



## Hodgenville Police Department JOB DESCRIPTION

TO: Kentucky Association of Chiefs of Police  
FROM: Chief Marcus Jackson  
RE: Job Openings  
DATE ISSUED: 1/14/2019

The Hodgenville Police Department is accepting applications for the position of Police Recruit and Police Officer. Individuals interested in applying can retrieve an application from City Hall or our website located at [www.hodgenville.ky.gov](http://www.hodgenville.ky.gov). Simply click on the City Government tab across the top of the site and select the police department from drop down menu. The link to download the application is listed directly under the forms section.

<http://cityofhodgenvilleky.com/wp-content/uploads/2016/02/police-app.pdf>

All applicants will be subject to the Police Officer Professional Standards (POPS). If applicants are not already POPS certified, they will be sent to the DOCJT for recruit training. More information related to POPS as well as recruit training can be found at [www.docjt.ky.gov](http://www.docjt.ky.gov).

Benefits for Police Recruits include a starting hourly pay rate of \$13.24 per hour, full employee health and dental insurance and a \$10,000 life insurance policy. Upon successful completion of recruit training, the hourly rate increases to \$15.61.

Benefits for lateral transfers that are POPS certified include a starting hourly pay rate of \$15.61 per hour, full employee health and dental insurance and a \$10,000 life insurance policy. This rate can be adjusted based on job experience or specialized training.

A three-year employment contract will be required of any person accepting a job offer with the City of Hodgenville Police Department.

We will be accepting applications until February 31st, 2019 at 4 pm. Completed applications can be turned into City Hall during normal business hours, M-F from 8 am-4pm. If you have any questions, please contact the undersigned.

Thank you,  
Chief Marcus Jackson  
Hodgenville Police Department



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## JOB DESCRIPTION

\*This does not include the annual Kentucky Law Enforcement Foundation Program Fund (KLEFPF) stipend of \$4,000.

### **DEFINITION:**

Under the direction of an assigned supervisor, perform law enforcement and related services to safeguard the lives, property, and constitutional rights of citizens in the City of Hodgenville; patrol assigned areas, respond to crime and accident scenes, emergency situations, and requests for assistance; detect, apprehend, and arrest violators of the law; enforce State, Federal, and Local laws; enforce City of Hodgenville ordinances; and perform a variety of specialized duties, as assigned.

### **DISTINGUISHING CHARACTERISTICS:**

The classification of Police Officer performs the duties of patrol, investigation, transportation and task force assignments under general supervision. General supervision is provided by a Police Sergeant or other assigned supervisor.

### **ESSENTIAL JOB FUNCTIONS:**

- A Police Officer becomes involved in a variety of activities while responding to public requests for service and crime prevention, detection, and apprehension.
- Prepares and files police reports of crimes and other incidents.
- Is assigned geographical areas in police cars equipped with special equipment for the purpose of controlling traffic, preventing crimes and disturbances of the peace, and for the arrest of persons who violate criminal statutes.
- Notes suspicious persons and reports activities to their superior officers.
- Report hazards and disburses unruly crowds at gatherings.
- Renders First Aid and CPR at accidents and investigates the cause and results of accidents.
- Directs traffic around accidents, fires, and other disruptions.
- Inspects public establishments requiring licenses to ensure compliance with local ordinance and federal rules and regulations.
- Warns, cites, or arrests persons violating local ordinance and state law.



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### **QUALIFICATIONS:**

#### **Knowledge of:**

- Department organization, policies, and directives, after instruction.
- Principles, practices, and procedures used in law enforcement.
- Federal, state, county, and city laws and ordinances.
- Recent legislation and court decisions affecting law enforcement.
- Rules of evidence and laws of arrest.
- Interviewing and interrogation techniques.
- Geography of the city, county, and specific areas of assignment.
- Traffic accident investigation procedures and techniques.
- Traffic and crowd control techniques.
- Crime scene preservation and investigation methods and techniques.
- Proper care and use of police weapons.
- Record keeping techniques.

#### **Ability to:**

- Gather, assemble, analyze, evaluate, and use facts and evidence.
- Analyze situations and adopt effective courses of action.
- Interpret and apply laws and regulations.
- Communicate clearly and concisely both orally and in writing.
- Correctly use grammar, spelling, punctuation, and vocabulary as it pertains to the English language.
- Use interpersonal skills using tact, patience, and courtesy.
- Observe, record, and recall accurately information, direction, or complaints given to or received from supervisors, citizens, or suspects, even after long periods of time.
- Use and care for safety equipment and departmental equipment, including office business machines and computers.
- Administer First Aid and CPR.
- Work irregular hours.



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### **Education/Experience:**

At date of application filing, must be a high school graduate or possess a GED equivalent.

### **PHYSICAL DEMANDS AND WORK ENVIRONMENT:**

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

### **Physical Demands:**

Primary functions may require maintaining physical condition necessary for sufficient mobility to work in a law enforcement setting; restrain or subdue individuals; walk, stand, sit, or run for prolonged periods of time; occasionally stoop, bend, kneel, crouch, reach, and twist; occasionally climb and balance; regularly push, pull, lift, and/or carry light to moderate weights; frequently lift and/or move moderate to heavy weights; occasionally lift and or move heavy weights; wear a police utility belt (approximately 30 pounds); during special operations wear other police equipment weighing up to an additional 40 pounds; operate law enforcement and general office equipment; requires a sense of touch, finger dexterity, and gripping with hands and fingers; ability to communicate verbally to exchange information; ability to operate office equipment including use of computer keyboard; ability to operate a vehicle to travel to various locations; ability to operate firearms, TASER, knives, impact weapons and handcuffs; see in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents and to operate equipment; hear in the normal audio range with or without correction.

### **Work Environment:**

Reactive emergency, natural or man-made disaster, and routine peace keeping environments with travel from site to site; work in intense life-threatening conditions; exposure to dangerous persons, firearms and communicable diseases; frequently exposed to vibration; frequently exposed to outside weather conditions, such as extreme cold, extreme heat, rain or snow. The employee is required to work frequently with the public in crisis and non-crisis situations; exposed to potentially hostile environments. The employee is occasionally exposed to fumes or airborne particles; extreme/uncomfortable conditions in various types of structures. The employee is infrequently exposed to explosives, toxic or caustic chemicals, moving mechanical parts, working in high, precarious places, and risk of electrical shock. The noise level in the work environment is usually moderate; however, the noise level is occasionally very loud due to sirens, firearm training, etc.

Must be able to pass the POPS certification/hiring process.