Responsibilities

1. Patrols a designated area on foot or in a radio equipped vehicle to enforce federal, state, and local laws, administrative regulations and ordinances, and to prevent and/or discover the commission of crime.
2. Responds to calls received during shift; investigates suspicious conditions and complaints; makes arrests of persons found to be in violation of the law.
3. Issues citations.
4. Testifies as a witness in court.
5. Serves summons and subpoenas.
6. Renders assistance to citizens and the public as needed.
7. Investigates reports of stolen property; recovers and returns lost or stolen property.
8. Conducts follow-up investigations of homicides and thefts.
9. Transports prisoners.
10. Investigates complaints of bogus checks and forgeries.
11. Investigates crimes committed by juveniles and conditions that cause juvenile delinquency.
12. Provides traffic control services in connection with school crossings, inoperative traffic control devices, accidents, parades, and special events.
13. Maintains public order in crowds, parades, funerals, or other public gatherings.
14. Prepares written reports on shift activities.
15. Assists ambulance and fire services in emergency situations.
16. Renders first aid.
17. Administers breathalyzer tests.
18. Investigates accidents and prepares reports.
19. Participates in continuing education classes.
20. May perform special related duties in special details or administrative services.

Desirable Qualifications

Training and Experience:

1. Graduation from high school or equivalent (GED).
2. Must be KLEC certified, unless hired as a recruit and scheduled for required training.

Knowledge:

1. Ability to learn federal, state, and local laws;
2. police principles, practices, and methods;
3. the geography of the city;
4. first aid;

5. preventive maintenance requirements for vehicles and equipment.

Skills:

1. Skill in the use of firearms.
2. Excellent communication skills.

Abilities:

1. Remember names, faces, and incident details;
2. analyze situations quickly and reasonably;
3. prepare clear reports;
4. learn safe use of firearms;
5. maintain effective working relationships; and
6. meet physical strength, agility, and condition requirements.

Additional Information

Instructions:	Initially detailed and specific, becoming more general with training and experience.
Processes:	Work varies slightly and seldom; may require new or unusual approaches.
Review of Work:	Initially reviewed by supervisor; less often as determined by supervisor.
Physical Demands:	Work is generally outdoors in all weather; intermittent sitting, standing, walking, climbing, bending, carrying, stretching, and stooping; must be able to lift more than 25 pounds and physically restrain individuals when required.
Tools and Equipment Used:	Police cruiser, firearm, baton, handcuffs, pepper spray, radio, camera, intoxilizer, PBT, telephone, computer, and normal office equipment.
Contacts:	Frequent public and internal contacts requiring tact and diplomacy.
Confidential Information:	Regular use of confidential information.
Mental Effort:	Heavy.
Interruptions:	Constant.
Licensing Requirements:	Must possess and maintain a valid driver's license issued by the Commonwealth of Kentucky.
Availability:	Must be able to work irregular shifts and respond to emergency calls at all hours.
Certification Requirements:	Must complete required basic training during the first year of employment and annual training thereafter.
Additional Requirements:	See KRS Chapter 95 for additional requirements.
Overtime Provision:	Non-exempt.

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Important Information for Police Officer Candidates

There is no transfer policy into the Paris Police Department. Everyone must go through the procedures outlined in this packet, provided they meet the requirements. Fraud or material misstatement may result in removal from the register or disqualification.

During the employment process, applicants must notify the Records Division at (859) 987-2100 or in writing or email, immediately of any change in address or telephone number, or if they wish to be removed from consideration.

TATTOO POLICY: Unprofessional or offensive body art, tattoos, brands, images, phrases, or expressions (including racial, sexual, or gang-related material) shall not be tolerated. Members may have tattoos; however, tattoos on the face, head, neck, or hands must not be visible while in uniform unless approved by the Chief or designee. The Chief or designee retains final authority to determine what is acceptable, must be covered, or is considered unprofessional or offensive.

Employment Procedures for Police Officer Candidates

1. **Written Examination:** Available to applicants who submit an application. The exam measures knowledge, abilities, and aptitudes an individual must possess to be successful and may determine eligibility to continue.
2. **Physical Fitness Examination:** Candidates passing the written examination proceed to the entry-level physical fitness examination and must sign a waiver. The examination consists of bench press, sit-ups, push-ups, 300-meter run, and 1.5-mile run.
3. **Oral Examination:** Candidates passing the physical fitness examination may be invited to an oral interview panel. Scores are combined to obtain a raw score.
4. **Background Investigation:** Includes education and work experience, police record checks, and reference verification.
5. **Physical Agility / Psychological Suitability Screening (POPS Phase I):** Administered by the Kentucky Law Enforcement Council as part of Peace Officer Professional Standards.

KLEC Physical Agility Standards

Event	Minimum Standard
Bench Press	64% of body weight
Sit-Ups	18
300 Meter Run	65 seconds
Push-Ups	20
1.5 Mile Run	Maximum time allowed 17:12

6. **Polygraph Examination / Drug Screening (POPS Phase II):** Administered by the Kentucky Law Enforcement Council with a drug screen.
7. **Register:** Successful candidates may be placed on the academy register based on numerical rankings for up to one year.
8. **Rule of Three:** When vacancies arise, the Chief may select from the top-ranking candidates according to the rule of three.
9. **Medical Examination:** A job-related medical examination, including a drug screen, is required before appointment is submitted for ratification.
10. **Recommendation:** After all requirements are met, the Chief forwards appointment recommendations to the Paris City Commission.
11. **Academy:** Successful candidates will be scheduled for the next available academy class at the Department of Criminal Justice Training in Richmond.

POLICE OFFICER APPLICATION

The following information is required for verification and contact purposes. Please print or type in black ink ONLY.

Last Name	First	Middle
Other Names / Nicknames Used		
Address		
City	State	Zip
Home Phone	Work Phone	Birthdate
Social Security Number		
E-Mail Address		

You must be a citizen of the United States or a permanent resident alien eligible for and has applied for citizenship to be employed by the Paris Police Department. Can you provide documentation? Yes No

For identification purposes, please provide the following:

Height _____ Weight _____ Hair color _____ Eye Color _____

Scars, Tattoos, or other distinguishing marks _____

Do not answer the following question unless you have been informed of the requirements of the position of Police Officer Recruit.

Are you capable of performing, with or without reasonable accommodation, the activities involved in the job for which you have applied? Yes No

Signature of Applicant _____ Date _____

RELATIVES, REFERENCES, AND ACQUAINTANCES

During the background investigation, persons who know you may be asked to comment upon your suitability. Please supply information below. If a category is not applicable, write N/A. If parents are deceased, write Deceased.

If living, Name of Your:	Address where person may be contacted (City, State, Zip)	Telephone Number
Father		
Mother		
Spouse / Significant Other		
Children		
Former Spouse(s)		
Step-father		
Step-mother		
Father-in-law		
Mother-in-law		

In the space below, list 3 to 5 references. Exclude family members.

Name	Address where person may be contacted (City, State, Zip)	Telephone Number

RESIDENCES

List all residences during the last ten (10) years and persons with whom you resided. Begin with your current residence. Do not list information prior to your 15th birthday.

Address of Residence	City, State & Zip Code	From	To	Individuals Residing with You

EDUCATION

The Commission on Peace Officer Standards and Training requires a peace officer to possess a high school diploma or equivalent. Please indicate all high schools and colleges attended and any degrees obtained.

Name of School	Location	From	To	Degree Earned / Hours

Have you ever been suspended or expelled from any high school or post-secondary school? Yes No

If Yes, explain _____

MILITARY SERVICE

Have you ever served in the Armed Forces, National Guard, or Military Reserves? Yes No

Branch of Service	Service Number	Dates of Service	Type of Discharge

Are you currently participating in Military Reserves or National Guard program? Yes No

Have you ever been the subject of any judicial or non-judicial disciplinary action while in the military, National Guard, or military reserve?

Yes No If Yes, give details _____

EXPERIENCE AND EMPLOYMENT

Beginning with your most current employment, list all jobs, including part-time, temporary, and voluntary positions held in the past 10 years. Include periods of military service or unemployment in sequence.

Dates of Employment From / To Mo./Yr.	Name & Address of Employer	Name of Supervisor	Telephone No.
	Title or Duties	Name of Co-Workers	
<input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Voluntary <input type="checkbox"/> Military Service <input type="checkbox"/> Not Employed			
REASON FOR LEAVING:			
Dates of Employment From / To Mo./Yr.	Name & Address of Employer	Name of Supervisor	Telephone No.
	Title or Duties	Name of Co-Workers	
<input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Voluntary <input type="checkbox"/> Military Service <input type="checkbox"/> Not Employed			
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REASON FOR LEAVING:			
Dates of Employment From / To Mo./Yr.	Name & Address of Employer	Name of Supervisor	Telephone No.
	Title or Duties	Name of Co-Workers	
<input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Voluntary <input type="checkbox"/> Military Service <input type="checkbox"/> Not Employed			
REASON FOR LEAVING:			

Would any problem result if your present employer was contacted during the background investigation? Yes No

Have you ever filed a claim for Worker's Compensation? Yes No

Have you ever had any extended absences from work for reasons other than earned vacation? Yes No

Have you ever been fired or asked to resign from any place of employment? Yes No

Have you ever been a successful or unsuccessful candidate for another position requiring peace officer powers? Yes No

If you answered YES to any above, explain

LEGAL

If you have ever been arrested or convicted of any crime excluding traffic citations, provide full information. If the fact was sealed, expunged, released, or pardoned, consult legal guidance regarding how to answer.

Have you ever been placed on court probation as an adult? Yes No

Have you ever been reported to a law enforcement agency as a missing person or runaway? Yes No

Are you now or have you ever been involved as a plaintiff or defendant in any civil court action? Yes No

Do you consider yourself a light, moderate, or heavy drinker? Light Moderate Heavy

What do you usually drink? Beer Wine Liquor

Do you frequent any lounges, clubs, or taverns? _____

How much do you consume in an average week? _____

How many times have you been under the influence of alcohol and/or drugs in the last twelve (12) months?

When were you last under the influence of alcohol and/or drugs in the last twelve (12) months? _____

How many times have you driven while under the influence of alcohol and/or drugs in the last twelve (12) months?

Has your use of alcohol and/or drugs resulted in any problems for you? _____

Have you ever tried, experimented, or used any of the following illegal drugs or substances?

Drug	Yes / No	# of Times Used	Last Time (Month / Year)
Marijuana			
Hashish			
Speed			
Heroin			
Mushroom			
Peyote			
L.S.D.			
Cocaine / Crack			
PCP			
Ecstasy			
Methamphetamine			

List in detail any prescription drugs, other drugs or substances

If YES to any above questions, provide details

MOTOR VEHICLE OPERATION

Operation of a motor vehicle is an important part of the position of peace officer. An investigation into your driving history will be made. Please supply the following information.

Kentucky Driver's License No. _____ Expiration Date _____

Name under which license was granted _____

List other states where you have been licensed to operate a motor vehicle:

Full name under which license was granted	State

List current liability insurance for your motor vehicles:

Company	Address	Policy Numbers	Date of Expiration

Please list all traffic citations, excluding parking citations:

Nature of Violation	Location (City & State)	Date (Mo. & Yr.)	Action Taken

Have you ever been refused insurance for any reason other than failure to pay a premium? Yes No

Have you ever been refused a driver's license by any state? Yes No

Have you ever been involved as a driver in a motor vehicle accident during the last ten (10) years? Yes No

If YES, provide details _____

Date _____ Police Investigation? Yes No Injury Accident? Yes No

Location _____

Date _____ Police Investigation? Yes No Injury Accident? Yes No

Location _____

Date _____ Police Investigation? Yes No Injury Accident? Yes No

Location _____

Date _____ Police Investigation? Yes No Injury Accident? Yes No

Location _____

GENERAL

Have you ever applied for a permit to carry a concealed weapon? Yes No

If YES, Permit Granted? Yes No Date _____

Name of Law Enforcement Agency _____

Purpose for obtaining Permit _____

CERTIFICATION OF ACCURACY

I hereby certify that all statements made in this application are true and complete, and I understand that any misstatements of material facts will subject me to disqualification or dismissal.

Signature of Applicant _____ Date _____