

# **Memphis-Shelby County Airport Authority Airport Police Officer Outline of Hiring Process**

Airport Police Officers are responsible for providing security of all assigned Airport buildings and grounds, and the enforcement of Airport Authority rules and regulations and all applicable local, state and federal laws in a courteous professional manner. The Airport Authority will hire Police Officers from an eligibility list. Applicants successfully completing all phases of the hiring process will be placed on an eligibility list for a period one (1) year.

## **Minimum Requirements**

1. US Citizen
2. 21 years of age
3. Possess a valid driver license
4. Associate Degree; **OR** 60 semester hours from an Airport Authority recognized accredited college or university with at least a 2.0 average on a 4.0 scale in each course of study; **OR** two (2) years of Authority-recognized law enforcement experience (Municipal, State, or Federal Commissioned Officer, does not include correction and security positions.); **OR** two years as an Airport Authority employee; **OR** four years of military service.
5. If prior Military, you must not have been released or discharged under any status other than honorable discharge from any of the Armed Services of the United States.

## **Application Packages**

Applications are accepted for Airport Police Officer year-round. An Application for Employment and a Personal History Packet must be completed thoroughly. Incomplete applications and personal history packets will not be accepted. All applicants must also complete a Pre-screening Questionnaire regarding their minimum qualifications. Applicants not meeting the minimum qualifications listed above will be removed from the process and notified in writing. Applications that possess omissions or deficiencies that can be corrected prior to testing or interview process shall not be rejected solely for such omissions or deficiencies only if minimum qualifications have been met. When testing dates are set, applicants will be notified via U.S. mail. It is the responsibility of the applicant to notify the Memphis-Shelby County Airport Authority (MSCAA) Human Resources Office in writing of any address changes.

## **HIRING PROCESS**

MSCAA will determine, based on departmental needs, how often the process outlined below will be completed. Applicants will be notified of their standing through each step of the process.

### **Testing Phase**

The testing phase is comprised of a written National Police Officer Selection Test and a physical agility test. The written test is developed and scored through Standard & Associates, Inc. The questions are designed to simulate the work of police officers and are divided into four (4) sections: Math, Reading Comprehension, Grammar, and Incident Report Writing. Applicants must score a 70% or higher in each section to continue in the process. Applicants will be notified of their scores via US mail. Applicants not passing the written or physical agility test will be removed from the process and notified in writing.

### **Oral Interview Board**

All applicants who successfully pass the written and physical agility tests will be notified in writing of a date and time to complete the Oral Interview Board. Applicants who do not show up for their scheduled time will be removed from the process and notified in writing. The Airport Authority will reschedule an applicant if there is a scheduling conflict to the extent allowable by the Oral Interview Board. The applicant should notify the Airport Authority as soon as possible prior to their scheduled time in order to reschedule.

### **False Statements of Material Facts**

Applicants must be truthful and honest in their responses to all inquiries relative to their suitability for employment. Applicants found to have withheld material information, and/or practiced or attempted to practice any misrepresentation in their application, examination, or interview will be removed from the process. Applicants removed from the process under this clause will be deemed permanently unsuitable.

### **Tiebreaker**

Lots will be drawn at the time of the oral interview. In the event that two or more applicants receive identical scores, the applicants will be placed on the eligibility list according to the lot they drew. The applicant with the lowest lot will be listed first.

### **Eligibility List**

The Oral Interview Board will rank all applicants interviewed. The top ranked applicants will undergo a background investigation conducted by the Airport Police Department. If the background investigation is unfavorable, the applicant will immediately be removed from the eligibility list.

All applicants who successfully complete the background investigation will be scheduled for a final interview with the Chief of Public Safety for the MSCAA. The Chief of Public Safety will determine the final ranking of the top applicants.

### **Vacancies**

All Police Officer vacancies will be filled from the eligibility list in order of their ranking. If the position is offered to an eligible applicant and refused, the applicant's name will be removed from the eligibility list and the next applicant on the list will be offered the position. This process will continue until the vacancy is filled. Depending on departmental needs, MSCAA will determine how often the hiring process will be completed and the Eligibility List updated.

### **Post Offer Pre-Employment Testing**

All applicants offered a position of employment must successfully complete a post offer, pre-employment physical, drug screen, and psychological evaluation before being hired. Unsatisfactory completion of any post offer, pre-employment testing will cause the applicant not to be hired.