



Thom Corley
Police Chief

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TO: APPLICANT FOR POSITION OF POLICE OFFICER

SUBJECT: MINIMUM QUALIFICATIONS AND PROCESSING PROCEDURE
BEGINNING SALARY – NEW OFFICER: \$24.12/HR = \$50,169 YR.
LATERAL ENTRY OFFICER - \$25.09/HR = \$52,187 YR. - \$27.69/HR =
\$57,595 YR.

(Based on years of prior service credit up to 5 years)

Under TCA 38-8-106 and Jackson Police Department Directives, all successful candidates for Police Officer must meet all of the following qualifications:

- Be at least 21 years of age.
- Be a United States Citizen.
- Have a High School Diploma or G.E.D.
- Must have a valid Tennessee Driver's License prior to appointment.
- Be physically fit for normal police functions.
- Pass a pre-employment background investigation.
- Meet the City of Jackson's vision standards of 20/20 or correctable to 20/20. Must also pass a color perception test.

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

- An entrance exam.
- An oral interview before an Interview Panel.
- A detailed background examination, which includes a search made of local, state, and national criminal record files, medical, military, and educational records.
- A physical agility examination.

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

- A physical examination.
- A drug screening test.
- 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.

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

- 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, or the unlawful sale or possession of liquor or a controlled substance. Also, multiple repeated misdemeanor offenses may be cause for rejection of an applicant.
- 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.
- Habitual or recent use of narcotics or hallucinogenic substances.
- Habitual or recent use of barbiturate or amphetamines not prescribed by licensed medical practitioners.
- Habitual or recent use of marijuana, cocaine, crack cocaine or any other drug grouping not herein named.
- Refusal to submit to a drug/alcohol test.
- Initial positive drug/alcohol test results confirmed.
- Less than Honorable discharge from any branch of the United States Military Service.
- Any false or misleading information provided by the applicant at any time during the employment process.
- 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 inquiries regarding the employment process should be directed to the Human Resources Office at (731) 425-8267 or by mail at 127 E. Main Street, Suite 303, Jackson, TN 38301.

COPIES OF ALL THE FOLLOWING DOCUMENTS MUST BE SUBMITTED WITH YOUR APPLICATION:

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