



## POSITION AVAILABLE

### **Police Officer**

The City of Henderson Police Department will be accepting applications for the position of Police Officer until the position is filled. Applicants must be 18 years of age. The applicant shall reside within a fifteen (15) mile radius of City Hall or within Chester County within one year from the date of employment and maintain residence within this area during their employment. certification.

Applications and Job Descriptions may be picked up at Henderson City Hall at 121 Crook Ave., requested by phone at (731)983-5003, or on the city website at [www.hendersontn.gov](http://www.hendersontn.gov). Completed applications should be returned to Henderson City Hall or may be returned by email to [hr@hendersontn.gov](mailto:hr@hendersontn.gov)

The City of Henderson is an Equal Opportunity Employer. It is the policy of the City of Henderson not to discriminate on the basis of race, color, national origin, age, sex, or disability in its practices, programs, services, or activities.

## CITY OF HENDERSON, TENNESSEE

### JOB DESCRIPTION – POLICE OFFICER

**POSITION: Police Officer.** A Police Officer is responsible for protecting the citizens' life and property, preserving the public peace, preventing crime, arresting violators of the law, and properly enforcing all laws and ordinances. A Police Officer is under the direct supervision of the Chief of Police, and their Command Staff. The employee is expected to perform his or her duties according to federal regulations, state laws, city ordinances, and the policies and procedures of the police department. Instructions to an officer are somewhat general but many aspects of the work follow standardized guidelines. However, the employee is frequently required to use independent judgment to complete tasks.

**FLSA STATUS:** Non-Exempt - Hourly.

**SALARY:** Depends on qualifications and experience.

#### **MINIMUM QUALIFICATIONS/EXPERIENCE:**

1. Must be 18 years of age.
2. Must have a High School Degree or GED.
3. Must have a Valid Tennessee Driver's License.
4. Must be able to speak, write, and understand English.
5. Must be a citizen of the United States.
6. Must be willing to undergo an extensive background check.
7. Must not have been convicted of or have pled guilty to or entered a plea of nolo contendere to any felony charges or any violation of any federal, state laws, or city ordinances relating to force, violence, theft, dishonesty, gambling, liquor or controlled substances.
8. Must have good moral character as determined by a thorough investigation conducted by the Henderson Police Department and others.
9. If you have prior military service, you must have an honorable discharge.
10. Must pass a psychological exam and be free of mental disorders.
11. Must be able to pass a physical and able to abide by City Drug Testing Regulations.
12. Must be willing to work weekends, nights, and holidays on rotating shifts.
13. Must have some computer skills and be familiar with standard software packages such as Word, Excel, Outlook, and the Internet.
14. If no prior police certification, an applicant must be willing to attend and pass Basic Police Academy Training for 12 weeks.

**RESIDENCE REQUIREMENTS:** Must reside within a 15-mile radius of City Hall or within Chester County within one year from the date of employment and maintain residence within this area during their employment.

#### **PRIMARY JOB DUTIES:**

- Officers shall report to duty at times specified, in a clean serviceable uniform or appropriate attire as approved by the department.

- The employee will operate a variety of equipment including firearms, tasers, radio and communications equipment, police vehicles, radar, drug test kit, computer, fingerprinting, and emergency equipment. The demands of this position can be stressful both mentally and physically. The employee may be required to run, jump, bend, climb, crawl, squat, lift and carry heavy objects. The employee will work both indoors and outdoors with the possibility of being exposed to adverse weather conditions and hazardous or extremely dangerous situations.
- Patrols, by foot, bike, or motor vehicle, the streets of the city, places of business, and residential districts enforcing city ordinances, and state and federal laws.
- Investigates suspected crimes, reports findings, and arrests suspected individuals.
- Investigates accidents involving persons or property, reports the probable cause of accidents, and pursues the appropriate course of action.
- Answers dispatch calls.
- Directs and controls traffic.
- Testifies in court or legal proceedings.
- Issues traffic citations and parking tickets.
- Maintains all law enforcement equipment.
- Provides specialized instruction and makes presentations to school classrooms, community groups, and others.
- Assists other departments or agencies with law enforcement activities.
- May perform emergency first aid.
- May assist in animal control situations.
- Operates a computer.
- Keeps records.
- Performs related work as required.

#### **REQUIRED KNOWLEDGE AND ABILITIES:**

- Must become and maintain Tennessee P.O.S.T. Certification. This certification includes firearm qualifications, physical education, and defensive techniques. Failure to acquire and maintain certification will result in termination.
- Knowledge of the local jurisdiction, city ordinances, and state and federal laws.
- Effective methods of investigations.
- The court system and presentation of evidence in court proceedings.
- Geography of the city.
- Methods of first aid.
- Ability to react quickly and calmly in emergencies and to determine the proper course of action.
- Ascertain facts by personal contact, observation, and the examination of records.
- Explain and interpret pertinent provisions of laws, ordinances, and regulations.
- Enforce laws firmly, tactfully, equally, and with respect for the rights of others.
- Develop skills in the use and care of firearms.
- Establish and maintain an effective working relationship with the public and other employees. Contact with the general public, in a variety of circumstances, is frequent.
- Understand and execute difficult oral and written instructions and guidelines.

#### **WORK SCHEDULE OF THE DEPARTMENT:**

- The Police Department operates 24 hours a day, 7 days a week, including holidays.
- Officers work a rotating shift.



- Officers will be required to attend training and court during off-duty hours.
- Officers will be required to work some overtime as needed.
- Officers must be willing to respond to off-duty emergency calls when needed.
- Work schedule may be adjusted by the Chief of Police.

**PHYSICAL REQUIREMENTS:**

1. Must be able to squat, bend, walk, stoop, sit, and drive repetitively throughout the workday.
2. May be required to work for extended periods, outdoors under dirty, wet, hot, and cold weather conditions.
3. Must maintain agility and dexterity to operate equipment and firearms.
4. Must be able to pass vision and hearing tests per department standards.
5. Must be able to lift and carry up to 50 pounds on an occasional basis.
6. May be required to ride a bicycle or walk for patrol purposes.
7. May be required to physically subdue persons during arrests.
8. Must maintain a reasonable weight and physical condition per department standards.

The City of Henderson provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms of conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

**Revision: DEC 2023**



## City of Henderson, Tennessee

### Current Employee Benefits

(see note below)

- Defined Benefit Retirement Plan through the Tennessee Consolidated Retirement System (TCRS).
- Group Health Insurance.
- Employee Life Insurance.
- Other Optional (employee-paid) benefits such as vision, dental, accident, and cancer.
- Section 125/FLEX Plan.
- Generous sick leave policy of eight (8) hours per month with unlimited accrual.
- Paid vacation based on years of employment as follows:

<u>Completed Service</u>	<u>Vacation hours Per Year</u>
After 1 year	40 hours
After 3 years	80 hours
After 10 years	120 hours
After 15 years	160 hours
After 20 years	200 hours

- Set pay scales with regular increases.
- Longevity bonus pay based on years of service.
- Beginning salary \$ 23.19 per hour.
- Beginning salary for P.O.S.T. certified officer – depends on years of experience.
- 11 paid holidays.

Note: All benefits listed are subject to change

The City of Henderson will make a costly investment in a new hire, we attempt to send the best-qualified recruit, in academics, as well as physical fitness, to the Tennessee Law Enforcement Training Academy. All P.O.S.T Certified Officers will NOT be required to take the written or the physical part of the test.

All Non-P.O.S.T. Certified Officers will be scheduled to take a written test that will take place at the Henderson City Hall located at 121 Crook Avenue, Henderson, TN, in the conference/training room on the first floor.

The Non-P.O.S.T. Certified Applicants passing the written test will then be given a physical ability test that will take place at one of the local schools or Freed-Hardeman University Campus' gym.

#### Physical Agility Test:

##### Part 1

Push-Ups – The score of this test is based on the number of push-ups completed in one minute.

Sit-ups - The score of this test is based on the number of sit-ups completed in one minute.

##### Part 2

This will be a simulated foot pursuit wearing body armor. The test will consist of crossing over a three-foot obstacle and a four-foot obstacle, twice and dragging a 165-pound dummy for 25 feet. The total length of the run is approximately 200 yards. The score of this test will be the time it takes to complete the task.

##### Part 3 (for those passing parts 1 & 2)

This is a 1-mile run. The score of this test will be the time it takes to complete the run.



PO Box 68 ~ 121 Crook Avenue  
 Henderson, TN 38340  
 PHONE: 731-983-5000~FAX: 731-983-5050

Position Applied for: POLICE OFFICER Deadline for Application: Until Position is Filled

APPLICANT INFORMATION					
Last Name		First		M.I.	Date
Street Address				Apartment/Unit #	
City		State		ZIP	
Phone		E-mail Address			
Cell Phone No:		Driver's License No & State:			
Date Available					
Are you a citizen of the United States? YES <input type="checkbox"/> NO <input type="checkbox"/> If not, are you authorized to work in the U.S.? YES <input type="checkbox"/> NO <input type="checkbox"/>					
Have you ever worked for this company?		YES <input type="checkbox"/> NO <input type="checkbox"/>		If so, when?	
Have you ever been convicted of a felony?		YES <input type="checkbox"/> NO <input type="checkbox"/>		If yes, explain	
Do any of your relatives work for the City of Henderson?		YES <input type="checkbox"/> NO <input type="checkbox"/>		If yes, state name and relationship	
Are you currently employed?		YES <input type="checkbox"/> NO <input type="checkbox"/>			
Are you currently on "lay-off" status and subject to recall?		YES <input type="checkbox"/> NO <input type="checkbox"/>			
EDUCATION					
High School		Address			
From	To	Did you graduate?	YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree	
College		Address			
From	To	Did you graduate?	YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree	
Other		Address			
From	To	Did you graduate?	YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree	



**MILITARY SERVICE**

Branch	From	To
Rank at Discharge	Type of Discharge	
If other than honorable, explain		

**PREVIOUS EMPLOYMENT**

Company	Phone ( )	
Address	Supervisor	
Job Title	Starting Salary \$	Ending Salary \$
Responsibilities		
From	To	Reason for Leaving
May we contact your previous employer for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>		

Company	Phone ( )	
Address	Supervisor	
Job Title	Starting Salary \$	Ending Salary \$
Responsibilities		
From	To	Reason for Leaving
May we contact your previous employer for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>		

Company	Phone ( )	
Address	Supervisor	
Job Title	Starting Salary \$	Ending Salary \$
Responsibilities		
From	To	Reason for Leaving
May we contact your previous employer for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>		

**PREVIOUS EMPLOYMENT CONTINUED:**

Company		Phone ( )	
Address		Supervisor	
Job Title	Starting Salary \$	Ending Salary \$	
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous employer for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			

Company		Phone ( )	
Address		Supervisor	
Job Title	Starting Salary \$	Ending Salary \$	
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous employer for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			

Company		Phone ( )	
Address		Supervisor	
Job Title	Starting Salary \$	Ending Salary \$	
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous employer for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			

IF ADDITIONAL ROOM IS NEEDED FOR PREVIOUS EMPLOYERS CONTINUE ON A BLANK SHEET OF PAPER.

Describe any specialized training, apprenticeship, job-related skills, and qualifications acquired from employment or other experience.

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List professional, trade, business, civic or extra-curricular activities and offices held.

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**PROFESSIONAL REFERENCES***Please list three professional references.*

Full Name	Relationship
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Company	Phone ( )
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Address
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Full Name	Relationship
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Company	Phone ( )
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Address
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Full Name	Relationship
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Company	Phone ( )
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Address
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**PERSONAL REFERENCES***Please list three personal references.*

Full Name	Relationship
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Company	Phone ( )
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Address
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Full Name	Relationship
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Company	Phone ( )
---------	-----------

Address
---------

Full Name	Relationship
-----------	--------------

Company	Phone ( )
---------	-----------

Address
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## City of Henderson is An Equal Opportunity Employer

We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age disability, marital or veteran status, or any other legally protected status.

### **DISCLAIMER AND SIGNATURE**

I certify that my answers are true and complete to the best of my knowledge. I hereby authorize a complete background check of my criminal record, employment history, and credit history.

This employment application shall be considered active only until the position is filled. Any applicant wishing to be considered for employment beyond this period should complete a new application for that position.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release. I understand also, that I am required to abide by all rules and regulations of the employer.

Signature

Date

**APPLICANT WAIVER**

I do hereby authorize the release to the Henderson Police Department any and all records or other information they wish to obtain to help determine my eligibility for employment. This includes my criminal felony or misdemeanor records from any court, law enforcement agency, or any division of the United States Military. This also includes records from any past or present employers or educational, medical, or insurance facility.

I do hereby indemnify and hold harmless any individual, including the Henderson Police Department and its agents, who may provide negative or derogatory information about me. I do this voluntarily for the purpose of assisting the Henderson Police Department in my background check.

Have you ever been convicted of any misdemeanor or felony crime that was considered Domestic Violence?

YES: \_\_\_\_\_

NO: \_\_\_\_\_

PRINT NAME: \_\_\_\_\_

PRINT ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

DATE OF BIRTH: \_\_\_\_\_

SOCIAL SECURITY NUMBER: \_\_\_\_\_

DRIVER'S LICENSE NUMBER: \_\_\_\_\_

SIGNATURE OF APPLICANT: \_\_\_\_\_

DATE: \_\_\_\_\_

**PHYSICAL AGILITY TEST WAIVER**

In consideration of my participation in the Physical Agility Test administered By the Henderson Police Department, I, \_\_\_\_\_, For myself, my heirs, executors, and administrators, hereby release and forever discharge the Henderson Police department, the City of Henderson, and all other entities, organizations, businesses, or individuals involved in the administration of the physical agility test, and their agents, representatives, and assignees, from all liabilities, actions, claims, demands, damages, costs, and expenses, which I may now or in the future have against them, as agencies or individuals, arising out of, or in any way connected with my participation in or the operation of the Henderson Police Department Physical Agility Test and including, but not limited to, any claims that are based on any alleged negligence or other action or inaction by any of the above parties.

I attest and verify that, to the best of my knowledge, my physical condition and fitness are adequate for me to safely participate in this Physical Agility Test and all portions thereof, and that no physician or other qualified individual had advised me against participating in this test or any portion thereof.

Name: \_\_\_\_\_  
(Print)

Date: \_\_\_\_\_

Signature: \_\_\_\_\_



## PHYSICAL AGILITY READINESS QUESTIONNAIRE

(Circle One)

Yes/No – Has your doctor ever said that you have a heart condition and recommended only medically approved physical activity?

Yes/No – Do you have chest pain brought on by physical activity?

Yes/No – Have you developed chest pain at rest in the past month?

Yes/No – Do you have a bone or joint problem that could be aggravated by the proposed physical activity?

Yes/No – Are you aware, through your own experience or a doctor's advice, of any reason against your exercising without medical approval?

Name: \_\_\_\_\_  
(Print)

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

**OPTIONAL:** Please have this section completed by your physician if you believe you have a medical condition or injury which may affect your ability to participate in the physical agility testing.

I reasonably believe that the above-named person is physically unable to perform the physical agility test for The Henderson Police Department without unreasonable risk of injury.

Physician Signature \_\_\_\_\_ Date \_\_\_\_\_

Printed name and address \_\_\_\_\_

Additional Documents to be attached to the application:

1. DD214 (If prior military service).
2. Photocopy of valid driver's license.
3. If applicable, photocopy of P.O.S.T. certification