



## 2021 Lateral Recruitment Packet

**130 North Fort Thomas Avenue  
Fort Thomas, KY 41075  
(859)441-6562**

## **MISSION STATEMENT**

The primary mission of the Fort Thomas Police Department is to coordinate and lead the efforts within the community to preserve the public peace, protect the rights of the persons and property, prevent crime, and generally provide assistance to citizens in urgent situations. The Department is responsible for the enforcement of all Kentucky Revised Statutes, and City Ordinances within the boundaries of the City of Fort Thomas.

The Department must enforce the law in a fair and impartial manner, recognizing both the statutory and judicial limitations of policy authority and the constitutional rights of all persons. It is not the role of the Department to legislate, render judgments, or punish.

The Department serves the people of Fort Thomas by providing law enforcement service in a professional and courteous manner and it is to these people that the Department is ultimately responsible.

## **DEPARTMENT VALUES AND BELIEFS**

### **HUMAN LIFE**

We value life and dignity above all else. Therefore:

- We give first priority to situations that threaten life.
- We use force only when necessary.
- We treat all persons with courtesy and respect
- We are compassionate and caring.

### **INTEGRITY**

We believe integrity is the basis for community trust. Therefore:

- We are honest and truthful.
- We are consistent in our beliefs and actions.
- We hold ourselves to high standards of moral and ethical conduct.
- We are role models for the community.

### **LAWS AND CONSTITUTION**

We believe in the principles embodied in our constitution. We recognize the authority of Federal, state, and local laws. Therefore:

- We respect and protect the rights of all citizens.
- We treat all persons fairly and without favoritism.
- We are knowledgeable of the law.
- We enforce the law.
- We obey the law.

### **EXCELLENCE**

We strive for personal and professional excellence. Therefore:

- We do our best.
- We seek adequate resources: staffing, facilities, equipment, training, salaries, and benefits.
- We recruit and hire the best people.
- We are receptive to new ideas, to change.
- We meet state-recognized law enforcement standards.
- We lead by example.
- We work toward realistic, mutually agreed upon goals.

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### **ACCOUNTABILITY**

We are accountable to each other and to the citizens we serve, who are the source of our authority. Therefore:

- We communicate openly and honestly among ourselves and with the community.
- We are responsive to community concerns.
- We manage our resources effectively.
- We understand the importance of community values and expectations.
- We thoroughly investigate complaints against our employees.
- We acknowledge our mistakes and are open to constructive criticism.

### **COOPERATION**

We believe that cooperation and teamwork will enable us to combine our diverse backgrounds, skills and styles to achieve common goals. Therefore:

- We work as a team.
- We strive to understand those who disagree with us.
- We seek the help and cooperation of others.
- We seek to resolve conflicts.
- We rely on community support and involvement.
- We share our responsibility to serve the citizens of Fort Thomas with many other agencies and organizations.

### **PROBLEM SOLVING**

We are most effective when we help identify and solve community problems. Therefore:

- We work to anticipate and prevent problems.
- We give a high priority to preventing crime and helping citizens feel safe.
- We actively seek opinions and ideas from others.
- We plan, analyze, and evaluate.
- We recognize that crime is a community problem.
- We listen to problems and complaints with empathy and sensitivity.
- We seek innovative solutions.

### **OURSELVES**

We are capable, caring people who are doing important and satisfying work for the citizens of Fort Thomas. Therefore:

- We respect, care about, trust and support each other.
- We are disciplined and reliable.
- We keep our perspective and sense of humor.
- We balance our professional and personal lives.
- We consult the people who will be affected by our decisions.
- We have a positive, “can-do” attitude.
- We cultivate our best characteristics: initiative, enthusiasm, creativity, patience, competence, and judgment.

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# **A career as a Fort Thomas Police Officer**

## **Introduction**

This guide is for police officer lateral applicants interested in applying for the position of police officer with the City of Fort Thomas, Kentucky. The guide outlines the duties of a Fort Thomas Police officer along with information explaining the hiring process and other information. If you have additional questions, please contact, Lieutenant Brent Moening at (859) 441-6562.

## **Equal Employment Opportunity Policy Statement**

It is the policy of the Fort Thomas Police Department to be fair and equitable in all its relations with its employees and applicants for employment without regard to race, color, religion, ancestry, marital status or disability.

## **Information about the City of Fort Thomas**

Fort Thomas is an active and thriving community consisting of 16,308 residents. The city is uniquely positioned adjacent to major highways providing easy access to both Downtown Cincinnati, Ohio, and virtually any area of the Greater Cincinnati / Northern Kentucky region. A wide array of housing options for all ages is available, as well as an excellent system of public parks anchored by Tower Park, which is located within the former military post. The Fort Thomas Independent School District provides an outstanding level of public education and consistently ranks as one of the top Districts within the Commonwealth of Kentucky.

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## **The Fort Thomas Police Department**

The Fort Thomas Police Department is committed to working together and with our community to provide excellent services. We conduct ourselves in a manner that reflects the highest standards of character and dedication to service. We strive for excellence through training, education and superior individual effort. Our law enforcement personnel utilize state-of-the-art equipment to provide first-rate service to the community for which our citizens can be proud, including our new Police Department, renovated in 2009. As of 2021, the department is authorized twenty-three sworn officers demonstrating commitment, perseverance, and pride to our department and the community in the performance of their duties. Personnel have opportunities to acquire and demonstrate specialized skills in several assignments.

### **Lateral Application Deadline**

*4:30 PM on March 10, 2021*

**For application and further details, please call  
Melissa Beckett at (859) 572-1202**

### **Specialized Units Available Within the Department**

- S.W.A.T. (Kenton County Regional SWAT Team)
- Detective
- Crime Scene Unit (CSU)
- Police Bike Unit
- Field Training Officer
- Property Evidence Management
- Major Accident Reconstruction Team – (MART)
- Range Instructor
- Recruiting
- Crime Prevention
- Northern Kentucky Drug Strike Force

### **QUALIFICATIONS:**

1. Possess certification as established by the Commonwealth of Kentucky Peace Officer Professional Standards (POPS).
2. Have a minimum three (3) years of experience as a law enforcement officer.
3. Law enforcement service in a state other than Kentucky may be considered, provided the applicant meets the basic training requirements set forth in 503 KAR 5:090.

## **ELIGIBILITY LIST AND APPOINTMENT PROCEDURE:**

- Applicants will be required to submit the Police Department's standard employment application, a resume, and proof of POPS certification.
- The Police Department will review the employment applications, resumes, and certifications within seven (7) days after application deadline.
- The Police Chief and supporting Command Staff (Lieutenants and Sergeants) will review and compile a list of the top applicants.
- The Fort Thomas Police Department will conduct a formal background investigation of each of the top applicants selected.
- The Police Chief and a panel of police officers, chosen by the Police Chief, may interview the selected applicants. This panel will rank the applicants and recommend those selected to the Mayor.
- The Mayor and Safety Committee of City Council will interview and evaluate the top applicants.
- The Mayor will make a conditional offer of probationary employment.
- The applicant who receives and accepts the offer of probationary employment will be the subject of the following procedures: medical examination; drug screen; and suitability screen, but subject to additional hiring procedures at the discretion of the Police Chief.
- Upon the successful completion of all procedures, the Mayor will make an offer of employment to the applicant, who will serve a probationary period of twelve (12) months from date of employment set forth in the Fort Thomas Police Department Working Agreement, Article XXII, and Section 22.1.
- The Fort Thomas Police Department Working Agreement, Article XXIV, Section 24.3 shall apply to the officer.

## **Salary Range**

<b><u>Position</u></b>	<b><u>Base Hourly Rate Current</u></b>	<b><u>Base Hourly Rate As of 07/01/2021</u></b>
Police Officer, 1 <sup>st</sup> Class (1 to 5 years)	\$30.80	\$31.88
Senior Police Officer (5 or more years)	\$31.89	\$33.15
Senior Police Officer (10 or more years)	\$32.54	\$33.82
Senior Police Officer (15 or more years)	\$33.06	\$34.35
Senior Police Officer (20 or more years)	\$33.57	\$34.88
Sergeant 1	\$35.47	\$36.71
Sergeant 2	\$35.98	\$37.38
Lieutenant 1	\$39.93	\$41.33
Lieutenant 2	\$40.44	\$42.00

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**Additional Pay Benefits**

**Incentive Pay**

Officers receive \$4,000.00 annually after completion of basic academy training at the Department of Criminal Justice Training in Richmond, Kentucky.

**Uniform Allowance**

Officers receive \$919.24 for a uniform and clothing allowance. The allowance is in the form of a check on the first payday of July.

**Cell Phone Stipend**

Officers are paid \$600/year, paid quarterly, for use of personal phone while on duty.

**Service Weapon Allotment**

Officers receive \$919.24 every first payday of July. This check is provided to each officer to purchase an off duty weapon and supplies and to pay the officer for carrying his/her weapon off duty.

**Physical Fitness Incentive**

Yearly, Officers may participate in the POPS physical fitness test. Officers meeting the DOCJT Graduate "Exit Standards," of a 55, will receive an additional \$0.15 per hour, and an additional (8) hours of vacation time.

**Education Incentive**

6 or more, but less than 30 credit hours	\$0.101
30 or more, but less than 60 credit hours	\$0.153
60 or more, but less than 90 credit hours	\$0.255
90 or more, but no degree	\$0.309
Baccalaureate Degree	\$0.359
Graduate Degree	\$0.412

**Longevity Pay**

Officers with more than five years of service receive \$1,102.40 annually.  
Officers with more than ten years of service of service receive \$2,080.00 annually.  
Officers with more than fifteen years of service receive \$2,600.00 annually.  
Officers with more than twenty years of service receive \$3,120.00 annually.  
Officers with more than twenty-five years of service receive \$3,640.00 annually.

**Court Pay**

Officers receive a minimum of three hours of overtime for court appearance while they are off duty.

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### **Pension / Retirement**

Employees are eligible for retirement benefits through the Kentucky Retirement System, based on individual employee's original participation date. The City of Fort Thomas also offers a Deferred Compensation Plan through the Commonwealth of Kentucky. Additionally, employees of the City of Fort Thomas can join the KEMBA Credit Union.

### **Health Insurance**

The City of Fort Thomas provides family coverage insurance. Employees who decline the health insurance coverage shall receive additional compensation, which is tiered.

### **Vision and Dental insurance**

The City of Fort Thomas provides family coverage at no cost to the employee, even if the employee declines the health insurance benefit.

### **Life Insurance**

The City of Fort Thomas underwrites 50% of the cost of a \$40,000.00 group life insurance policy. The City of Fort Thomas also provides a contribution for each officer into the Northern KY Police Officers' Death Benefit Fund.

### **Paid Leave\***

Lateral Officers receive minimum of (20) vacation days (160 hours), with up to 25 vacation days (200 hours) per year with (10) years of Lateral Entry Credit earned. Officers receive an additional vacation day per year from the sixth through twentieth year of service. There is currently a maximum of (38) vacation days (304 hours), reached at (25) years of service.

\*Ten days (80 hours) of the above vacation time, is converted "Holiday Pay" days off, as noted in The Fort Thomas Police Department Working Agreement, Article IX, and Section 9.1.

In addition, Officers receive two personal days (16 hours) per year.

Officers also receive (6) sick days per year. The total number of unused sick days each year are matched on a pro-rated scale and the days are then saved for the officer for future use.

### **Equipment Provided**

Newly hired officers receive all necessary uniforms, clothing, and equipment.

### **Tuition Assistance**

Tuition reimbursement, based on grade received, with costs paid up to (6) credit hours of undergraduate in-State tuition equal to the cost at Northern Kentucky University, per calendar year.

### **Lateral Entry Credit**

Lateral Entry credit on hourly wages, longevity pay, and vacation leave, maximum of (10) years Lateral Entry credit is available to qualified candidates.

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