

INSTRUCTIONS TO POLICE APPLICANTS:

PLEASE CAREFULLY READ THE FOLLOWING INSTRUCTIONS.

The application must be complete. Telephone numbers and addresses must be current. The application must be signed and dated. All blanks on the application must be complete. It is your responsibility to update your application if any information changes.

INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED.

The following documents are welcome but are not initially required: resumes, college transcripts or diplomas, training certificates and licenses.

SCREENING AND SELECTION PROCESS:

After receipt of your completed application, the applicant will be notified by letter within two months to take the written test unless one of the exceptions applies. **The written test will be waived if the applicant has at least two years of certified police officer experience, at least two years of honorable military service or at least a Bachelors degree from an accredited college.** If one or more of these exceptions apply, the applicant will automatically be notified by letter to take the physical ability test.

(ONLY FOR CANDIDATES TAKING THE WRITTEN TEST):

The written test consists of four sections: accuracy of observation, written communication skills, reading with understanding and biographical inventory totaling 169 questions. Upon passing the written test with at least 70%, the applicant will be notified by mail to take the physical ability test. An explanation of the ability test is attached.

After passing the physical ability test, a recruiter will contact selected candidates for further processing. Further processing consists of a thorough background investigation and polygraph exam. Candidates with honorable military service, prior certified police experience or college degrees will be given preference. The last step is a panel interview. The Police Administration and the Police Chief make final hiring selections.

The written test is valid for three years and the physical ability test is valid for one year. If either of these tests expires, it is your responsibility to request a retest to keep your application active. You may retake the written or physical ability tests as many times as you request.

If you have additional questions, you may call Janice Suttles at 757-0900 or e-mail: suttles_janice@mail.chattanooga.gov or Ernie Meyer at 757-0032 or e-mail: meyer_ernie@mail.chattanooga.gov

