

# **LONDON POLICE DEPARTMENT**

## **APPLICATION FOR EMPLOYMENT**

*The Application and selection process include many steps designed to examine the applicants abilities and interest in Law Enforcement. The following information is provided so that you may know the requirements and what is expected of you as the applicant.*

### **REQUIREMENTS**

- Must be a U.S. Citizen.
- Must be 21 years of age.
- Must have a High School Diploma, or its equivalent.
- Must have a Valid Driver's License.
- Must have read and signed the KLEC Code of Ethics form.
- Must have read and signed the KLEC Cannon of Ethics form.
- Must not have been convicted of a Felony or have any criminal action pending.
- Must not have received a dishonorable discharge or general discharge under other than honorable conditions from any branch or service of the United States Armed Forces.
- Must not have had a certification as a Police Officer revoked in this state or another state.
- Must not have bought, sold or possessed Marijuana within three (3) years prior to time of application.
- Must not have bought, sold or possessed any controlled substance or narcotic drug without a prescription with six (6) years prior to time of application.
- Must not be prohibited by Federal or State Law from possessing a Firearm.
- Misdemeanor convictions will be considered on an individual basis.
- Must submit Fingerprints for a Criminal Background Check.
- Must submit to and pass a Medical Examination.
- Must submit to a Drug Screen Test.
- Must submit to a Polygraph Examination.
- Must pass an in-depth Background Investigation.
- Must pass a written pre- employment test.
- Must be willing to work a varied work schedule.
- Must be able to pass Physical Fitness Standards.
- Must bench press 64% of your body weight.
- Must complete 18 sit – ups within 1 minute.
- Must complete 20 push – ups in 2 minutes.
- Must run 300 meters in 65 seconds.
- Must run 1.5 miles in 17 minutes and 12 seconds.
- Must complete an oral interview if selected in the top % of the applicants.

*All Applicants must meet the above stated minimum requirements. Those who do not meet the minimum requirements will be disqualified from the process.*

**The City of London is an Equal Opportunity Employer**

### **Required Documentation**

The following is a list of documents which **MUST** accompany the application upon submission. It is the responsibility of the applicant to obtain, copy, and submit the following. Failure to provide required documents will disqualify the applicant.

- Driver's License. All copies must be viewable and readable.
- Birth Certificate.
- High School Diploma. (High School transcript is acceptable if it shows applicants graduation date.)
- DD214 if former Military.
- Military ID card showing enlistment date and current rank if currently on active duty with the Military Reserves, or National Guard.
- Signed Authority to Release Information form.
- Signed Authority to Release Credit History Information form.
- Training Certificate, if a Certified Peace Officer.
- Signed copy of KLEC Code of Ethics.
- Signed copy of KLEC Cannon of Ethics.

### **ACCEPTABLE FORMS OF VERIFICATION**

#### **Education**

The Kentucky Enforcement Council requires that prospective police recruits verify high school education or GED using copies of one of the following documents:

- High School diploma (pocket diplomas are **NOT** acceptable to verify High School Education).
- High School transcript (must be signed and dated; must specify date graduated and rank in class).
- Letter from Board of Education verifying High School education.
- GED certificate from an approved State Department of Education with a *certificate number affixed to the certificate, if applicable in your state.*

#### **Birth Date**

A copy of one of the following documents is necessary to verify your age.

- Birth Certificate.
- Passport

**Note:** If you are hired you **MUST** submit a certified birth certificate to the London Police Department.

#### **Valid Driver's License**

- You must have a valid driver's license at the time of testing.

#### **Military**

- If former Military, you must submit a copy of your DD214, which includes your dates of service and any disciplinary actions taken against you.
- If current Military, Reserves, or National Guard, you must submit a copy of your Military ID Card which shows your current rank and enlistment date.

## SELECTION PROCESS

### Review of Application

After applications have been received, and the employment application process date has closed, each application will be reviewed to ensure each applicant meets minimum qualifications, and has provided the required documents, with the application.

It is the responsibility of the applicant to be honest and to provide accurate information on the employment application. Failure to be forthcoming may result in disqualification of the application.

### Pre- Employment Written Exam and Pre-Employment Physical Ability Test .

Once the application review has been completed, all qualified applicants will be notified of the date, time, and location to complete both the pre-employment written examination consisting of reading comprehension and reasoning ability and a pre-employment physical ability test. Upon examiners request, applicants must be able to provide a current drivers license at the time of testing. Applicants who have passed the written exam with a minimum score of 70 percent will be tested for their physical ability. This test will be scheduled at the Department of Criminal Justice Training facility located at Richmond, Ky. Each applicant can find the physical agility requirement at [docjt.us.state.ky.us](http://docjt.us.state.ky.us). It is most important to begin conditioning yourself for testing. Applicants who have completed both the written and physical testing phase will be notified of your placement in the hiring process. If successful, applicant will be assigned an investigator and be moved to the Background Investigation Phase.

### Background Investigation Phase

Background investigators from the London Police Department will verify all information provided in the application, including as well as conduct the following:

- One-on-One interview with the applicant.
- Interview with family members.
- Reference checks.
- Interview with co-workers.

### Oral Exam

Applicants who successfully complete the *background investigation* phase will be notified and scheduled a date, time, and location for an oral exam.

### **Eligibility List**

Applicants who have completed the *oral examination* will be placed on the eligibility list. This list will be reviewed by the London Police Department's Chief's Review Board Committee to be considered for a conditional offer of employment.

### **Potential Reasons for Disqualification of Employment**

The following are some, but not limited to, examples of common reasons for disqualification of employment.

- Falsification of background information.
- Arrest history.
- Drug usage.
- Unstable work history.
- Misunderstanding of job requirements.
- Driving record.
- Education.
- Immaturity
- Failure to have witnessed both "Authority To Release Information" pages.

### **Address and Contact Information**

If your name, address and/or phone number changes after you have submitted your application, or if for any reason you no longer wish to be considered, we ask that you notify Chief Stewart Walker or Major Derek House. It is extremely important to the application process that you provide us with these changes immediately.

## PERSONAL HISTORY

Name:

LAST FIRST MIDDLE MAIDEN

Address:

STREET CITY COUNTY STATE/ZIP

Place of birth:

CITY COUNTY STATE ZIP CODE

Telephone :

HOME WORK

CELLULAR E-MAIL ADDRESS

Social Security #:

Date of birth:

Father:

LAST NAME FIRST NAME MI PHONE NUMBER

Father's Address:

STREET CITY COUNTY STATE/ZIP

Mother:

LAST NAME FIRST NAME MI PHONE NUMBER

Mother's Address:

STREET CITY COUNTY STATE/ZIP

Marital Status:

☐

Married

☐

Separated

☐

Single

☐

Divorced

☐

Widowed

Is applicant a United States citizen?

☐

Yes

☐

No

US Citizen by:

☐

Birth

☐

Naturalization (copy of documents required)

Has applicant ever had name legally changed?

☐

Yes

☐

No

If yes:

PREVIOUS NAME COURT OF JURISDICTION AND ADDRESS

PREVIOUS NAME COURT OF JURISDICTION AND ADDRESS

If yes,

Has applicant ever used an alias?

☐

Yes

☐

No

If yes, list alias(s) and circumstances of use:

## PERSONAL HISTORY (continued)

### QUESTIONS FOR APPLICANT

- 1) Has your license ever been revoked or suspended? ☐ Yes ☐ No
- 2) Have you ever had automobile insurance canceled or refused? ☐ Yes ☐ No
- 3) Have you ever been convicted of a felony? ☐ Yes ☐ No
- 4) Have you ever been charged with a crime? ☐ Yes ☐ No
- 5) Have you ever used narcotics, drugs, marijuana in any illegal manner? ☐ Yes ☐ No
- 6) Have you used marijuana since the age of twenty-one? ☐ Yes ☐ No

If yes, when was the last time you used marijuana?

\_\_\_\_\_  
Month/Year

- 7) Have you ever used any other illegal drugs? ☐ Yes ☐ No

If yes, when is the last time you used illegal drugs?

\_\_\_\_\_  
Month/Year

- 8) Are you willing to reside anywhere in London, Laurel County, Kentucky? ☐ Yes ☐ No

- 9) Have you ever applied for employment at the London Police Department or other police agencies? ☐ Yes ☐ No

If yes, when and where?

\_\_\_\_\_

If you have answered 'YES' to questions 1-5, please list the question # and explain below.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## EDUCATION

High school attended: \_\_\_\_\_

Address: \_\_\_\_\_  
STREET CITY COUNTY STATE/ZIP

Dates attended: \_\_\_\_\_ Graduated? ☐ Yes ☐ No  
FROM MO/YR. TO MO/YR.

If no, did applicant earn a GED? ☐ Yes ☐ No Date Earned? \_\_\_\_\_

## SECONDARY EDUCATION

College: \_\_\_\_\_

Address: \_\_\_\_\_  
STREET CITY COUNTY STATE/ZIP

Dates attended: \_\_\_\_\_ Degree earned? ☐ Yes ☐ No  
FROM MO/YR. TO MO/YR.

If yes, Degree earned: \_\_\_\_\_ Major: \_\_\_\_\_ Minor: \_\_\_\_\_

If no: ☐ Less than 60 college hours ☐ More than 60 college hours GPA: \_\_\_\_\_

Area of concentration: \_\_\_\_\_

## OTHER EDUCATION

Other \_\_\_\_\_

Address: \_\_\_\_\_  
STREET CITY COUNTY STATE/ZIP

Dates attended: \_\_\_\_\_ Degree earned? ☐ Yes ☐ No  
FROM MO/YR. TO MO/YR.

If yes, Degree earned: \_\_\_\_\_ Major: \_\_\_\_\_ Minor: \_\_\_\_\_

If no: ☐ Less than 60 college hours ☐ More than 60 college hours GPA: \_\_\_\_\_

Area of concentration: \_\_\_\_\_

## EDUCATION (continued)

Is English the applicant's primary language?

☐ Yes

☐ No

Does applicant speak a secondary language?

☐ Yes

☐ No

Please check all that apply:

- ☐ English
- ☐ Spanish
- ☐ French
- ☐ Japanese
- ☐ Sign Language
- ☐ Other: List \_\_\_\_\_

Computer	<p>Please check all that apply:</p> <ul style="list-style-type: none"><li><input type="checkbox"/> Windows</li><li><input type="checkbox"/> Word</li><li><input type="checkbox"/> Excel</li><li><input type="checkbox"/> PowerPoint</li><li><input type="checkbox"/> Other: _____</li></ul>
Professional Registrations/Licenses/Certificates	<p>Please check all that apply:</p> <ul style="list-style-type: none"><li><input type="checkbox"/> Certified Police Officer</li><li><input type="checkbox"/> CPR Expiration: _____</li><li><input type="checkbox"/> EMT and/or Paramedic Expiration: _____</li><li><input type="checkbox"/> First Aid Expiration: _____</li><li><input type="checkbox"/> Other: _____</li></ul>
Other Training	



## TRAFFIC/CRIMINAL

Total number of points against driving record: \_\_\_\_\_ As of: \_\_\_\_\_  
DATE CHECKED

List ALL traffic citations received even if dismissed:

DATE	CHARGE(S)	COUNTY AND STATE	DISPOSITION
DATE	CHARGE(S)	COUNTY AND STATE	DISPOSITION
DATE	CHARGE(S)	COUNTY AND STATE	DISPOSITION
DATE	CHARGE(S)	COUNTY AND STATE	DISPOSITION
DATE	CHARGE(S)	COUNTY AND STATE	DISPOSITION

List any traffic or criminal arrests:

DATE	CHARGE(S)	COUNTY AND STATE	DISPOSITION
DATE	CHARGE(S)	COUNTY AND STATE	DISPOSITION
DATE	CHARGE(S)	COUNTY AND STATE	DISPOSITION
DATE	CHARGE(S)	COUNTY AND STATE	DISPOSITION

# EMPLOYMENT RECORD

## EMPLOYMENT REFERENCE REPORT

Please list in the order of the most current. May we contact your current Employer?

☐ Yes

☐ No

EMPLOYER	EMPLOYERS ADDRESS		
JOB CLASSIFICATION	EMPLOYED FROM (DATE)	EMPLOYED TO (DATE)	
<input type="checkbox"/> WEEK <input type="checkbox"/> MONTH <input type="checkbox"/> YEAR			
SALARY	REASON FOR LEAVING	PHONE #	

EMPLOYER	EMPLOYERS ADDRESS		
JOB CLASSIFICATION	EMPLOYED FROM (DATE)	EMPLOYED TO (DATE)	
<input type="checkbox"/> WEEK <input type="checkbox"/> MONTH <input type="checkbox"/> YEAR			
SALARY	REASON FOR LEAVING	PHONE #	

EMPLOYER	EMPLOYERS ADDRESS		
JOB CLASSIFICATION	EMPLOYED FROM (DATE)	EMPLOYED TO (DATE)	
<input type="checkbox"/> WEEK <input type="checkbox"/> MONTH <input type="checkbox"/> YEAR			
SALARY	REASON FOR LEAVING	PHONE #	

EMPLOYER	EMPLOYERS ADDRESS		
JOB CLASSIFICATION	EMPLOYED FROM (DATE)	EMPLOYED TO (DATE)	
<input type="checkbox"/> WEEK <input type="checkbox"/> MONTH <input type="checkbox"/> YEAR			
SALARY	REASON FOR LEAVING	PHONE #	

EMPLOYER	EMPLOYERS ADDRESS		
JOB CLASSIFICATION	EMPLOYED FROM (DATE)	EMPLOYED TO (DATE)	
<input type="checkbox"/> WEEK <input type="checkbox"/> MONTH <input type="checkbox"/> YEAR			
SALARY	REASON FOR LEAVING	PHONE #	

EMPLOYER	EMPLOYERS ADDRESS		
JOB CLASSIFICATION	EMPLOYED FROM (DATE)	EMPLOYED TO (DATE)	
<input type="checkbox"/> WEEK <input type="checkbox"/> MONTH <input type="checkbox"/> YEAR			
SALARY	REASON FOR LEAVING	PHONE #	

## CHARACTER REFERENCE REPORT

A minimum of 3 Character References MUST be provided. Character references cannot be a relative or a city employee.

Person: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Address \_\_\_\_\_  
STREET CITY STATE/ZIP

Person: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Address \_\_\_\_\_  
STREET CITY STATE/ZIP

Person: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Address \_\_\_\_\_  
STREET CITY STATE/ZIP

Person: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Address \_\_\_\_\_  
STREET CITY STATE/ZIP

Person: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Address \_\_\_\_\_  
STREET CITY STATE/ZIP

Person: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Address \_\_\_\_\_  
STREET CITY STATE/ZIP

# **LONDON POLICE DEPARTMENT**

## **AUTHORITY TO RELEASE INFORMATION**

I, \_\_\_\_\_ on, \_\_\_\_\_, having made application  
NAME (PRINT) (Date)  
for employment with the London Police Department and desiring that they be informed of my personal records  
pertinent to their investigation, hereby authorize and investigation into all records which may be of interest to  
them. This authorization includes, but is not limited to, employment, medical, hospital, education, credit  
records, financial information, military and internal affairs records whether privileged or not.

This authorization is executed in consideration of the London Police Department Personnel Board considering  
my application and shall serve as a release for all liability to all parties furnishing such information to the Police  
and their authorized agents.

A photocopy of this release shall be considered as effective and binding as the original hand written executed  
copy.

\_\_\_\_\_  
WITNESSED BY

\_\_\_\_\_  
APPLICANT SIGNATURE

\_\_\_\_\_  
STREET

\_\_\_\_\_  
CITY

\_\_\_\_\_  
STATE, ZIP CODE



## LONDON POLICE DEPARTMENT

### AUTHORITY TO RELEASE CREDIT HISTORY INFORMATION

I, \_\_\_\_\_ on, \_\_\_\_\_, having made application  
NAME (PRINT) (Date)  
for employment with the London Police Department and desiring that they be informed of my personal records  
pertinent to their investigation, hereby authorize and investigation into all credit history records which may be  
of interest to them. Furthermore, I authorize the release of my credit history report upon request, by the Credit  
Reporting Agency to the London Police Department.

This authorization is executed in consideration of the London Police Department Personnel Board considering  
my application and shall serve as a release for all liability to all parties furnishing such information to the Police  
and their authorized agents.

A photocopy of this release shall be considered as effective and binding as the original hand written executed  
copy.

WITNESSED BY \_\_\_\_\_

APPLICANT SIGNATURE \_\_\_\_\_

STREET \_\_\_\_\_

CITY \_\_\_\_\_

STATE, ZIP CODE \_\_\_\_\_

The London Police Department certifies that the credit history information obtained will be in compliance with  
the Fair Credit Reporting Act, 15 USCS Section 1681, et seq., and will not be used in violation of any federal or  
state equal opportunity laws.



# London Police Department

The statements made by me in this application are true and complete to the best of my knowledge. I understand that any willful misstatements or material omissions in this application will be sufficient cause to disqualify me from employment consideration with the City of London Police Department. If such misstatements or omissions are found after employment, it will be considered grounds for dismissal. I understand that this completed application and any materials submitted with it are the property of the City of London Police Department and will not be returned regardless if I am offered employment. I understand that any offer of employment is contingent upon my ability to produce documentation required by the Immigration and Naturalization Service documenting eligibility, if necessary, for employment.

I authorize the release of any and all employment related information that the City of London may request or any records pertaining to past or present employment which may now exist or exist in the future.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date Completed

London Police Department  
503 South Main Street  
London, Kentucky 40741  
(606) 878-7004

**DO NOT WRITE BELOW THIS LINE. OFFICIAL USE ONLY**

**Application:**

☐ Accepted

☐ Denied

▪ Reason for Denial: \_\_\_\_\_

Reviewed By: \_\_\_\_\_ Date: \_\_\_\_\_

## Peace Officer Professional Standards KLEC Testing Process

Announce Test  
Dates and Sites  
for Phase I and II

Build Test Dates for  
Phase I and II

### Registration

Minimum  
Background  
Attested

Physical Agility

Psychological

Notify Chief/  
Sheriff of Test  
Results

Agency Completes  
Background, etc.  
Conditional Job Offer

Polygraph  
Drug Screening

Notify Chief/  
Sheriff of Test  
Results

Passes Medical  
Exam  
Agency Notifies  
POPS (Form D)  
Officer Employed

Officer Completes  
Basic  
POPS Issues  
Certification

POPS Notifies  
DOCJT that officer  
is eligible to attend  
Basic Training

<b>Form L-1</b>	<b>Kentucky Law Enforcement Council</b> <i>CODE OF ETHICS</i>	
<b>Mail:</b> Kentucky Law Enforcement Council Funderburk Building 521 Lancaster Ave. Richmond, KY 40475- <b>Phone:</b> 859-622-6218 <b>Fax:</b> 859-622-5943		<b>INSTRUCTIONS:</b> This form must be given to and read by the peace officer applicant prior to being hired. Please have applicant attest to reading the Code of Ethics, at the bottom of the page and place a signed copy in their POPS file

## ***Code of Ethics***

As a Peace Officer, my fundamental duty is to serve mankind; to safeguard lives and property; to protect the innocent against deception, the weak against oppression or intimidation, and the peaceful against violence or disorder; and to respect the Constitutional rights of all men to liberty, equality and justice.

I will keep my private life unsullied as an example to all; maintain courageous calm in the face of danger, scorn, or ridicule; develop self-restraint; and be constantly mindful of the welfare of others. Hones in thought and deed in both personal and official life, I will be exemplary in obeying the laws of the land and the regulations of my department. Whatever I see or hear of a confidential nature or that is confided in me in my official capacity will be kept ever secret unless revelation is necessary in the performance of my duty.

I will never act officiously or permit personal feelings, prejudices, animosities or friendships to influence my decisions. With no compromise for crime and with relentless prosecution of criminals, I will enforce the law courteously and appropriately without fear or favor, malice or ill will, never employing unnecessary force or violence and never accepting gratuities.

I recognize the badge of my office as a symbol of public faith, and I accept it, as a public trust to be held so long as I am true to the ethics of the police service. I will constantly strive to achieve these objectives and ideals, dedicating myself before God to my chosen profession – law enforcement.

*I attest that I have read and received a copy of the **Code of Ethics**.*

---

Name of Applicant

---

Date



# ***London Police Department***

## ***Code of Ethics***

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---

Applicants Signature

---

Date

<b>Form L-2</b>	<b>Kentucky Law Enforcement Council</b> <i>CANNON OF ETHICS</i>	
<b>Mail:</b> Kentucky Law Enforcement Council Funderburk Building 521 Lancaster Ave. Richmond, KY 40475-3102 <b>Phone:</b> 859-622-6218 <b>Fax:</b> 859-622-5943		<b>INSTRUCTIONS:</b> This form must be given to and read by the peace officer applicant prior to being hired. Please have applicant attest to reading the Cannon of Ethics and sign on the bottom of the last page and place a signed copy in their POPS file.

## *Canon of Ethics*

### *Police Ethics*

In order for any "job" to become a "profession": certain rules or guides must be developed in order to measure the work and attitudes of the employees. Law enforcement is no exception to this rule. Since 1956, the law enforcement profession has maintained its own standard of conduct, the Peace Officer Code of Ethics. Only through constant vigilance can the law enforcement officer keep their profession exactly what it is – a profession.

### *Canons of Police Ethics*

#### **ARTICLE 1: PRIMARY RESPONSIBILITY OF JOB**

The primary responsibility of the police service and the individual officer is the protection of the people of the United States through the upholding of their laws; chief among these is the Constitution of the United States and its amendments. The peace officer always represents the whole of the community and its legally expressed will, and is never the arm of any political party or clique.

#### **ARTICLE 2: LIMITATIONS OF AUTHORITY**

The first duty of a peace officer as upholder of the law is to know its bounds upon them while enforcing it. Because they represent the legal will of the community, be it local, state or federal, they must be aware of the limitations and proscriptions which the people, through law, have placed upon them. They must recognize the genius of the American system of government which gives no person, groups of people or institution, absolute power and they must insure that officers, as prime defenders of that system, do not pervert its character.

#### **ARTICLE 3: DUTY TO BE FAMILIAR WITH THE LAW AND WITH RESPONSIBILITIES OF SELF AND OTHER PUBLIC OFFICIALS**

The peace officer shall assiduously apply themselves to the study of the principles of the laws which they are sworn to uphold. They will make certain of their responsibilities in the particulars of their enforcement, seeking aid from their superiors in matters of technicality or principle when these are not clear to them; they will make special effort to fully understand their relationship to other public officials, including other law enforcement agencies, particularly on matters of jurisdiction, both geographically and substantively.

#### **ARTICLE 4: UTILIZATION OF PROPER MEANS TO GAIN PROPER ENDS**

The peace officer shall be mindful of the responsibility to pay strict heed to the selection of means in discharging the duties of their office. Violations of law or disregard for public safety and property on the part of an officer are intrinsically wrong; they are selfdefeating in that they instill in the public mind a like disposition. The employment of illegal means, no matter how worthy the end, is certain to encourage disrespect for the law and its officers. If the law is to be honored, it must be honored by those who enforce it.

#### **ARTICLE 5: COOPERATION WITH PUBLIC OFFICIALS IN THE DISCHARGE OF THEIR AUTHORIZED DUTIES**

The peace officer shall cooperate fully with other public officials in the discharge of authorized duties, regardless of party affiliation or personal prejudice. They shall be meticulous, however, in assuring themselves of the propriety, under the law, of such actions and shall guard against the use of their office or person, whether knowingly or unknowingly, in any improper or illegal action. In any situation open to question, they shall seek authority from their superior officer, giving them a full report of the proposed service or action.

#### **ARTICLE 6: PRIVATE CONDUCT**

The peace officer shall be mindful of their special identification by the public as an upholder of the law. Laxity of conduct or manner in private life, expressing either disrespect for the law or seeking to gain special privilege, cannot but reflect upon the police officer and the police service. The community and the service require that the peace officer lead the life of a decent honorable person. Following the career of a peace officer gives no person special perquisites. It does give the satisfaction and pride of following and furthering an unbroken tradition of safeguarding the American republic. The officer who reflects upon this tradition will not degrade it. Rather, they will so conduct their private life that the public will regard them as an example of stability, fidelity and morality.

#### **ARTICLE 7: CONDUCT TOWARD THE PUBLIC**

The peace officer, mindful of their responsibility to the whole community, shall deal with individuals of the community in a manner calculated to instill respect for its laws and its police service. The peace officer shall conduct their official life in a manner such as will inspire confidence and trust. Thus, they will be neither overbearing nor subservient, as no individual citizen has an obligation to stand in neither awe of them nor a right to command them. The officer will give service where they can, and require compliance with the law. They will do neither from personal preference or prejudice, but rather as a duly appointed officer of the law discharging their sworn obligation.

## **ARTICLE 8: CONDUCT IN ARRESTING AND DEALING WITH LAW VIOLATORS**

The peace officer shall use their powers of arrest strictly in accordance with the law and with due regard to the rights of the citizen concerned. Their office gives them no right to prosecute the violator or to mete out punishment for the offense. They shall, at all times, have a clear appreciation of their responsibilities and limitations regarding detention of the violator; they shall conduct themselves in such a manner as will minimize the possibility of having to use force. To this end he shall cultivate a dedication to the service of the people and the equitable upholding of their laws whether in the handling of law violators or in dealing with the law-abiding.

## **ARTICLE 9: GIFTS AND FAVORS**

The peace officer representing the government bears the heavy responsibility of maintaining, in their own conduct, the honor and integrity of all government institutions. They shall, therefore, guard against placing themselves in a position in which any person can expect special consideration or in which the public can reasonably assume that special consideration is being given. Thus, they should be firm in refusing gifts, favors, or gratuities, large or small, which can, in the public mind, be interpreted as capable of influencing their judgment in the discharge of their duties

## **ARTICLE 10: PRESENTATION OF EVIDENCE**

The peace officer shall be concerned equally in the prosecution of the wrongdoer and the defense of the innocent. They shall ascertain what constitutes evidence and shall present such evidence impartially and without malice. In so doing, they will ignore social, political and all other distinctions among the persons involved, strengthening the tradition of the reliability and integrity of an officer's word. The peace officer shall take special pains to increase their perception and skill of observation, mindful that in many situations theirs is the sole impartial testimony to the facts of a case.

## **ARTICLE 11: ATTITUDE TOWARD PROFESSION**

The peace officer shall regard the discharge of their duties as a public trust and recognize their responsibility as a public servant. By diligent study and sincere attention to self-improvement they shall strive to make the best possible application of science to the solution of crime and in the field of human relationships, strive for effective leadership and public influence in matters affecting public safety. They shall appreciate the importance and responsibility of their office, and hold public work to be an honorable profession rendering valuable service to their community and their country.

*I attest that I have read and received a copy of the **Canon of Ethics**.*

---

Name of Applicant

---

Date

# *London Police Department*

## *Canon of Ethics*

### *Police Ethics*

In order for any "job" to become a "profession": certain rules or guides must be developed in order to measure the work and attitudes of the employees. Law enforcement is no exception to this rule. Since 1956, the law enforcement profession has maintained its own standard of conduct, the Peace Officer Code of Ethics. Only through constant vigilance can the law enforcement officer keep their profession exactly what it is – a profession.

### *Canons of Police Ethics*

#### **ARTICLE 1: PRIMARY RESPONSIBILITY OF JOB**

The primary responsibility of the police service and the individual officer is the protection of the people of the United States through the upholding of their laws; chief among these is the Constitution of the United States and its amendments. The peace officer always represents the whole of the community and its legally expressed will, and is never the arm of any political party or clique.

#### **ARTICLE 2: LIMITATIONS OF AUTHORITY**

The first duty of a peace officer as upholder of the law is to know its bounds upon them while enforcing it. Because they represent the legal will of the community, be it local, state or federal, they must be aware of the limitations and proscriptions which the people, through law, have placed upon them. They must recognize the genius of the American system of government which gives no person, groups of people or institution, absolute power and they must insure that officers, as prime defenders of that system, do not pervert its character.

#### **ARTICLE 3: DUTY TO BE FAMILIAR WITH THE LAW AND WITH RESPONSIBILITIES OF SELF AND OTHER PUBLIC OFFICIALS**

The peace officer shall assiduously apply themselves to the study of the principles of the laws which they are sworn to uphold. They will make certain of their responsibilities in the particulars of their enforcement, seeking aid from their superiors in matters of technicality or principle when these are not clear to them; they will make special effort to fully understand their relationship to other public officials, including other law enforcement agencies, particularly on matters of jurisdiction, both geographically and substantively.

#### **ARTICLE 4: UTILIZATION OF PROPER MEANS TO GAIN PROPER ENDS**

The peace officer shall be mindful of the responsibility to pay strict heed to the selection of means in discharging the duties of their office. Violations of law or disregard for public safety and property on the part of an officer are intrinsically wrong; they are self-defeating in that they instill in the public mind a like disposition. The employment of illegal means, no matter how worthy the end, is certain to encourage disrespect for the law and its officers. If the law is to be honored, it must be honored by those who enforce

it.

#### **ARTICLE 5: COOPERATION WITH PUBLIC OFFICIALS IN THE DISCHARGE OF THEIR AUTHORIZED DUTIES**

The peace officer shall cooperate fully with other public officials in the discharge of authorized duties, regardless of party affiliation or personal prejudice. They shall be meticulous, however, in assuring themselves of the propriety, under the law, of such actions and shall guard against the use of their office or person, whether knowingly or unknowingly, in any improper or illegal action. In any situation open to question, they shall seek authority from their superior officer, giving them a full report of the proposed service or action.

#### **ARTICLE 6: PRIVATE CONDUCT**

The peace officer shall be mindful of their special identification by the public as an upholder of the law. Laxity of conduct or manner in private life, expressing either disrespect for the law or seeking to gain special privilege, cannot but reflect upon the police officer and the police service. The community and the service require that the peace officer lead the life of a decent honorable person. Following the career of a peace officer gives no person special perquisites. It does give the satisfaction and pride of following and furthering an unbroken tradition of safeguarding the American republic. The officer who reflects upon this tradition will not degrade it. Rather, they will so conduct their private life that the public will regard them as an example of stability, fidelity and morality.

#### **ARTICLE 7: CONDUCT TOWARD THE PUBLIC**

The peace officer, mindful of their responsibility to the whole community, shall deal with individuals of the community in a manner calculated to instill respect for its laws and its police service. The peace officer shall conduct their official life in a manner such as will inspire confidence and trust. Thus, they will be neither overbearing nor subservient, as no individual citizen has an obligation to stand in neither awe of them nor a right to command them. The officer will give service where they can, and require compliance with the law. They will do neither from personal preference or prejudice, but rather as a duly appointed officer of the law discharging their sworn obligation.

## **ARTICLE 8: CONDUCT IN ARRESTING AND DEALING WITH LAW VIOLATORS**

The peace officer shall use their powers of arrest strictly in accordance with the law and with due regard to the rights of the citizen concerned. Their office gives them no right to prosecute the violator or to mete out punishment for the offense. They shall, at all times, have a clear appreciation of their responsibilities and limitations regarding detention of the violator; they shall conduct themselves in such a manner as will minimize the possibility of having to use force. To this end he shall cultivate a dedication to the service of the people and the equitable upholding of their laws whether in the handling of law violators or in dealing with the law-abiding citizens.

## **ARTICLE 9: GIFTS AND FAVORS**

The peace officer representing the government bears the heavy responsibility of maintaining, in their own conduct, the honor and integrity of all government institutions. They shall, therefore, guard against placing themselves in a position in which any person can expect special considerations or in which the public can reasonably assume that special consideration is being given. Thus, they should be firm in refusing gifts, favors, or gratuities, large or small, which can, in the public mind, be interpreted as capable of influencing their judgment in the discharge of their duties.

## **ARTICLE 10: PRESENTATION OF EVIDENCE**

The peace officer shall be concerned equally in the prosecution of the wrongdoer and the defense of the innocent. They shall ascertain what constitutes evidence and shall present such evidence impartially and without malice. In so doing, they will ignore social, political and all other distinctions among the persons involved, strengthening the tradition of the reliability and integrity of an officer's word. The peace officer shall take special pains to increase their perception and skill of observation, mindful that in many situations theirs is the sole impartial testimony to the facts of a case.

## **ARTICLE 11: ATTITUDE TOWARD PROFESSION**

The peace officer shall regard the discharge of their duties as a public trust and recognize their responsibility as a public servant. By diligent study and sincere attention to self-improvement they shall strive to make the best possible application of sciences to the solution of crime and in the field of human relationships, strive for effective leadership and public influence in matters affecting public safety. They shall appreciate the importance and responsibility of their office, and hold public work to be an honorable profession rendering valuable service to their community and their country.

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Applicants Signature

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Date

<b>POPS</b>	<b>COMPLIANCE SECTION</b> <i>PEACE OFFICER PROFESSIONAL STANDARDS CHECKLIST</i>	
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Department of Criminal Justice Training  
 Compliance Department  
 Funderburk Building  
 521 Lancaster Ave.  
 Richmond, KY 40475-3102  
 Phone: 859-622-5924

**INSTRUCTIONS:** This is a copy of a checklist that will be used during an audit conducted by the Compliance Section. Proof of each item must be retained in the applicant/officer's POPS file

Name of Applicant/Officer \_\_\_\_\_

Date of Birth \_\_\_\_\_ SSN \_\_\_\_\_

Agency Name/Department \_\_\_\_\_

Hire/Transfer Date \_\_\_\_\_

ITEM	YES	NO	N/A
1. Citizen of the United States (Birth Certificate)			
2. Minimum of 21 Years of Age			
3. High School Graduate or G.E.D.			
4. Valid Operators License			
5. Fingerprint Cards Completed & Mailed to KSP			
6. Absence of Felony			
7. No Prohibition on Firearm Possession (Federal or State)			
8. Code of Ethics Distributed and Signed			
9. Has not Received a Dishonorable Discharge or General Discharge under other than Honorable Conditions			
10. Medical Exam Complete (Forms G-1, G-2)			
11. Valid Negative Drug Screen Report (10-panel)			
12. Background Investigation (Form H-1)			
A. Criminal Offenses			
B. Credit Report			
C. Employment			
D. References			
E. Education			
13. Interview Conducted by Agency Executive or Designee			
14. No Revocation of Certification in Another State as a Peace Officer			
15. Suitability Screener Results			
16. Passed Physical Fitness Standards			
17. Polygraph Results			
18. Records Retention/Documentation			

Comments: \_\_\_\_\_

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Investigator \_\_\_\_\_ Date \_\_\_\_\_