



PAT Dress Code: Athletic Wear

Interview Mandatory Dress Code: Professional Dress

Dear Applicant,

Congratulations on passing the Written Exam. The next step in our selection process is a Physical Ability Test (PAT). After successful completion of the PAT, you will be scheduled for an oral interview.

You must bring your valid Driver's License with your current address to the PAT.

Please bring the following completed forms to the PAT:

Incomplete or illegible forms will not be accepted.

- Consent and Medical Release Form(s)
 - **ALL** applicants must complete the Informed Consent Form and Applicant Medical Release Form
 - **IMPORTANT:** If you answer YES to any condition described on the Applicant Medical Release Form, then the Physician Medical Release Form MUST be completed by a PHYSICIAN before you can complete the PAT. Otherwise, the Physician Medical Release Form is not required.

https://louisvilleky.gov/sites/default/files/corrections/applicant_information/medical_consult_and_release_forms.pdf

- Pre-Employment Polygraph Screening Booklet
 - Print and complete the entire booklet and bring to the Physical Agility Test. When completing this booklet, it is important that you are completely honest in your responses. Dishonesty in your responses could lead to your removal from the selection process.

https://louisvilleky.gov/sites/default/files/corrections/applicant_information/new_polygraph_booklet.pdf

- Pre-Employment Interview Packet, completing the following forms
 - Residential History
 - Professional References
 - Social References
 - Authorization to Release Information
 - Confidential Work References: *Please complete one form for each employer you have worked for in the last five years or your last three employers, whichever is greater.*

Note: We will mail them to your employer

https://louisvilleky.gov/sites/default/files/corrections/applicant_information/pre-employment_interview_packet.pdf

ADDITIONAL DOCUMENTS to bring to the PAT:

- A printed copy of your Credit Report. This report must include your name, address, and credit score. You may access a free report and score through CreditKarma.com
- A color COPY of your driver's license. You must also bring your actual Driver's License.
- Official Driving History Record for your state of residency.
 - For Kentucky Residents, this record can be obtained either online (cost of \$5.50) or in person (cost of \$3.00). See <https://secure.kentucky.gov/dhronline> for more information.
 - For Indiana Residents, this record can be obtained online for a cost of \$4.00 at <http://www.in.gov/bmv/2489.htm>.
- If you have any **charges on your record** other than traffic violations, please bring a copy of the Court's disposition. You will not be interviewed without this information.
- For applicants that are **NOT** residents of Jefferson County, you *must* bring a **Record Check** from the county in which you reside.

LOCATION AND TIME COMMITMENT OF PAT

Your PAT will be held at the Corrections Training Academy, located at 2911 Taylor Blvd., Louisville, KY 40208.

The Corrections Training Academy is in the REAR of the LMPD Training Academy. In order to get to rear of building (from Taylor Blvd.) turn onto Iowa Ave, then make an immediate right into parking lot.

Upon arrival, please proceed to REAR OF BUILDING and enter through the door with the METRO CORRECTIONS EMBLEM. Please do NOT wait in the front of the building. Parking is available in the REAR of the building.

PLEASE ARRIVE 15-30 minutes prior to time of your scheduled PAT. The doors will promptly lock at the scheduled time of the PAT. For the specific time and date of your scheduled PAT, please review the scheduling invitation that was emailed to you.

The test could take up to 4 hours; therefore, please plan accordingly.

Thank you for your interest in Louisville Metro Department of Corrections and we look forward to meeting you. If you have any questions, please contact Officer A. Young at 502-574-2168 or andrew.young@louisvilleky.gov.

Sincerely,

Kendra Robinson
Personnel Supervisor

Requirements to Obtain Peace Officer Status

LMDC Corrections Officer Applicant

1. Be a citizen of the United States
2. Be at least 21 years of age
3. Applicants who have bought or sold marijuana within three years of application, or have bought or sold any controlled substance or narcotic drug without a prescription within six years of application will be disqualified
4. **Must not be a current user of illegal drugs**
5. Must not have been convicted of a felony or have any criminal action pending against them
6. Have completed High School or obtained a GED
7. Posses a valid license (current address) to operate a vehicle
8. Be fingerprinted for criminal background
9. Absence of felony record
10. Not prohibited by federal or state law from possessing a firearm
11. Receive and abide by the Code of Ethics
12. Have received an honorable discharge from military duty
13. Pass a medical examination
14. Pass drug screening
15. Have a positive background investigation
16. Complete an interview
17. Not have had certification as a peace officer permanently revoked in another state
18. Complete psychological testing
19. Meet physical fitness standards
20. Complete a polygraph examination