TO: All Candidates
FROM: Kerri Balthrop, Human Resources Director
Department of Safety and Homeland Security

SUBJECT: Tennessee Department of Safety and Homeland Security

Thank you for your interest in employment with the Tennessee Department of Safety and Homeland Security. This agency makes every effort to provide applicants with information related to the Department's selection process. Please read the following information carefully in order to ensure understanding of the selection process and its duration.

In 2012 the General Assembly passed the “TEAM Act” which sets out hiring practices for the state. This system requires agencies, along with the Tennessee Department of Human Resources, to define minimum qualifications and identify the knowledge, skills, abilities and competencies required for each position. You have been provided with the minimum qualifications and necessary special qualifications regarding the job for which you applied on the job posting. Position openings must be announced for a minimum of one (1) week. Upon completing the application in the ??? system the applicant will receive a confirmation of receipt email from the Department of Human Resources. After the closing date of the job posting all applicants will receive a survey of first round interview questions via email. The applicant will only have five (5) days from the date of the email to complete this survey. Any applicant who completes the application and the first-round interview survey will be placed on a list of eligible. This agency will then determine if the candidates on the list meets minimum qualifications and any necessary special qualifications. This agency is required to interview at least three (3) candidates unless fewer candidates are on the list of eligibles. The length of the existence of the list of eligibles for a particular job is determined by the State of Tennessee Department of Human Resources. Upon the filing of a position candidates should reapply for each individual job posted. Veterans and their spouses receive interview preference for appointments and promotions.

Candidates who are conditionally offered employment within the Tennessee Department of Safety and Homeland Security are required to pass several additional requirements that are based upon the job classification applied for.

Candidates for positions as Commissioned Officers in the Tennessee Highway Patrol (THP) Trooper Classification series and in the Office of Homeland Security are required to pass an extensive background investigation including a fingerprint-based check, credit report check and personal information of the candidate. The candidate will also be required to successfully pass a physical examination, psychological examination and polygraph examination. This may take up to sixteen (16) weeks to successfully complete the process. Due to the time required to successfully complete all required portions of the process, the entire selection process for commissioned employees may take at least four (4) to six (6) months.
Candidates for positions in the THP Dispatcher Classification series and Digital Forensics Technician are required to pass an extensive background investigation including a fingerprint-based check, credit report check and personal information of the candidate. The candidate will also be required to successfully pass a physical examination and psychological examination. This may take up to twelve (12) weeks to successfully complete the process. Due to the time required to successfully complete all required portions of the process, the entire selection process for dispatch employees may take at least two (2) to four (4) months.

Candidates for civilian positions in the Tennessee Highway Patrol, TACN and Office of Homeland Security are required to pass an extensive background investigation including a fingerprint-based check, credit report check and personal information of the candidate. This may take up to eight (8) weeks to successfully complete the process. Due to the time required to successfully complete all required portions of the process, the entire selection process for dispatch employees may take at least two (2) to three (3) months.

Candidates for Commercial Driver License (CDL) Examiner positions in the Department of Safety and Homeland security are required to pass fingerprint-based background check and a Physical Examination. This may take up to eight (8) weeks to successfully complete the process. Due to the time required to successfully complete all required portions of the process, the entire selection process for CDL employees may take two (2) to three (3) months.

Candidates for non-commissioned civilian positions in the Department of Safety and Homeland Security located in Divisions other than the Tennessee Highway Patrol are required to pass a fingerprint-based background check. This may take up to four (4) weeks to successfully complete the process. Due to the time required to successfully complete all required portions of the process, the entire selection process for non-THP civilian employees may take one (1) to two (2) months.

Candidates shall be notified of the outcome of their request for employment.

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