

# Jenks Police Department Officer Frequently Asked Questions (FAQs)

**1. How do I apply?**

The first step is filling out a City of Jenks Application. The Application is on the City of Jenks Website near the bottom of the page in the *City Government* section under [Job Openings](#). You will need to download the PDF and complete the application which is located on the left side of the page. Once you complete the application, you can electronically submit the application and resume (optional) using the [Submit Resume](#) link.

**2. Do I need a resume?**

No, a resume is not required in the initially application phase. If you would like to submit your resume, you may do so when you submit your application.

**3. Can I change my application after submitting it?**

No. If you made any mistakes on your application, you will need to inform your Background Investigator as soon as you become aware of any mistakes.

**4. How long does the application process take and what is the application process?**

The time from applying to being offered a conditional job offer can vary. Expect the application process to take several months. During the application process, you will undergo several steps. Some of the steps will include: background questionnaire, background investigation, written exam, and interviews. After a conditional offer is granted, there are several more steps in the process.

**5. What are the job requirements and benefits?**

All applicants must meet [Oklahoma Peace Officer Requirements](#). The current pay rate is \$39,545.00 per year or \$19.01 an hour. Paid Vacation, Holiday, and Sick Leave. Longevity and Education Incentive pay. Police Officers also have uniforms and equipment provided to them by the department.

**6. What hours can I expect to work?**

Law Enforcement is a 24 hours a day and 7 days a week service. We have 8 hour shifts that cover daytime, evening, and night time hours. The shift you work can be any of these shift and will change throughout your career in Law Enforcement.

**7. Will I be informed if I am not selected for the position?**

You will be informed if you are not selected or if you are removed from our process. If you submit an application when the Jenks Police Department does not have an opening, we will hold your application and contact you when we have an opening available.

**8. What are some common reason for not being selected?**

Failure to turn in required documents in a timely manner. Missing deadlines and scheduled interviews. Untruthfulness or failure to pass the background investigation phase.

**9. What happens if I do not have access to a computer?**

If you do not have access to a computer at home, it is recommended to go to a public library or other business that allows internet access to customers.