

ORDINANCE NO. \_\_\_\_ - 2025

AN ORDINANCE AMENDING SECTION 22-53.1 OF THE CODE OF ORDINANCES, RELATING TO THE POLICE ACADEMY EXAMINATION FOR APPOINTMENT, TO AUTHORIZE THE MAKING OF CONDITIONAL OFFERS EARLIER IN THE HIRING PROCESS AND TO SIMPLIFY THE HIRING PROCESS BY ELIMINATING THE PHASED APPROACH TO THE EXAMINATION.

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WHEREAS, Section 22-53.1 of the Code of Ordinances provides that examination for appointment to the police academy is comprised of a two-phased approach, with “Phase I” consisting of a written examination, a physical fitness test, and an oral examination and “Phase II” consisting of a psychological suitability screening test, polygraph examination and background investigation; and

WHEREAS, the Division of Police has reviewed its hiring process and believes it would be beneficial to be able to extend a conditional offer of employment prior to what is currently known as “Phase II” and to further streamline the hiring process by eliminating the phased approach to the examination for appointment to the police academy; and

WHEREAS, under the hiring process outlined herein, a candidate will still be required, following acceptance of a conditional offer of employment, to successfully complete a polygraph examination, a psychological suitability examination, a background investigation, physical and/or medical examinations, drug screening, and be selected by the Chief of Police for appointment; and

WHEREAS, the Lexington-Fayette Urban County Government desires to amend the Code of Ordinances to authorize the making of conditional offers earlier in the hiring process and to reflect the hiring process adopted herein by removing the phased approach to the examination for appointment.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE LEXINGTON-FAYETTE URBAN COUNTY GOVERNMENT:

Section 1 – That Section 22-53.1 of the Code of Ordinances of the Lexington-Fayette Urban County Government be and hereby is amended to read as follows:

- (a) The division of human resources shall create a register for appointment to positions in the police academy.
- (b) The examination for appointment to the police academy shall be comprised of a written examination, a physical fitness test, an oral examination, polygraph examination, background investigation, and psychological suitability screening.
- (c) Any candidate who is at least twenty (20) years of age shall be eligible if they will be twenty-one (21) years of age at the time of becoming certified, and if they

shall not have reached their forty-first birthday by the application filing deadline date.

(d) Prior to the academy class, the director shall close the date for applications for each class to be published as required by KRS Ch. 424.

(e) The examination components shall be approved by the Kentucky Law Enforcement Council (KLEC) and validated by the division of human resources.

(f) *Conditional Offers of Employment.* Prior to receiving a conditional offer of employment, all candidates shall successfully complete the following requirements:

(1) *Written Examination.* A job-related written examination shall be prepared by the division of human resources. The test administrator shall provide each candidate with his or her score on the written examination and shall indicate to each candidate whether he or she is eligible to proceed.

a. A different version of the written test shall be given for each hiring process.

(2) *Physical Fitness Testing.* Each candidate shall complete and pass the state required, certified physical fitness standard, Kentucky Peace Officer Professional Standards (POPS).

(3) *Oral Examination.* An oral examination shall be prepared and administered by the division of police.

a. The oral examination board shall consist of the following five (5) members:

1. A police sergeant, or above, and the police chief or a designated representative;

2. Two (2) police officers appointed by the police chief;

3. A professional member of the community agreed upon by the director, the commissioner of public safety, and the chief of police; and

4. At least one (1) African-American and one (1) female. One (1) individual may not satisfy both requirements.

5. The director, or his designated representative, shall attend all sessions of the oral examination board as a neutral adviser and shall have no vote in any of the proceedings.

b. A member of the urban county council, to be appointed by the vice mayor, may attend all sessions as a neutral observer and shall have no vote in any of the proceedings.

(4) After the written and oral examination process, the representative/test administrator shall compute the scores of the candidates, with preference points equaling a two (2) percent upgrade applied to any candidate's score who has demonstrated they served in any branch of the United States military and has received anything other than dishonorable discharge.

(5) The chief shall establish the maximum number of candidates who shall receive conditional offers. All components shall be reviewed and taken into consideration when recommending candidates for selection.

(6) After all requirements to make a conditional offer have been satisfied, the chief shall forward his recommendations for conditional offers through the urban county government chain of command to the mayor. The mayor may accept or reject any recommendation made through the chain of command and authorize the division of human resources to make conditional offers. The division of human resources shall submit a report of

all probationary appointments to the urban county council within thirty (30) days after the appointment is made.

(g) *Examinations Subsequent to Conditional Offer; Final Offer.* Following a selected candidate's acceptance of a conditional offer of employment, the selected candidate shall be required to submit to the following examinations, upon which the offer of employment is expressly, but not exclusively, conditioned:

- (1) A psychological suitability screening test.
- (2) A polygraph examination.
- (3) A background investigation.
- (4) A physical examination and/or medical examination.
- (5) Drug screening.

Following completion of a psychological suitability screening test, a polygraph examination, and a background investigation, but prior to a physical examination and/or medical examination and drug screening, the division of police shall supply the director with a list of those candidates whom the division recommends be eliminated from the current and future hiring processes. The director shall accept the recommendation for elimination if the circumstances satisfy the requirements of KRS 95.440 and applicable sections of this Code.

All candidates who successfully complete the psychological suitability screening, polygraph examination, background investigation, physical examination or medical examination, and drug screening shall be eligible for final offer. The aforementioned examinations, tests, and reports may also be used as a basis to remove a candidate at any point in the process.

(h) If a candidate is selected for an academy and is unable to attend or complete the academy due to unforeseen circumstances, the director and chief of police will review the situation and decide if the candidate will be allowed deferral to the next academy. Any candidate who is allowed to defer to the next academy must comply with all KLEC-POPS requirements.

(i) Upon the completion of the orientation section of the academy class, the list may be expired; however, the director and chief shall have the discretion to exhaust or maintain the register.

Section 2 – That this Ordinance shall become effective on the date of its passage.

PASSED URBAN COUNTY COUNCIL:

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MAYOR

ATTEST:

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CLERK, URBAN COUNTY COUNCIL  
PUBLISHED:

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