

# CITY OF SHELBYVILLE

## POLICE RECRUIT

<b>PAY RANGE APPRENTICE POLICE OFFICER</b>	<b>\$31,059 starting salary. \$33,130 annual salary after academy training. After academy graduation, eligible for incentive at \$258 a month.</b>
<b>HEALTH INSURANCE</b>	Employee health care plan is provided by the City. Dependent/family coverage is available on a cost share basis.
<b>LIFE INSURANCE</b>	One year annual salary amount for insurance. Long Term Disability policy.
<b>SICK LEAVE</b>	Sick leave is accrued at a rate of 8 hours per month of service, unlimited accrual.
<b>HOLIDAYS</b>	The City observes New Year's Day, Martin Luther King Day, ½ of Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and the fourth Friday in November, Christmas Eve & Day and one personal day as paid holidays.
<b>VACATION</b>	After one year of service - 40 hours—1 week Two through nine years - 80 hours—2 weeks Ten - fourteen years - 120 hours—3 weeks Fifteen or more years - 160 hours—4 weeks
<b>CAREER DEVELOPMENT</b>	<b>A.</b> Mandatory annual in-service training..... 40 hours <b>B.</b> Educational Assistance Program
<b>UNIFORMS CLOTHING</b>	Uniforms, jackets, hats, caps, boots, shoes, etc., are issued by the department.
<b>FIREARMS/IMPACT AND RESTRAINT EQUIPMENT</b>	Issued by the department.
<b>PROTECTIVE VESTS</b>	Issued by the department, after completion of police academy training.
<b>RETIREMENT PROGRAM</b>	Employees participate in the CERS hazardous duty retirement plan. Participation is mandatory.
<b>INCENTIVE</b>	After academy training, will begin receiving \$258.00 each month (\$3,100.00 a year).

GENERAL QUALIFICATIONS AND REQUIREMENTS OF  
POLICE RECRUIT

<b>AGE</b>	Minimum age is 21 years.
<b>DRIVER'S LICENSE</b>	Must possess and provide proof of a valid Kentucky driver's license.
<b>EDUCATION</b>	Must possess and provide proof of a high school diploma or GED certificate.
<b>TESTING EXAMINATIONS INTERVIEWS</b>	Applicants must successfully complete each test, exam and interview during the current hiring period, to become eligible for employment with the City.
<b>CHARACTER INVESTIGATION</b>	Applicants eligible for employment during the current hiring period will be subjected to a comprehensive background investigation including, but not limited to, verification of past employment, credit history, references and other information available concerning possible employment with the City.
<b>ADDITIONAL TESTING EXAMINATIONS INTERVIEWS</b>	Applicants eligible for employment during the current hiring period may be subjected to additional tests, examinations and interviews, prior to actual employment with the City.
<b>RESIDENCE</b>	Applicants must be a citizen of the United States and the City would like for the applicant to live within the Shelby County area. If you do not live within Shelby County, you will not be eligible for the take home car program.
<b>DOCUMENTS REQUIRED WITH APPLICATION</b>	<p><u>Applicants must submit copies of the following with their completed application:</u></p> <ul style="list-style-type: none"><li><b>A. High school diploma or GED certificate</b></li><li><b>B. Birth certificate</b></li><li><b>C. Military discharge form DD214</b></li><li><b>D. Kentucky Driver's License</b></li><li><b>E. Social Security Card</b></li><li><b>F. College Transcript</b></li><li><b>G. Resume (Optional)</b></li></ul>
<b>ARRESTS</b>	Applicants with a history of felony conviction cannot be considered for Police officer. A misdemeanor arrest and/or conviction does not mean you cannot be considered for employment. (The nature of the misdemeanor arrest and/or conviction are important, so please give all details of the event.)
<b>SOCIAL SECURITY NUMBER</b>	Federal Law ( <b>P.L. 93-579, sec.7</b> ) requires that you be informed, when asked for your social security number, that the number is provided and that it will be used for identification purposes in the employment processes.
<b>**SIGNATURE</b>	Upon completion of your application for employment, you must sign the authorization forms before a Notary Public. Authorization forms not notarized will not be accepted as well as the copies of required documents listed above. There is a Notary available at City Hall.