

JACKSON POLICE DEPARTMENT

Rick S. Staples
Chief of Police

Personnel Department
127 E. Main St., Suite 303
Jackson, TN 38301
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Personnel Director
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TO: APPLICANT FOR POSITION OF POLICE OFFICER

SUBJECT: MINIMUM QUALIFICATIONS AND PROCESSING PROCEDURE
Beginning Annual Salary – \$27,227 1st year – \$28,932

Under applicable law and Jackson Police Department Directives, all successful candidates for Police Officer must meet the following qualifications:

1. Must be at least 21 years of age.
2. Must be a United States Citizen.
3. Must have a High School Diploma or G.E.D.
4. Must be eligible for a valid Tennessee Driver's License.
Possession of valid Tennessee Driver's License is required prior to appointment.
5. Must be physically fit for normal police functions.
6. Must pass a pre-employment background investigation.
7. Vision must meet the City of Jackson standards and must also pass a color perception test.

Processing will consist of the following procedures which applicants must pass in order to be considered qualified:

1. Pre-employment Exam.
2. Oral interview before an Interview Board.
3. A detailed background examination, which includes a search made of local, state and national criminal record files, medical, military and educational records.

After an offer of employment has been made, the applicant must successfully pass:

1. A physical examination.
2. A drug screening test.
3. A psychological evaluation.

In order to provide the citizens of the City of Jackson with quality law enforcement officers; we are very thorough in our background investigations. This part of the process can be very time-consuming; and the employment process may take in excess of six weeks depending on the number of applicants to be processed.

An Equal Opportunity Employer

(OVER)

Some of the reasons applicants will be rejected for the position of a Police Officer are:

1. A conviction, entering a plea of guilty, or entering a plea of nolo contendere to any felony charge or to any violation of any federal or state laws or city ordinances relating to the use of excessive force, theft, dishonesty, gambling, the unlawful sale or possession of liquor or a controlled substance. Also, multiple repeated misdemeanor offenses may be cause for rejection of an applicant.
 2. A discharge from employment on two (2) or more occasions within the past five (5) years, or documented evidence of disciplinary action or discharge on three (3) or more occasions.
 3. Habitual or recent use of narcotics or hallucinogenic substances.
 4. Habitual or recent use of barbiturate or amphetamines not prescribed by licensed medical practitioners.
 5. Habitual or recent use of marijuana, cocaine, crack cocaine or any other drug grouping not herein named.
 6. Refusal to submit to a drug/alcohol test.
 7. Initial positive drug/alcohol test results confirmed.
 8. Less than Honorable discharge from any branch of the United States Military Service.
 9. Six (6) or more current points against the applicant's operator license prior to appointment.
 10. Any false or misleading information provided by the applicant at any time during the employment process.
 11. Inability to meet state mandated P.O.S.T. qualifications.
- This list is not intended to be all-inclusive, and the right is reserved to reject any applicant, at any time during the process, who does not meet the City of Jackson Police Department's standards.

Candidates not selected for employment will be allowed to re-apply for subsequent job announcements.

Any inquires regarding the employment process should be directed to the Personnel Office at (731) 425-8267 or by mail at 127 E. Main Street, Suite 303, Jackson, TN 38301.

PLEASE PROVIDE LEGIBLE COPIES OF ALL OF THE FOLLOWING DOCUMENTS AT THE TIME YOUR APPLICATION IS SUBMITTED:

1. BIRTH CERTIFICATE
2. DRIVER'S LICENSE (SHOWING EXPIRATION DATE)
3. SOCIAL SECURITY CARD
4. HIGH SCHOOL DIPLOMA OR G.E.D.
5. DD-214, MILITARY DISCHARGE (IF APPLICABLE) SHOWING TYPE OF DISCHARGE
6. RECENT FULL-FACE PHOTO-NOT TO BE RETURNED

Unless these documents are received prior to the established deadline date, you will not be allowed to test.