KLEC Hiring Process

Phase I
Physical Agility
Suitability Screener

Phase II
Polygraph
Drug Screen

Contact Information

- **Phone (859) 622-6218**
- **Fax (859) 622-5943**
- **Email DOCJT.KLEC@ky.gov**

Phase I

Physical Agility & Suitability Screener

☐ Review testing schedule ***TESTING SCHEDULE*** and choose a date and location for your applicant's Phase I testing. PLAN ON 6-8 WEEKS TO COMPLETE THE ENTIRE HIRING PROCESS.

☐ Complete a Form A (Status Update Form) ***FORM A***. Fax the Form A to (859) 622-5943 to register your applicant.

- POPS (peace officer) applicants must complete both the physical agility and the suitability screener portion of Phase 1 before continuing on to Phase II.
- CCSO (court security) and TPS (telecommunicators) applicants only complete the suitability screener portion of Phase I before continuing onto Phase II.

☐ If applicant is testing for a POPS (peace officer) position, they must bring a completed Form T1 & T1A ***(T1A is only needed if the applicant answers yes to any questions between 1-11 on the T1 form).*** Applicants requiring a T1A must have a completed one signed by their doctor or they will NOT be allowed to test.

☐ I have received & given my applicant the PHQ (Personal History Questionnaire) letter containing their login id and password. ***THIS WILL BE EMAILED OR FAXED TO YOU WITHIN 24 HOURS OF RECEIPT OF THE FORM A BY THE POPS OFFICE.*** This questionnaire must be completed within 5 days of the test date. ***YOU WILL NOT RECEIVE A REPORT UNITL THE APPLICANT COMPLETES THE ONLINE PORTION OF THIS PROCESS.*** The applicant does ***NOT*** have to bring a copy of this report to the testing site.

☐ Print out directions to the testing site for your applicant. ***Directions***.

☐ I have told the applicant what time to be at the testing site:

- 7:45 am EST for POPS (peace officer) testing
- 10:15 am EST for CCSO or TPS testing

☐ I have informed the applicant of the required documentation required to check in at the testing site:

- an official photo ID
- for POPS only – a T-1 and T-1A if needed

☐ I have downloaded the suitability screener results from LESI's website for my applicant. ***This must be completed prior to moving onto the Phase II portion of the hiring process.***

- Results for the suitability screener are available for download from LESI 5-7 business days after the Phase I test date – providing the PHQ has been completed and submitted. If you need assistance setting up the account with LESI, please contact them at (877) 430-5374.

Phase II

Polygraph & Drug Screen

- [ ] I have downloaded the suitability screener report from LESI.

- [ ] I have offered the applicant a conditional job offer.

- [ ] I have contacted the KLEC office at (859) 622-6218 for a Phase II date & location.

- [ ] I have completed a Form A (Status Update Form) ***FORM A*** and faxed it to the KLEC office at (859) 622-5943.

- [ ] I have downloaded the I – 2 Form (Polygraph Questionnaire) ***FORM I-2*** and had the applicant complete it.
    - The applicant ***MUST*** bring the completed I-2 form with them to present to the polygraph examiner.
    - Any applicant who does no have their completed I-2 form completed prior to

the scheduled test time will ***NOT*** be allowed to test.

- Within 2 weeks from the test date, the polygraph & drug screen results will be mailed to the agency.

☐ I have received both the polygraph and drug screen results.

☐ I have read the polygraph report.

☐ The applicant has passed their drug screen.

- If the drug screen returned a positive result, the applicant ***MUST*** possess a valid prescription in their name for the drug if the drug is a legally prescribed drug.
- If the drug screen returned a positive result & the applicant does ***NOT*** possess a valid prescription in their name for the drug or the drug is an ***ILLEGAL*** drug, they ***CANNOT*** be hired.

You have completed the pre-employment hiring process. If you are ready to hire the applicant, proceed on to the Hiring Phase Tab.

Hiring Phase

New Hires
Inactive to Active Status
Cross Certification Transfers

New Hires:

☐ After reviewing the Phase I & Phase II results, I have decided to hire my applicant.

☐ Complete a Form D (All Standards Met Form) ***FORM D*** and the Form F (Status Update Form) ***FORM F*** .Fax the Forms to (859) 622-5943 to notify our office that your applicant has been hired.

Inactive to Active Status Hires:

☐ Complete a Form D-1 (All Standards Met-Inactive to Active Status) ***FORM D-1***.

☐ Complete a Form F (Status Update Form) ***FORM F*** .

- A training requirements letter will be emailed or faxed to you upon receipt & processing of the Form F. This will outline

in detail what your new hire will be required to complete for their first year of in-service training.

☐ Fax the Forms to (859) 622-5943 to notify our office that your applicant has been hired.

Cross Certification Transfer Hires:

Cross Certification is defined as any person who is currently certified in one of the following: POPS, TPS or CCSO and wishes transfer to another certified position different from the first. Example: POPS to TPS or TPS to POPS. The Form D-2 was created to address this type of transfer/new hire.

☐ Complete a Form D-2 (All Standards Met-Transferred Position) ***FORM D-2***.

- The new hire MUST meet the additional standards listed on the D-2 Form for the position they are transferring to.

☐ Complete a Form F (Status Update Form) ***FORM F*** .

- A training requirements letter will be emailed or faxed to you upon receipt & processing of the Form F. This will outline in detail what your new hire will be

required to complete for their first year of in-service training.

☐ Fax the Forms to (859) 622-5943 to notify our office that your applicant has been hired.

KLEC Forms

Phase I Forms:

- Form A (Testing Registration-Attesting to Minimum Standards) **FORM A**. Required to register applicant for Phase I testing.
- Form T-1 (Medical Release) **FORM T-1.** Required before applicant can take the physical agility test. If any questions 1-11 are answered "yes", the applicant must see their physician and have the T-1a form completed by their physician.
- Form T-1a (Physician's Medical Release) **FORM T-1A.** Required if any questions 1-11 are answered "yes", the applicant must see their physician and have the T-1a form completed by their physician.

Phase II Forms:

- Form A (Testing Registration-Attesting to Minimum Standards) **FORM A**. Required to register applicant for Phase II testing.
- Form I-2 (Pre-Employment Polygraph Questionnaire) **FORM I-2.** Applicant must bring a completed I-2 form with them to their Phase II testing. Required before the polygraph can be administered. The applicant will

NOT be allowed to test if the form is not completed prior to this testing phase.

Hiring Phase Forms for Peace Officer Positions:

- Form C (Grandfather Information) ***FORM C.*** Required when an applicant who is being hired has previously completed a basic training course with an approved KY academy but was not working prior to December 1, 1998 and has not been certified in KY since that time. A Form F must also be submitted with this form.
- Form D (All Standards Met) ***FORM D.*** Required for all first time applicants when they have completed all required pre-certification testing. A Form F must also be submitted with this form.
- Form D-1 (All Standards Met-Inactive to Active Status) ***FORM D-1.*** Required for person returning from inactive status to an active POPS certification after June 26, 2007. Inactive status is any person that has been out of service for more than 10 days.
- Form D-2 (All Standards Met-Transferred Position) ***FORM D-2.*** Required for any person that is already certified in one position and is transferring to another position that is of a different certification. Example: POPS transferring to TPS or CCSO or TPS transferring to POPS or CCSO or any combination. A Form F must also be submitted with this form.
- Form F (Status Update) ***FORM F.*** Required for any change in the hiring status or personal information: new hire, separation from agency, resignation, retirement, termination, death , killed in the line of duty, part time to full time, full time to part time,

military leave or return, transferring positions, or a name change. Page 2 is only required if the change in status will affect the KLEFPF status.

- Form G-1 (Medical Examination Report) ***FORM G-1***. To be completed by either a physician or surgeon, licensed to practice medicine in KY or authorized to practice medicine in accordance with the rules and regulation of the U.S. Armed Forces following an actual physical exam. Required for all new hires or transfers to a POPS position. The original or a copy of this form must be retained in the personnel file by the employing agency.
- Form G-2 (Medical History Statement) ***FORM G-2.*** To be completed by the applicant for a certifiable position prior to the physical examination and presented to the examining physician at the time of examination. All questions must be answered completely and accurately. Required for all new hires or transfers to a POPS position. The original or a copy of this form must be retained in the personnel file by the employing agency.
- Form G-3 (Medical Screening Guidelines Implementation Manual) ***FORM G-3.*** To be presented to the physician who will complete the medical examination of the applicant.
- Form H-1 (Background Investigation) ***FORM H-1***. Required to be completed by the hiring agency to fully and adequately evaluate applicants for peace officer positions. This investigation is required to determine suitability for the position of a peace officer.

- Form L-1 (Code of Ethics) ***Form L-1.*** Required to be read and signed by the peace officer being hired for the first time, going from inactive status to active status or transferring from a CCSO or TPS position to a peace officer (POPS) position prior to being hired. This form must be retained in their POPS file.
- Form L-2 (Cannon of Ethics) ***Form L-2.*** Required to be read and signed by the peace officer prior to being hired. This form must be retained in their POPS file.

Hiring Phase Forms for Court Security Officer Positions:

- Form C (Grandfather Information) ***Form C.*** Required when an applicant who is being hired has previously completed a basic training course with an approved KY academy but was not working prior to December 1, 1998 and has not been certified in KY since that time. A Form F must also be submitted with this form.
- Form D (All Standards Met) ***Form D.*** Required for all first time applicants when they have completed all required pre-certification testing. A Form F must also be submitted with this form.
- Form D-2 (All Standards Met-Transferred Position) ***Form D-2.*** Required for any person that is already certified in one position and is transferring to another position that is of a different certification. Example: POPS transferring to TPS or CCSO or TPS transferring to POPS or CCSO or any combination. A Form F must also be submitted with this form.
- Form F (Status Update) ***Form F.*** Required for any change in the hiring status or personal information:

new hire, separation from agency, resignation, retirement, termination, death , killed in the line of duty, part time to full time, full time to part time, military leave or return, transferring positions, or a name change. Page 2 is only required if the change in status will affect the KLEFPF status.

- Form H-1 (Background Investigation) ***FORM H-1***. Required to be completed by the hiring agency to fully and adequately evaluate applicants for court security officer positions. This investigation is required to determine suitability for the position of a court security officer.
- Form L-1 (Code of Ethics) ***FORM L-1.*** Required to be read and signed by the peace officer being hired for the first time, going from inactive status to active status or transferring from a CCSO or TPS position to a peace officer (POPS) position prior to being hired. This form must be retained in their POPS file.

Hiring Phase Forms for Telecommunicator Positions:

- Form C (Grandfather Information) ***FORM C.*** Required when an applicant who is being hired has previously completed a Telecommunications basic training course or academy with an approved KY academy but was not working prior to July 15, 2006 and has not been certified in KY since that time. A Form F must also be submitted with this form.
- Form D (All Standards Met) ***FORM D.*** Required for all first time applicants when they have completed all

required pre-certification testing. A Form F must also be submitted with this form.

- Form D-2 (All Standards Met-Transferred Position) ***FORM D-2.*** Required for any person that is already certified in one position and is transferring to another position that is of a different certification. Example: POPS transferring to TPS or CCSO or TPS transferring to POPS or CCSO or any combination. A Form F must also be submitted with this form.

- Form F (Status Update) ***FORM F.*** Required for any change in the hiring status or personal information: new hire, separation from agency, resignation, retirement, termination, death , killed in the line of duty, part time to full time, full time to part time, military leave or return, transferring positions, or a name change. Page 2 is NOT required for telecommunicators.

Forms Requesting to Conduct Your Own Testing:

- Form Q (Agency Submission Form) ***FORM Q.*** Required for any agency who wishes to conduct their own Phase I and/or Phase II testing. This form must be completed once and returned to the KLEC office. It certifies who will do the testing for your agency.
- Form Q-1(Medical Examination Approval) ***FORM Q-1.*** Required for any agency who wishes to utilize a different medical examination for selection and hiring of peace officers. This examination must meet or

exceed the minimum standards as set forth by the KLEC.

- Form Q-2 (Background Investigation Approval) ***FORM Q-2.*** Required for any agency who wishes to utilize a background investigation form other than the one the Kentucky Law Enforcement Council provides which is Form H-1.
- Form Q-3 (Drug Screening Approval) ***FORM Q-3.*** Required for any agency who wishes to utilize a laboratory other than the one the Kentucky Law Enforcement Council uses to conduct pre-employment examinations.
- Form Q-4 (Polygraph Approval) ***FORM Q-4.*** Required for any agency who wishes to utilize a polygraph examiner other than the one the Kentucky Law Enforcement Council uses to conduct pre-employment polygraph examinations.
- Form Q-5 (Psychological Examination Approval) ***FORM Q-5.*** Required for any agency who wishes to utilize a psychologist other than the one the Kentucky Law Enforcement Council uses to conduct pre-employment psychological examinations.
- Form Q-6 (Physical Agility Test Approval) ***FORM Q6.*** Required for any agency that chooses to submit a physical agility standard that meets or exceeds the minimum standard as set forth by the Kentucky Law Enforcement Council.
- Form Tele-Q (Agency Submission Form) ***FORM TELE-Q.*** Required for any telecommunications agency who wishes to conduct their own Phase I or Phase II pre-employment testing. This form must be

completed once and returned to the KLEC office. It certifies who will do the testing for your agency.

Outside Training Credit Forms:

- Form 68-1(Application for Training Credit) ***FORM 68-1.*** Required for any student to receive training credit for a KLEC approved course. A signature of the instructor or a copy of the certificate of completion is required.
- Form 68-2(Application for In-Service Training Credit for College Courses) ***FORM 68-2.*** Required for any student to receive training credit for a college course to be added to the student's transcript. A certified copy of the student's college transcript must accompany the application.

DOCJT Forms Required for Training Application:

- Form Agency Update ***FORM AGENCY UPDATE.*** Required for any major change to an agency's information.
- Form 29-1 (Agency Request for Training) ***FORM 29-1.*** Required for any student to be registered for any type of training with the academy.
- Form 45 (Basic Training Medical Confirmation) ***FORM 45.*** Required for any applicant who is requesting to be accepted to attend Basic Training.

CDP

Career Development Program

Program Description:

The Career Development Program was developed in July 2002 & administered by the Kentucky Law Enforcement Council for Kentucky's peace officers and telecommunicators. It is the 8th comprehensive, statewide career development program for law enforcement in the nation. The focus of this program is to provide structure to the training process through career tracking. The tracks offered are:

- Law Enforcement Officer Track
- Law Enforcement Management Track
- Telecommunicator Track
- Telecommunicator Management Track

Program Process:

☐ Complete CDP Form 1 (Participant Commitment Form) ***FORM 1.*** Fax this completed form to the KLEC office (859) 622-5943. KLEC will review and if the request is denied, a letter of explanation will be sent to the applicant. If the request is approved, the below steps are taken:

- KLEC reviews the applicant's transcripts & assigns skills to preview coursework
- KLEC sends a letter to the applicant with transcript & will counsel the applicant/agency for requirements
- Applicant completes requirements and completes application for certification.
- Once application is approved, a certificate and pin are awarded along with a letter of congratulations.
- KLEC sends notice of requirements for additional certificates.

CDP Forms:

- Form 2 (Intermediate Law Enforcement Officer) ***FORM 2***. A participant commitment Form 1 registering you for Intermediate Law Enforcement Officer must be submitted prior to this application.
- Form 3 (Advanced Law Enforcement Officer) ***FORM 3.*** A participant commitment Form 1 registering you for Advanced Law Enforcement Officer must be submitted prior to this application. ***The CDP Intermediate Law Enforcement Officer certificate is required for this certificate.***
- Form 4 (Law Enforcement Officer Investigator) ***FORM 4***. A participant commitment Form 1 registering you for Law Enforcement Officer Investigator must be submitted prior to this application.

- Form 5 (Law Enforcement Traffic Officer) ***FORM 5.*** A participant commitment Form 1 registering you for Law Enforcement Traffic Officer must be submitted prior to this application.
- Form 6 (Advanced Deputy Sheriff) ***FORM 6.*** A participant commitment Form 1 registering you for Advanced Deputy Sheriff must be submitted prior to this application.
- Form 7 (Law Enforcement Supervisor) ***FORM 7.*** A participant commitment Form 1 registering you for Law Enforcement Supervisor must be submitted prior to this application.
- Form 8 (Law Enforcement Manager) ***FORM 8***. A participant commitment Form 1 registering you for Law Enforcement Manager must be submitted prior to this application.
- Form 9 (Law Enforcement Executive) ***FORM 9***. A participant commitment Form 1 registering you for Law Enforcement Executive must be submitted prior to this application.
- Form 10 (Basic Telecommunicator) ***FORM 10***. A participant commitment Form 1 registering you for Basic Telecommunicator must be submitted prior to this application.
- Form 11 (Intermediate Telecommunicator) ***FORM 11.*** A participant commitment Form 1 registering you for Intermediate Telecommunicator must be submitted prior to this application. ***The CDP Basic Telecommunicator Certificate is required for this certificate.***

- Form 12 (Advanced Telecommunicator) ***FORM 12.*** A participant commitment Form 1 registering you for Advanced Telecommunicator must be submitted prior to this application. ***The CDP Intermediate Telecommunicator Certificate is required for this certificate.***
- Form 13 (Telecommunication Supervisor) ***FORM 13.*** A participant commitment Form 1 registering you for Telecommunication Supervisor must be submitted prior to this application. ***The CDP Basic Telecommunicator Certificate is required for this certificate.***
- Form 14 (Telecommunication Manager/Director) ***FORM 14.*** A participant commitment Form 1 registering you for Telecommunication Manager/Director must be submitted prior to this application. ***The CDP Telecommunication Supervisor Certificate is required for this certificate.***
- Form 15 (Law Enforcement Chief Executive) ***FORM 15.*** A participant commitment Form 1 registering you for Law Enforcement Chief Executive must be submitted prior to this application.
- Form 16 (Law Enforcement Training Officer) ***FORM 16.*** A participant commitment Form 1 registering you for Law Enforcement Training Officer must be submitted prior to this application. ***The CDP Intermediate & Advanced Law Enforcement Officer Certificate is required for this certificate.***

- Form 17 (Law Enforcement Officer Advanced Investigator) ***FORM 17***. A participant commitment Form 1 registering you for the Law Enforcement Officer Advanced Investigator must be submitted prior to this application. ***The CDP Investigator Certificate is required for this certificate.***
- Form 18 (Crime Scene Processing Officer) ***FORM 18.*** A participant commitment Form 1 registering you for the Crime Scene Processing Officer must be submitted prior to this application.
- Form 19 (Communications Training Officer) ***FORM 19***. A participant commitment Form 1 registering you for the Communications Training Officer must be submitted prior to this application. ***The CDP Basic Telecommunicator Certificate is required for this certificate.***

Out of State Basic Training

Reciprocity Requirements

A law enforcement officer, who as of his date of employment has already successfully completed a law enforcement basic training course outside of Kentucky may, for the purpose of obtaining credit for meeting the basic training requirement, apply to the Kentucky Law Enforcement Council for credit. Upon receipt of the request, the Executive Director shall verify that the officer has successfully completed a basic training course that was certified or approved by the peace officer standards and training council in the state where it was taken. The officer and his department shall be responsible for providing the proof needed for verification. Minimum requirement include:

- ☐ A copy of the topic areas & hours of the basic training course taken including the hours per class & the total number of hours completed; and
- ☐ A copy of the basic training graduation certificate; and
- ☐ Proof that the officer has worked in the state as a peace officer in which he graduated for a minimum of 1 year full time.

☐ If the above conditions are met, in order to become certified, the officer must successfully complete the following courses within 1 year of his hire date:

- Legal Update Penal Code
- Legal Update Constitutional Procedures
- Homeland Security
- Basic Officer Skills

☐ The applicant must meet all 17 Peace Officer Professional Standards, if the out of state basic training was completed after December 1, 1998.

Compliance

Requirements for TPS, CCSO & POPS Files

- [ ] I have completed the Telecommunicator Professional Standards Checklist ***TPS CHECKLIST.*** Proof of each item is retained in the telecommunicator's TPS file.

- [ ] I have completed the Certified Court Security Officer Checklist ***CCSO CHECKLIST.*** Proof of each item is retained in the court security officer's CCSO file.

- [ ] I have completed the Peace Officer Professional Standards Checklist ***POPS CHECKLIST.*** Proof of each item is retained in the peace officer's POPS file.