

# **Fort Thomas Police Department**

## **Recruitment Brochure**



130 N. Ft. Thomas Ave.  
Ft. Thomas, KY 41075  
(859) 441-6562



## **MISSION STATEMENT**

The primary mission of the Fort Thomas Police Department is to coordinate and lead the efforts within the community to preserve the public peace, protect the rights of the persons and property, prevent crime, and generally provide assistance to citizens in urgent situations. The Department is responsible for the enforcement of all Kentucky Revised Statutes, and City Ordinances within the boundaries of the City of Fort Thomas.

The Department must enforce the law in a fair and impartial manner, recognizing both the statutory and judicial limitations of policy authority and the constitutional rights of all persons. It is not the role of the Department to legislate, render judgments, or punish.

The Department serves the people of Fort Thomas by providing law enforcement service in a professional and courteous manner and it is to these people that the Department is ultimately responsible.

## **DEPARTMENT VALUES AND BELIEFS**

### **HUMAN LIFE**

We value life and dignity above all else. Therefore:

- We give first priority to situations that threaten life.
- We use force only when necessary.
- We treat all persons with courtesy and respect
- We are compassionate and caring.

### **INTEGRITY**

We believe integrity is the basis for community trust. Therefore:

- We are honest and truthful.
- We are consistent in our beliefs and actions.
- We hold ourselves to high standards of moral and ethical conduct.
- We are role models for the community.

### **LAWS AND CONSTITUTION**

We believe in the principles embodied in our constitution. We recognize the authority of Federal, state, and local laws. Therefore:

- We respect and protect the rights of all citizens.
- We treat all persons fairly and without favoritism.
- We are knowledgeable of the law.
- We enforce the law.
- We obey the law.

### **EXCELLENCE**

We strive for personal and professional excellence. Therefore:

- We do our best.
- We seek adequate resources: staffing, facilities, equipment, training, salaries, and benefits.
- We recruit and hire the best people.
- We are receptive to new ideas, to change.
- We meet state-recognized law enforcement standards.
- We lead by example.
- We work toward realistic, mutually agreed upon goals.

### **ACCOUNTABILITY**

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We are accountable to each other and to the citizens we serve, who are the source of our authority. Therefore:

- We communicate openly and honestly among ourselves and with the community.
- We are responsive to community concerns.
- We manage our resources effectively.
- We understand the importance of community values and expectations.
- We thoroughly investigate complaints against our employees.
- We acknowledge our mistakes and are open to constructive criticism.

### **COOPERATION**

We believe that cooperation and teamwork will enable us to combine our diverse backgrounds, skills and styles to achieve common goals. Therefore:

- We work as a team.
- We strive to understand those who disagree with us.
- We seek the help and cooperation of others.
- We seek to resolve conflicts.
- We rely on community support and involvement.
- We share our responsibility to serve the citizens of Fort Thomas with many other agencies and organizations.

### **PROBLEM SOLVING**

We are most effective when we help identify and solve community problems. Therefore:

- We work to anticipate and prevent problems.
- We give a high priority to preventing crime and helping citizens feel safe.
- We actively seek opinions and ideas from others.
- We plan, analyze, and evaluate.
- We recognize that crime is a community problem.
- We listen to problems and complaints with empathy and sensitivity.
- We seek innovative solutions.

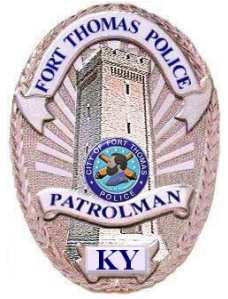
### **OURSELVES**

We are capable, caring people who are doing important and satisfying work for the citizens of Fort Thomas. Therefore:

- We respect, care about, trust and support each other.
- We are disciplined and reliable.
- We keep our perspective and sense of humor.
- We balance our professional and personal lives.
- We consult the people who will be affected by our decisions.
- We have a positive, "can-do" attitude.
- We cultivate our best characteristics: initiative, enthusiasm, creativity, patience, competence, and judgment.



## **A career as a Fort Thomas Police Officer**



### **Introduction**

This guide was written for police officer applicants and those interested in applying for the position of police officer with the City of Fort Thomas. The guide outlines the duties of a Fort Thomas Police officer along with information explaining the hiring process and other information. If you have additional questions, please contact, Lieutenant Rich Whitford at (859) 441-6562.

### **Equal Employment Opportunity Policy Statement**

It is the policy of the Fort Thomas Police Department to be fair and equitable in all its relations with its employees and applicants for employment without regard to race, color, religion, ancestry, marital status or disability.

### **Information about the City of Ft. Thomas**

Fort Thomas is an active and thriving community consisting of 16,495 residents. The city is uniquely positioned adjacent to major highways providing easy access to both Downtown Cincinnati, Ohio, and virtually any area of the Greater Cincinnati / Northern Kentucky region. A wide array of housing options for all ages is available, as well as an excellent system of public parks anchored by Tower Park, which is located within the former military post. The Fort Thomas Independent School District provides an outstanding level of public education and consistently ranks as one of the top Districts within the Commonwealth of Kentucky.

## **The Fort Thomas Police Department**

The Fort Thomas Police Department is committed to working together and with our community to provide excellent services. We conduct ourselves in a manner that reflects the highest standards of character and dedication to service. We strive for excellence through training, education and superior individual effort. Our law enforcement personnel utilize state-of-the-art equipment to provide first rate service to the community for which our citizens can be proud, including our new Police Department that was completed in 2009. As of 2009 we have twenty three sworn officers demonstrating commitment, perseverance, and pride to our department and community in the performance of their duties. Personnel have opportunities to acquire and demonstrate specialized skills in several assignments.

### **Next Applicant Deadline:**

**Date & Time:** Friday, November 1<sup>st</sup>, 2013 at 4:00 PM

### **Next Applicant Test:**

**Date:** Saturday, November 9<sup>th</sup>, 2013

**Location:** Highlands Middle School Cafeteria, 2350 Memorial Pkwy,  
Ft. Thomas, KY 41075

**Time:** 8:00 AM

**For application and further details please call  
Melissa Kelly at 572-1202**

## **Specialized Units Available Within the Department**

- S.W.A.T. (County Wide Team)
- Detective
- Crime Scene Unit (CSU)
- Police Bike Unit
- Field Training Officers
- Property Evidence Management
- Major Accident Reconstruction Team – (MART)
- Range Instructors
- Recruiting
- Crime Prevention
- Community Resource Officer
- Information and Technology Officer
- Northern KY Drug Strike Force

## **Type of Officer Ft. Thomas is Looking For**

### **A person with:**

- A strong desire to serve the community
- Interested in becoming a part of the community of Fort Thomas
- High moral character and integrity
- Compassion
- Good judgment
- High degree of emotional self control
- Empathy and sensitivity
- Intelligence
- Good communication skills
- Self confidence
- Good physical condition
- Creativity and ingenuity

## **What the Job of a Police Officer is Really Like:**

Law Enforcement can be a very rewarding and fulfilling profession. It requires both physical skills and mental abilities. An officer must be able to make decisions and act on them with limited time and information in situations where there is an element of danger. They must be able to deal with people in a variety of emotional states, while remaining calm and professional. Rigorous entry standards are absolutely necessary to ensure that officers are able to meet the physical and mental demands of the job.

**The Fort Thomas Police Department is following the Community Oriented Policing Model of law enforcement.**

### **What is Community Oriented Policing?**

Community policing is a philosophy that promotes organizational strategies, which support the systematic use of partnerships and problem-solving techniques, to proactively address the immediate conditions that give rise to public safety issues such as crime, social disorder, and fear of crime.

### **Community Policing is comprised of three key components:**

- **Community Partnerships**  
Collaborative partnerships between the law enforcement agency and the individuals and organizations they serve to develop solutions to problems and increase trust in police.
  - Other Government Agencies
  - Community Members/Groups

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- Nonprofits/Service Providers
- Private Businesses
- Media

- **Organizational Transformation**

The alignment of organizational management, structure, personnel, and information systems to support community partnerships and proactive problem solving.

### *Agency Management*

- Climate and culture
- Leadership
- Labor relations
- Decision-making
- Strategic planning
- Policies
- Organizational evaluations
- Transparency
- Organizational Structure

### *Geographic assignment of officers*

- Despecialization
- Resources and finances

### *Personnel*

- Recruitment, hiring, and selection
- Personnel supervision/evaluations
- Training

### *Information Systems (Technology)*

- Communication/access to data
- Quality and accuracy of data

- **Problem Solving**

The process of engaging in the proactive and systematic examination of identified problems to develop and rigorously evaluate effective responses.

- Scanning: Identifying and prioritizing problems
- Analysis: Researching what is known about the problem
- Response: Developing solutions to bring about lasting reductions in the number and extent of problems
- Assessment: Evaluating the success of the responses
- Using the crime triangle to focus on immediate conditions (victim/offender/location)



## **Qualifications**

### **Age**

Applicant must be minimum 21 years of age at the time of hire.

### **Education**

An applicant must be a high school graduate or have a G.E.D. certificate.

### **Background**

An applicant must be able to pass a thorough background investigation.

### **Driver's License**

An applicant must possess a valid driver's license upon filing an application.

### **Military Background**

If applicable, an applicant must have received a discharge under honorable conditions.

The City of Fort Thomas will be conducting a written examination for employment within the Police Department following the requirements of § 35.65 through § 35.74 of the City of Fort Thomas Code of Ordinances and, KRS Statutes. Applications are available at the City Building, 130 North Fort Thomas Avenue, Fort Thomas, Ky. 41075, during regular office hours of 8 A.M. to 4:30 P.M. For information, or to have an application mailed or faxed to you, call the City Clerk's Office at (859) 441-1055. (Melissa Kelly, City Clerk)

## **EXAMINATION PROCEDURE FOR POLICE RECRUIT**

As defined by City Ordinance and in compliance with Kentucky Revised Statutes, the City's employment procedure will consist of:

1) Application. The successful completion and timely submission of an application for employment:

**DEADLINE FOR THE APPLICATIONS IS: Friday, November 1<sup>st</sup>, 2013 at 4:00 P.M.**

2) Written Test. A test will be selected by the Police Chief and upon completion of the testing, the test will be returned to the testing company for grading and the provision of a list of the written scores.

**DATE FOR THE POLICE RECRUIT TEST IS: SATURDAY, NOVEMBER 9<sup>th</sup>, 2013 AT 8:00 A.M. AT HIGHLANDS MIDDLE SCHOOL, 2350 MEMORIAL PARKWAY, FORT THOMAS, KY 41075**

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3) Eligibility List. This list, consisting of the ten (10) highest scores, shall be valid for a period not exceeding two (2) years, at the discretion of the City. Whenever a vacancy occurs, the Police Chief will obtain approval from the Board of Council to begin the hiring process from the list.

4) Physical Agility Testing. Applicants receiving the ten (10) highest scores (including any ties) shall complete all requirements and successfully pass the POPS Standard physical agility test, as scheduled.

5) Oral Interviews. Finalists for the recruit position will participate in one or more Oral Interviews with the Mayor, Public Safety Committee, Police Chief, City Administrative Officer, and others as required. A conditional offer of employment will be presented to one of these finalists.

6) Background checks, Polygraphs, Psychological Examinations, and Medical Examinations will then be conducted for all finalists who receive a conditional offer of employment.

## **PHYSICAL TRAINING STANDARDS** **POLICE RECRUIT CANDIDATES**

### **WHAT TEST STANDARDS MUST BE MET?**

Each test is scored separately and standards must be met on each test. This POPS Standard Testing will take place at Tower Park Armory Building and Track, South Ft. Thomas Ave., Ft. Thomas, KY. and supervised by members of the Police Department. You may get additional information from Lieutenant Rich Whitford, 859-441-6562. The City of Fort Thomas Police Department uses the Exit Standards as part of the testing process. There are five (5) physical fitness tests that will be given, as follows:

### **HOW WILL YOU BE SCORED ON THE TEST?**

The following chart will be used to determine the points earned for each event. In order to meet the state standard, an overall minimum of 50 points must be achieved. Failure to meet the overall minimum requirement constitutes a failure for the test battery. Opportunities to retest are granted at the sole discretion of the hiring agency.

<b>Physical Performance Points Distribution</b>					
<b>Event</b>	<b>9 pts</b>	<b>9.5 pts</b>	<b>10 pts</b>	<b>10.5 pts</b>	<b>11 points</b>
Bench Press (% body weight)	55.3%	59.7%	64%	68.5%	≥ 73%
Sit Ups (repetitions)	13	16	18	-----	≥ 18
300 Meter Run (seconds)	68	67	65	-----	≤ 65
Push Ups (repetitions)	14	17	20	23	≥ 25
1.5 Mile Run (min:sec)	17:56	17:34	17:12	16:44	≤ 16:15

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**The procedure and order for testing will be as follows:**

- |  |                             |
|--|-----------------------------|
| <b>1. Warm up for 3 minutes.</b>                   |                             |
| <b>2. Test One Repetition Maximum Bench Press.</b> | <b>Rest for 5 minutes.</b>  |
| <b>3. Test One Minute Sit-up.</b>                  | <b>Rest for 15 minutes.</b> |
| <b>4. Test 300 Meter Run.</b>                      | <b>Rest for 15 minutes.</b> |
| <b>5. Test Maximum Push-up.</b>                    | <b>Rest for 30 minutes.</b> |
| <b>6. Warm up for 2 minutes.</b>                   |                             |
| <b>7. Test in the 1.5 Mile Run.</b>                |                             |
| <b>8. Cool down for 5 minutes.</b>                 |                             |

### **WHY IS PHYSICAL FITNESS IMPORTANT?**

First, physical fitness is important because the five (5) areas of the testing determine an individual's capability to do strenuous job tasks. Second, physical fitness is important to minimize health risks for problems such as heart disease, stroke and obesity—all of which can affect job performance capabilities.

## **Salary Range (As of July 2013)**

<b><u>Position</u></b>	<b><u>Hourly Rate</u></b>
Police Recruit	\$24.08
Police Officer, 2nd Class (Less than 1yr)	\$24.92
Police Officer, 1 <sup>st</sup> Class (1 to 2 yrs)	\$25.78
Senior Police Officer (5 or more yrs)	\$25.97
Senior Police Officer (10 or more yrs)	\$26.09
Sergeant	\$28.88
Lieutenant	\$32.53

### **Additional Pay Benefits**

#### **Incentive Pay**

Officers receive \$3,100.00 annually after completion of basic academy training at the Department of Criminal Justice Training in Richmond, Kentucky.

#### **Uniform Allowance**

Officers receive \$870.00 for a uniform and clothing allowance. The money is paid in the form of a check on the first payday of July.

#### **Service Allotment**

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Officers receive \$870.00 every first payday of July. This check is provided to each officer to purchase an off duty weapon and supplies and to pay the officer for carrying his/her weapon off duty.

### **Education Incentive**

Education incentive money is distributed equally in bi-weekly payment in accordance with the following schedule:

30 to 60 semester credit hours \$418/yr

61 to 120 semester credit hours \$522/yr

More than 120 credit hours \$627/yr

### **Longevity Pay**

Officers with more than five years of service receive \$1,149.00 annually.

Officers with more than ten years of service of service receive \$1,672.00 annually.

Officers with more than fifteen years of service receive \$2,194.00 annually.

### **Court Pay**

Officers receive a minimum of two hours of overtime for court appearance while they are off duty.

### **Pension / Retirement**

Employees are eligible for retirement benefits after twenty five years of service. The City of Fort Thomas also offers a Deferred Compensation Plan through the Commonwealth of Kentucky. Additionally, employees of the City of Fort Thomas can join the KEMBA Credit Union.

### **Health Insurance**

The City of Fort Thomas provides family coverage at no cost to the employee.

### **Dental insurance**

The City of Fort Thomas provides family coverage at no cost to the employee.

### **Life Insurance**

The City of Fort Thomas underwrites ½ the cost of a \$40,000.00 group life insurance policy. The City of Fort Thomas also provides a contribution for each officer into the Northern KY Police Officers' Death Benefit Fund.

### **Paid Leave**

Officers receive twenty-one vacation days a year. Officers receive an additional vacation day per year from the sixth through twentieth year of service. Officers receive six sick days per year. The total number of unused sick days is matched at the end of the year and these days are saved by the officer for future use, if needed. Officers receive one personal day per year.



## **Equipment Provided**

All newly hired officers are provided uniforms and clothing which included: shoes, outer garments, duty firearm, and leather equipment.

## **Tuition Assistance**

Employees are eligible for tuition reimbursement for tuition paid up to \$1,500.00 per fiscal year contingent to relevance, advance request, and a passing grade of "C" or better.

## **Lateral Entry (KLEC)**

Police officer applicants with two years of full-time employment or more with agencies participating in KLEC certified training program and in good standing may be eligible for lateral entry credit.

A maximum of 5% will be added to the raw testing score of applicants who can demonstrate proof of their current Kentucky approved certification.

Applicants selected under lateral entry will be eligible to earn a maximum of ten years of credit. Such credit shall apply to hourly wages, longevity pay and vacation leave.