



Dear Police Recruit Job Applicant,

Thank you for your interest in a career with the City of Taylor Police Department. An application is available on our website which you must complete and submit online with related documents by the deadline. This supplemental packet contains important information about the application and exam process.

The Taylor Police Department is governed by Local Government Code Civil Service Chapter 143. An applicant must meet **Minimum Eligibility Requirements for Police Officers** in order to be eligible to test. Upon completion of the written test, an eligibility list is created based on the applicant's test score and additional points for military service, if applicable. This list remains in effect for up to one year or until exhausted, whichever occurs first.

KEY DATES

Monday, April 20, 2020.	Deadline to complete Application online and upload required documents. Failure to meet this deadline shall render the candidate ineligible to take the examination.
Tuesday, April 28, 2020, 9:30 a.m.	<u>Police Entrance Exam</u> at Taylor Public Library, 801 Vance Street, Taylor, TX 76574
	<u>Physical Agility Test</u> – Immediately following test. Instructions to location provided to successful candidates. See exam packet for details on test. Come dressed and prepared for physical agility, obstacle course and run.
ORAL INTERVIEW BOARD	By appointment at the Taylor Police Department
FINAL INTERVIEW	By appointment at the Taylor Police Department

APPLICATION REQUIREMENTS

To be considered for employment with the City of Taylor, an applicant must complete and submit an Application with required related documents by the required deadline as follows:

- On Line Employment Application

- The application must contain truthful and complete responses. Failure to answer a question in its entirety or failure to completely fill out the application may lead to disqualification from further consideration.
- All sections of the Application must be completed. If a question or section does not apply to you, mark it as “N/A” or not applicable.
- Be thorough and complete in listing all previous and current education and employment. List all schools attended including Police training. In addition, explain any gaps in education and employment history.
- Signed and Notarized Authorization for release of personal information (upload to online application).
- Additional required documents
 - DD 214 - Military Service: You can receive military service credit points if you have previous military service – refer to Entrance Exam Administration Procedures.
 - Basic Peace Officer Certification from Texas Commission on Law Enforcement (TCOLE) or evidence of current enrollment in a TCOLE approved academy. Preference may be given to candidates who are either certified as a peace officer or certifiable at time of appointment, as established by the Texas Commission on Law Enforcement.

RESOURCES

Refer to Exam Packet for important information including Minimum Eligibility Qualifications, Causes for Rejection, Entrance Exam Administrative Procedures and Physical Agility Test description.

Applicants may order the practice “**National Police Select Test, NPST Candidate Orientation Guide**” by clicking the following link: <http://www.fpsi.com/product/npst-candidate-orientation-guide/>. The NPST Candidate Orientation Guide is a helpful tool to prepare for the exam and can be downloaded as a PDF file and saved or printed.

Please read through the disclaimer on the order page in order to have a successful download. Payments will be submitted through PayPal via an account or credit/debit card. Once payment is submitted, PayPal automatically redirects you back to the FPSI site where access to the download link will be located on the *Order Details-Checkout Status* page. Applicants must pay close attention to ALL instructions on both FPSI and PayPal’s websites in order to access the instant download successfully.



**NOTICE OF CIVIL SERVICE EXAMINATION
POLICE OFFICER
City of Taylor, Texas**

EXAMINATION DATE / LOCATION:	Tuesday, April 28, 2020, 9:30 a.m. Taylor Public Library 801 Vance Street, Taylor, Texas
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SUMMARY OF POSITION: Protects the City's residents and property by striving to promote voluntary compliance to laws and ordinances through the use of enforcement, public education and role modeling.

ELIGIBILITY LIST: The Eligibility List established through this exam will be effective for 12 months from date of the test or until exhausted, whichever comes first.

INTENT TO TEST: Application and related information packet can be found on-line at

DEADLINE FOR RETURNING APPLICATION: Monday, April 20, 2020
Eligible candidates must submit their application packet through the online application
Failure to submit the application by the above date shall render the candidate ineligible to take the examination.

PHYSICAL AGILITY: Physical Agility test will be held following the written exam for those applicants passing the written examination.

Certificate

I certify that the above notice was posted outside the Office of the Civil Service Director of the City of Taylor, Texas on February 5, 2020 at 4:30 p.m.


Kim Peterson
Civil Service Director

MINIMUM ELIGIBILITY REQUIREMENTS FOR POLICE OFFICERS

An applicant for police officer shall meet the following criteria in order to be considered for an entry-level position:

- (a) Achieve a minimum passing score of seventy (70) percent on the written examination;
- (b) Successfully complete the physical agility test;
- (c) Pass a background investigation;
- (d) Successfully complete the video-based behavioral testing (BPAD) or other situational reasoning testing and assessment as determined by the Police Chief;
- (e) Pass oral interviews;
- (f) Successfully complete a post-job offer psychological examination and medical examination that includes passing a hearing exam and a visual acuity test, which demonstrates visual acuity to the extent that both eyes are correctable to at least 20/20 binocular vision and physician certification that the applicant is not dependent on and does not use illegal drugs.
- (g) Be at least twenty-one (21) years of age by academy graduation and not more than forty-four (44) years of age at the time of hire. A person who is 45 years of age or older may not be certified as eligible for an entry-level position in the police department.
- (h) Must possess a high school diploma; or a high school equivalency certificate and evidence of successful completion of at least 12 hours from an institution of higher education with at least a 2.0 grade point average on a 4.0 scale; or an honorable discharge from the armed forces of the United States;
- (i) Have a valid Texas driver's license at the date of hire;
- (j) Be a citizen of the United States by birth or naturalization;
- (k) Be able to read, write, and speak the English language;
- (l) Be of good moral character;
- (m) Shall not be prohibited from carrying a firearm or possessing ammunition; and
- (n) PREFERENCE MAY BE GIVEN TO the following candidates who are either certified as a peace officer or who are certifiable at time of appointment, as established by the Texas Commission on Law Enforcement Officer Standards and

Education. As proof of the foregoing, applicants shall provide either (1) evidence of certifiability issued by the Texas Commission on Law Enforcement Officer Standards and Education (TCOLE), or (2) evidence of current enrollment in an academy approved by the Texas Commission on Law Enforcement Officer Standards and Education (TCOLE).

CAUSE FOR REJECTION FOR FIREFIGHTERS AND POLICE OFFICERS

The City may reject an applicant for one or more of the following reasons listed below. Time calculations for an action that constitutes rejection for a specified period of time shall be calculated from the date the application for employment is submitted by an applicant.

- (a) Applicant fails to pass any part of the entrance examinations;
- (b) Applicant fails to make application in the manner prescribed in the notice of examination, and/or fails to file the application with the Director within the time limits prescribed in the notice of examination;
- (c) Applicant fails to meet Minimum Standards for Initial Licensure (or it is reasonably believed will fail to meet the standards at time of academy graduation) as set forth by Texas Commission on Law Enforcement Officer Standards and Education for peace officer candidates (with the exception of having successfully met police academy training standards and passing examinations for each license sought) or fails to meet any of the minimum requirements expressed in the rules of the Texas Commission on Fire Protection and the Texas Department of Health for fire fighter candidates;
- (d) Applicant is not a citizen of the United States of America by birth or naturalization. The applicant shall be considered disqualified until citizenship is obtained in compliance with federal laws.
- (e) Applicant fails to demonstrate his/her ability to read, write, and fluently speak the English language. The applicant shall be disqualified until the deficiency is corrected.
- (f) Applicant is unable to perform the essential functions of the position to which he/she seeks appointment, with or without reasonable accommodation.
- (g) Applicant has been convicted of or admitted to conduct that constitutes a Class A or Class B Misdemeanor under the Penal Code or equivalent under federal law, to include the Uniform Code of Military Justice (UCMJ), within the past ten (10) years. Conviction of or admission to conduct that constitutes a Class A or Class B Misdemeanor shall result in a temporary rejection. Crimes involving moral turpitude may result in permanent disqualification and shall be considered on a case-by-case basis with appropriate consideration of circumstances and recency.

Applicant has been convicted of or admitted to conduct which constitutes a felony under state or federal law, to include the UCMJ. Conviction of or admission to conduct that constitutes a felony shall result in permanent disqualification.

An applicant shall not be considered for employment while charges are pending for any criminal offense or while he/she is currently on probation for any offense.

- (h) Applicant has made any false statement in any material fact; withheld information, practiced or attempted to practice any deception or fraud in his/her application, examination or appointment. Depending on the variables involved, rejection may be either permanent or temporary.
- (i) Applicant fails to complete or satisfactorily meet the employment process requirement of the respective Department, including missed appointments, failure to return necessary paperwork, failure to notify Department of changes in address or telephone numbers, failure to properly complete any or all application materials, or who otherwise fails to complete application process.
- (j) Applicant fails to satisfactorily complete the oral interview process, including but not limited to B-PAD (Behavioral Personnel Assessment Device) for police officer applicants, if required. An applicant shall be disqualified for failure to verbally communicate effectively and appropriately; failure to demonstrate an understanding of the roles and responsibilities of a firefighter or police officer; failure to present the maturity expected of a firefighter or police officer; or failure to accurately and precisely respond to the questions of the interviewers.
- (k) Applicant has used illicit substances as indicated by the following guidelines;

An applicant may be temporarily or permanently disqualified if it has been determined by the City that, or he/she has admitted to, conduct which constitutes excessive and/or recent use of illicit substance(s) or excessive use of intoxicants. Conduct involving excessive and/or recent use of illicit substance or excessive use of intoxicants shall be considered on a case-by-case basis with consideration given to circumstances and recency.

An Applicant may be temporarily or permanently disqualified if it has been determined by the City that, or he/she has admitted to, conduct which constitutes abuse of legally obtained prescription medication(s), or illegal use of the prescription medication(s) of another person. Conduct involving the abuse and/or misuse of prescription medication(s) shall be considered on a case-by-case basis with consideration given to circumstances and recency.

An applicant shall be permanently disqualified if it has been determined by the City that, or he/she has admitted to, conduct which constitutes illegal use of felony grade substances as defined in the Texas Penal Code.

- (l) Applicant has a conviction of DWI/BWI/FWI/DUI within the past five (5) years or violations exceeding four (4) events (moving violations or

preventable accidents) within the past three (3) years. An applicant shall be temporarily disqualified until he/she can meet the above standards.

Lesser, but more severe, violations which tend to indicate driving habits that are not compatible with the operation of emergency vehicles and present potential liabilities to the City shall be temporary disqualifications. Reapplication shall be permitted when the applicant can meet the above standards.

- (m) Applicant has been dismissed or resigned in lieu of dismissal from any employment for inefficiency, delinquency, or misconduct. Said dismissal or termination shall be considered on a case-by-case basis. Rejection under this provision shall be considered permanent.
- (n) Applicant has demonstrated a failure to pay just debts. Due to the variable involved, each situation shall be considered on a case-by-case basis. Factors which shall be considered include, but are not limited to: type and number of debts, reasons for the bad credit, extenuating circumstances, and the potential for the credit-related problems impacting the applicant's judgment and integrity. Resolution of bad credit may result in requalification.
- (o) Applicant has exercised poor judgment skills within the past five (5) years. The applicant has demonstrated either immaturity or poor judgment in the applicant's decision-making process. Examples of such conduct would include, but is not limited to: attendance at a party or social function at which controlled substances or dangerous drugs are consumed, and such activity is known or should have been known by the applicant; silent acceptance of known illegal conduct by others in his/her presence; workplace behavior/decisions that adversely affect the business or associates, with little or no objectively justifiable need for such behavior. Rejection for this cause shall be temporary until the applicant can demonstrate that his/her judgment skills have developed.
- (p) Applicant has a history of unstable work, i.e., including short terms of employment over his/her employment history; a history of employment in an illegal occupation. Rejection under this provision shall be temporary in nature and an applicant shall be eligible for reapplication after a five (5) year period. Due to the variables involved, each situation shall be considered on a case-by-case basis. Rejection for employment in an illegal occupation shall be permanent in nature.
- (q) Applicant has failed to meet all legal requirements necessary for future licensing and certification as required by the Texas Commission on Law Enforcement Officer Standards and Education, the Texas Commission on fire Protection and the Texas Department of Health. Rejection for this cause shall be temporary until applicant can meet those standards.

- (r) Applicant has been discharged from any military service under less than honorable conditions, including specifically:
 - i. Under other than honorable conditions;
 - ii. Bad conduct;
 - iii. Dishonorable; or
 - iv. Any other characterization of service indicating bad character.

- (s) Applicant fails to return a completed Personal History Statement at a time designated by the Department Head.

ENTRANCE EXAMINATION ADMINISTRATION PROCEDURES

- (a) Smoking shall be prohibited at all times in the testing area.
- (b) Check In – An applicant shall be checked in and provide proof of identity with a valid Driver’s License. No applicant shall be admitted once test instructions start.
- (c) Military Service Credit – An applicant who desires to have military service credit of five (5) points added to a passing test score of 70% or better, shall provide an original DD-214 showing a minimum of 180 total days of active military service at the time of application and by the specified application deadline. Any discharge other than honorable discharge is not creditable for the purpose of this section.
- (d) Failure to Appear – The application of an applicant who fails to appear for the entrance examination shall be voided and shall be disposed of by the Director.
- (e) Cancellation or postponement of entrance examination – The Commission or Director may cancel or postpone a scheduled entrance examination for sufficient cause.
- (f) Dishonesty – An examinee taking an entrance examination who uses or attempts to use any dishonest means to answer a question on such an examination shall have his/her examination confiscated and voided by the Test Administrator. The examinee will be removed from the testing site. The Test Administrator shall report the action to the Director.
- (g) Upon request, accommodations shall be provided to an applicant in accordance with the Americans with Disabilities Act. An applicant who needs special arrangements shall submit a request in writing to the Director at a time to be determined by the Director.

City of Taylor

(Name of Law Enforcement Agency)

AUTHORITY TO RELEASE INFORMATION

TO WHOM IT MAY CONCERN:

I hereby authorize the City of Taylor and its authorized representatives bearing this release, or a copy thereof, within one year of its date, to obtain any information in your files pertaining to my employment, military, credit, education or medical records, including not limited to academic, achievement, attendance, athletic, personal history, and disciplinary records, medical records, and credit records.

I hereby direct you to release such information upon request of the bearer. This release is executed with full knowledge and understanding that the information is for official use. Consent is granted to all parties to furnish such information, as described above, to third parties in the course of fulfilling its official responsibilities. I hereby release you, as custodian of such records, and any school, college, university, or other educational institution, hospital, or other repository of medical records, credit bureau, lending institution, consumer reporting agency, or retail business establishment including its officers, employees, or related personnel, both individually and collectively, from any and all liability for damages of whatever kind, which may at any time result to me, my heirs, family or associates because of compliance with this authorization and request to release information, or attempt to comply with it.

I am furnishing my Social Security Account Number on a voluntary basis with the understanding such is not required by any law or regulation. I have been advised that all parties will utilize this number only to facilitate the location of employment, military, credit, and educational records concerning me in connection with this application. Should there be any question as to the validity of this release, you may contact me as indicated below:

Applicant's Printed Full Name: _____

Address: _____

Telephone Number: _____

Applicant's Notarized Signature: _____

Sworn to and signed before me, on this the _____ day of _____, _____,
in and for _____ county, in the state of _____.

Signature of Notary Public: _____

NOTARY SEAL

Printed Name of Notary Public: _____

My Commission Expires: _____

TAYLOR POLICE DEPARTMENT PHYSICAL READINESS TEST

The Physical Readiness Test consists of three parts, which are rated as **Pass / Fail**. An applicant's rating for each part is based on their age and gender and must not exceed 44 years of age. The three parts of the PRT are Part A –Agility Test, Part B- Obstacle Course and Part C- 300 Meter Run. The three parts and their structure are defined below. Applicant must successfully pass all three parts to achieve an overall passing score for the physical agility test.

(Applicants must complete Part (A) before moving on to Phase (B) or Phase (C))

PART A- AGILITY TEST

Purpose- To gauge agility and strength

Stage 1 PUSH-UPS (Pass / Fail)

Applicant must complete pushups based on 50 % of Cooper standard. These will be continuous military style push-ups with a one minute time limit.

MAXIMUM PUSH-UP TEST

This push up test measures the muscular strength and endurance of the upper body. Place your hands on the ground so they are in a vertical line with your shoulders. Your feet may be together or up to 12 inches apart. Your body should be in a straight line from the shoulders to the ankles, and must remain that way throughout the exercise. Lower your body by bending your elbows until your upper arms are parallel to the ground where you touch and slightly compress the 4-inch foam block under your chest. Your examiner will tell you when you have gone low enough. Return to the starting position by completely straightening your arms. You may only rest in the up position. If you fail to: keep your body in a straight line; touch your chest to the foam block; or lock your arms in the up position, you will receive a warning. After one warning, incorrect repetitions will not count. There is a one minute time limit. Your rating is based on 50% of the cooper standard.

Gender	<u>20-29</u>	<u>30-39</u>	<u>40-49</u>
Male	24	19	13
Female	11	9	7

Stage 2 ONE-MINUTE SIT – UP TEST (Pass / Fail)

Applicant must complete a designated amount of sit-ups within one minute as set out by Cooper Standards.

The one-minute sit-up test measures muscular strength and endurance of the abdominal muscles. Lie on your back with your knees bent at 90 degrees or tighter with your feet flat on the ground. Your feet may be together or apart, but your heels must stay on the ground. The examiner will hold your feet and count the number of repetitions. During the exercise your hands must stay behind your head. Lift your body by bending at the waist. Touch your elbows to your knees, and return to the starting position. You may rest only in the up position. Do not arch your back or lift your buttocks off the ground. If you fail to: keep your hands behind your head; touch your elbows to your knees; or lift your buttocks off the ground you will receive one warning. After one warning, incorrect repetitions will not count. You will have one minute to do as many sit-ups as possible. Your score is the total number of correct sit-ups. Your rating is based on 50 % of the cooper standard.

Gender	<u>20</u>	<u>20-29</u>	<u>30-39</u>	<u>40-49</u>
Male	37	35	31	26
Female	29	28	21	16

*** PART A is Pass or Fail ***

TAYLOR POLICE DEPARTMENT PHYSICAL READINESS TEST

PART B- OBSTACLE COURSE

Purpose- To test endurance, balance. Applicants must follow instructions for each stage. (Pass / Fail)

Stage 1 (Pass / Fail)

The applicant will start seat-belted in a Police vehicle. At the whistle, the applicant will unbuckle the seat belt, run through the turn gate and then climb over a four-foot chain link fence.
(Unable to negotiate is a failure)

Stage 2 (Pass / Fail)

Applicant must run southbound on the track to the first gate, enter the gate and head south to the second bleacher stairway, applicant must run up to the top of the bleachers and back down.
(Unable to negotiate is a failure)

Stage 3 (Pass / Fail)

Applicant must then walk the bottom bleacher bench southbound, the full length of the bench without losing balance. Should applicant step off bleacher then applicant may start over immediately until successfully completion or time elapses. (Unable to negotiate is a failure)

Stage 4 (Pass / Fail)

Applicant must run around to the back of the bleachers and climb over a six-foot chain link fence.
(Time stops at completion of stage 4) (Unable to negotiate is a failure)

Stage 5 (Pass / Fail)

(This stage is not timed and is designed to determine dexterity.)

Applicant must run to a police vehicle, pick-up a duty weapon FNS 40 and pull the trigger three times. Applicant will then place the weapon in police vehicle. At that point applicant will raise a Remington 870 shotgun up to shoulder level, hold the shotgun horizontal and will pull the trigger one time, recharge the weapon and then pull the trigger a second time. The shotgun will then be placed in the police vehicle. Applicant will use both arms to complete this task. (Applicant will have instructions on the pistol and the shotgun and adequate time to practice prior to performing this stage.)

*** PART B is Pass / Fail ***

OBSTACLE COURSE SCORING CHART

(Male)

Age 21-44 – Must be completed in 2.5 minutes to receive..... Pass

(Female)

Age 21-44 – Must be completed in 3.0 minutes to receive Pass

TAYLOR POLICE DEPARTMENT PHYSICAL READINESS TEST

PART C – 300 METER RUN (Pass / Fail)

Purpose- To gauge anaerobic capacity.

Applicant must run 300 Meters. Applicants will receive points based on their time and age as set out by Cooper standards.

<u>Gender</u>	<u>Age</u>	<u>Age</u>	<u>Age</u>
	<u>20-29</u>	<u>30-39</u>	<u>40-49</u>
Male	66	68	83
Female	78	86	110

* PART C is Pass / Fail *

TAYLOR POLICE DEPARTMENT PHYSICAL READINESS TEST

Applicant Name: _____ Date: _____ Time: _____

Age _____

PRT RESULTS

PART A - AGILITY TEST

<u>Stage 1</u> - Push-up	PASSED	FAILED
<u>Stage 2</u> - Sit-up	PASSED	FAILED

PART B - OBSTACLE COURSE

Stage 1. 4 FT FENCE	PASSED	FAILED
Stage 2. STAIR CLIMB	PASSED	FAILED
Stage 3. BALANCE TEST	PASSED	FAILED
Stage 4. 6 FT FENCE	PASSED	FAILED
Stage 5. HANDGUN & SHOTGUN (Dexterity Test) (Grip / Trigger Pull)	PASSED	FAILED

PART A- Agility Test Completed Time: _____

PART B- Obstacle Course Completed Time: _____

PART C- 300 Meter RUN Completed Time: _____

RATING OF ENTIRE COURSE PASSED FAILED

PRT EVALUATORS SIGNATURES

Civil Service Director

**AUTHORIZATION FOR RELEASE
OF LIABILITY
PHYSICAL AGILITY TEST**

I _____ acknowledge that the Physical Agility Test administered by the City of Taylor as part of its Police Officer Entrance examination is physically demanding. I have freely and voluntarily undertaken to participate in the Physical Agility Test. I further understand that participating in the Test could result in a personal injury, and I accept all risk of injury.

I release and discharge the City of Taylor, and its elected and appointed officials and employees, in their official and individual capacities, from any claim, demand, or cause of action arising out of the activities of the Physical Agility Test. I further agree to indemnify and hold harmless the City of Taylor, Texas, its elected and appointed officials and employees from all claims for loss, damage or injury sustained by me, whether caused by me, caused by the negligence of the City of Taylor, Texas, its elected and appointed officials and employees, caused by the negligence of any other participant in the above-referenced Physical Fitness Test, or caused by any other person.

Signature

Print Name

Address: _____

Phone: _____

Date: _____



JOB DESCRIPTION

Class No: 522

Job Title: Police Officer

Pay Group: CS

EEOC Category: Protective Service

Date: December 29, 2008

FLSA Category: Non-Exempt

BRIEF DESCRIPTION OF THE JOB: Protects the City's residents and property by striving to promote voluntary compliance to laws and ordinances through the use of enforcement, public education and role modeling.

ROLE: To provide the services that fulfill the mission and specific purposes of the department.

ORGANIZATIONAL RELATIONSHIPS:

Reports to: Supervisor responsible for area of assignment

Directs: This is a non-supervisory position

Other: Has frequent contact with department employees, other City employees, other law enforcement agencies, related agencies and organizations, juveniles, volunteers, court and juvenile probation employees, schools, youth, and the general public.

RESPONSIBILITIES:

- Afford all citizens highly efficient and professional protection and services
- Accept responsibility for crime prevention/awareness, recognizing that it is more desirable to deter crime rather than to react to it
- Investigate crime and incidents impartially using every legal means and make the truth known
- Strive for voluntary compliance with laws and ordinances through the use of enforcement, public education and role modeling
- Promote an attitude of friendliness, helpfulness, tact, understanding and caring in the performance of assigned duties
- Communicate cooperatively and openly with the community
- Communicate openly within the organization; be a team player and offer mutual support to facilitate the accomplishment of higher goals of community protection and service over individual accomplishments. This same spirit of inter-organizational cooperation is carried further to cooperate with other law enforcement agencies and other governmental units.

- Identify problems, develop solutions, and implement strategies that attain desired results to crime, disorder and incidents of concern brought to the attention of police.
- Other duties as assigned by police department administration.

ESSENTIAL DUTIES:

This is a description of the way this job is currently performed; there is potential for accommodation.

Description of Work	Av. % of Time	Strength*	Physical Demand Code*
Patrols an assigned area, by vehicle or on foot, to prevent crimes and enforce laws and ordinances on non-permanent shifts.	15%	S/L	A,B,C,G,Q,R,S,T
Responds to emergency calls and routine complaints and disturbances and takes necessary action.	15%	L/VH	A,B,C,D,E,F,G, H,I,J,K,L,M,N,O P,Q,R,S,T,U
Directs traffic, escorts traffic, operates traffic radar monitoring equipment and issues traffic citations.	5%	S/L	A,C,D,E,F,G,H,I Q,R,S,T
Conducts initial investigations of traffic accidents and criminal offenses.	5%	L	A,B,C,D,E,F,G H,I,J,K,L,M,O,P
Questions witnesses, complainants, victims and suspects and takes statements and affidavits.	5%	L	A,B,H,I,Q,R,S
Makes referrals to DHS when appropriate.	1%	S	B,Q,R,S
Keeps records of activities and prepares reports concerning crimes, complaints, accidents, and investigations.	10%	S	B,H,I,Q
Serves warrants and makes arrests.	3%	L/VH	A,B,C,G,H,I,Q,R, S
Pursues and apprehends suspects	2%	L/VH	A,B,C,D,E,F,G H,I,J,K,L,M,N,O, P,Q,R,S,T,U
Responds to the public's calls for assistance and takes necessary action, including performing first aid.	5%	L/VH	A,B,C,D,E,F,G, H,I,J,K,L,M,N,O, P,Q,R,S,T,U
Processes prisoners, including fingerprinting, photographing, ensuring magistration by a judge, approving City bonds, searching prisoners, recording and securing the prisoner's property, and transporting prisoners to appropriate facility.	5%	L/VH	A,B,C,D,E,F,G, H,I,M,N,Q,R,S,T
Appears/Testifies in court and before grand juries as necessary/required	3%	S	B,H,I,Q,R,S,T
Shares information and works with other law enforcement agencies as directed and appropriate	2%	S/VH	A,B,C,D,E,F,G, H,I,J,K,L,M,N,O P,Q,R,S,T,U
Conducts security checks of businesses and residential areas on patrol route.	3%	S/L	A,B,C,F,G, H,O,P,Q,R,S,T
Assists EMS personnel, Firefighters, and Animal Control Officers	2%	L/VH	A,B,C,D,E,F,G, H,I,J,K,L,M,N,O

			P,Q,R,S,T,U
Performs police-community relations activities	3%	S/L	A,B,C,D,E,H,I,K, Q,R,S,T
Problem Solving	5%		
Tags and logs in evidence	2%	S/L	A,B,C,D,E,F,G, H,I,K,M,Q,
Performs upkeep and simple maintenance on department vehicles	1%	L	A,C,D,E,F,G,H,I,J K,M,Q,
Assists with special activities, such as Special Weapons and Tactics (SWAT) operations, weather watches, school traffic monitoring, and funeral escorts.	1%	S/M	A,B,C,D,E,F,G, H,I,J,K,L,M,N,O, P,Q,R,S,T,U
May impound vehicles and may maintain inventory	2%	L	A,C,D,G,H,I,M,Q, R,S,
May provide dispatch relief when necessary	1%	S	B,H,I,G,Q,R,S
Performs such other law enforcement, investigative, technical and educational duties as may be assigned.	3%	L/VH	A,B,C,D,E,F,G, H,I,J,K,L,M,N,O, P,Q,R,S,T,U
Serves in extension of current duties as required for emergency management, particularly in the areas of staff alerting, communication, public warning, and law enforcement.	1%	L/VH	A,B,C,D,E,F,G, H,I,J,K,L,M,N,O, P,Q,R,S,T,U
May be assigned as a Crime Scene Processor, Intoxilyzer Operator or K-9 handler.	N/A	S/M	A,B,C,D,E,F,G, H,I,J,K,L,M,N,O, P,Q,R,S,T,U
Provides quality customer service to City staff, the general public, and all other work contacts.	Constant	N/A	N/A
Educates the public on issues of crime prevention and awareness including: conducting inspections, classes, and speeches relative to crime prevention, safety education, and community involvement, including Neighborhood Watch programs.	1%	L	A,B,C,D,E,F,H, I,M,Q,R,S,T

MAY BE ASSIGNED TO THE FOLLOWING:

DETECTIVE-Conducts and participates in criminal investigations

Performs follow-up investigations, including interviewing complaints, witnesses and suspects, taking written statements, examining crime scenes, processing evidence, and doing photo lineups.	15%	L	A,B,C,D,E,F,G, H,I,J,K,L,M,O,P Q,R,S,T
Meets with prosecuting attorney's office for the purpose of filing charges and providing information prior to trial.	4%	S/L	A,B,C,D,E,F,H,I, Q,R,S,T
Presents case information to judge to file complaints and obtain warrants	5%	S/L	A,B,C,D,E,F,H,I, Q,R,S,T
Writes reports documenting investigations and case dispositions.	10%	S	B,F,H,I,Q
Performs surveillance of suspected criminal activities and gathers, develops, disseminates, and maintains crime-related information.	5%	S/L	A,B,C,H,I,K,L,O, P,Q,R,T
Reviews case information filed in department for the	3%	S	B,F,H,I,Q,R,S,T

purpose of maintaining working knowledge of ongoing cases and criminal activities.			
Responds to calls from the public regarding the status of cases and related information.	5%	S	A,B,H,I,Q,R,S,T
Maintains department's criminal intelligence bank by collecting pertinent information from complainants, agencies and other sources and entering the information into the computer.	3%	S/L	A,B,C,F,H,I,Q,R,S,T
Maintains, examines, processes, logs, and controls physical evidence obtained during criminal investigations.	13%	L/M	A,B,C,D,E,F,G,H,I,J,K,M,N,O,P,Q,R,S,T
Develops and classifies latent fingerprints obtained from crime scenes.	8%	L	A,B,C,D,E,F,G,H,I,J,K,L,N,O,P,Q,R,S,T
Acts as liaison with pawn shops for identification of stolen property, and with Williamson County Sheriff's Department jail division and the Municipal Court.	5%	L	A,B,C,D,E,F,G,H,I,K,M,O,P,Q,R,S,T
Stores stolen property and maintains stolen property files.	4%	L/H	A,B,C,D,E,F,G,H,I,K,M,N,O,P,Q,R,S,T
Processes abandoned and impounded vehicle.	4%	L	A,B,C,D,E,F,G,H,I,J,K,L,M,N,O,P,Q,R,S,T,U
Maintains inventory and inspects departmental equipment.	3%	L/M	A,B,C,D,E,F,G,H,I,J,K,L,M,N,O,P,Q,R,S,T,U
Coordinates and executes warrants for department.	5%	S/VH	A,B,C,D,E,F,G,H,I,J,K,L,M,N,O,P,Q,R,S,T,U
Prepares and refers cases to courts on juvenile probation	3%	S	A,B,F,H,I,Q,R,S
Prepares cases involving adult offenders for grand jury presentation.	3%	S	A,B,F,H,I,Q,R,S
Receives referrals from child protective services and files appropriate charges.	1%	S	A,B,F,H,I,Q,R,S
Gives presentations to high school students on parenting skills as they relate to child abuse prevention.	1%	S/L	A,B,C,D,E,F,H,I,M,Q,R,S,T

See Physical Demands portion of job description for key to codes

PHYSICAL DEMANDS:

1. Overall Strength Demand

Sedentary Light to Medium Heavy Very Heavy

2. Frequency for each physical demand listed in Essential Duties:

<u>F</u> A. Standing	<u>F</u> G. Reaching	<u>R</u> L. Crawling	<u>C</u> Q. Vision
<u>F</u> B. Sitting	<u>C</u> H. Handling	<u>O</u> M. Bending	<u>C</u> R. Hearing
<u>F</u> C. Walking	<u>C</u> I. Fine Dexterity	<u>R</u> N. Twisting	<u>C</u> S. Talking
<u>O</u> D. Lifting	<u>O</u> J. Kneeling	<u>O</u> O. Climbing	<u>O</u> U. Other
<u>O</u> E. Carrying	<u>O</u> K. Crouching	<u>R</u> P. Balancing	Lying on
<u>O</u> F. Pushing/Pulling			ground,
			running

C-Continuously, F-Frequently, O-Occasionally; R-Rarely

3. Description of Physical Demand

Physical Demand	Description
STANDING	To talk to suspects; question witnesses at a scene; give citation; to communicate with staff; obtain internal and external information; to take firearms tests; conducting training sessions;
SITTING	To drive the patrol car; attend/conduct meetings; perform other miscellaneous office tasks; to work at desk; appear in court; to do surveillance work.
WALKING/RUNNING	Varying distances to chase suspects; to move to safety; frequently on concrete; occasionally on all types of surfaces and terrain, including rough terrain, rock or uneven ground, or areas presenting obstacles such as alleys with garbage or debris.
LIFTING/CARRYING	Frequently: light objects including firearms and recovered property; occasionally: 50-100 lbs. or over 100 lbs. to move victims at the scene of an accident or to assist elderly or disabled persons who have fallen in their homes or elsewhere; 50-100 lbs. for recovered property such as TV's; to transport supplies/materials to various programs
PUSHING/PULLING	To move vehicles off the road; pull victims from accident scene; push open doors or windows; move obstacles.
REACHING	Varying distances to open or crawl through windows; at times to reach into vehicles to assist accident victims.
HANDLING/ FINE DEXTERITY	To restrain suspects; use firearms, files, radio, or equipment; recover property; change tires; to do paperwork; make phone calls; to gather, perform tests on and examine evidence; to operate computer, copier and other equipment; possibly to do composite sketches.
CROUCHING/BENDING/ KNEELING/CRAWLING/ TWISTING	The nature of police work is such that all types of body positions are assumed to varying degrees; depending on the shift worked and the nature of the calls, the officer may be required to assume positions of kneeling, crouching, crawling, or bending, or twisting in order to: -Chase and apprehend a suspect in a narrow, small or cramped space -Handcuff or restrain a suspect who is attempting to flee,

KNOWLEDGE/SKILLS/ABILITIES:

Knowledge of federal, state and local laws; knowledge of police department rules and regulations; knowledge of the use and care of vehicles, firearms, and specialized equipment; skill to drive necessary vehicles adeptly, ability to attend and understand police officer training courses; ability to establish and maintain effective working relationships of co-workers and the general public; and ability to maintain appropriate necessary certification, Texas driver's license applicable to job responsibilities, and good driving record.

Reading: Read and comprehend procedure manuals, reports, memos, laws, statutes and ordinances.

Writing: Write accurate and coherent reports.

Math: Basic math to calculate speeding violations, elapsed time, accident reconstruction, etc.

Reasoning: Analyze situations and adopt a quick, effective and reasonable course of action.
Advanced Theoretical

Knowledge: As appropriate for areas of assignment.

ACCEPTABLE EXPERIENCE AND TRAINING:

Must possess a high school diploma; or a high school equivalency certificate and evidence of successful completion of at least 12 hours from an institution of higher education with at least a 2.0 grade point average on a 4.0 scale; or an honorable discharge from the armed forces of the United States.

CERTIFICATES/LICENSES REQUIRED: Basic Certification by the Texas Commission of Law Enforcement Officer Standards and Education (TCOLE) and a valid, appropriate Texas driver's license, successful completion of training programs, classes and all other training certifications as required by the police department.

I have read the above job description. I agree this job description is a fair representation of the duties of the position that I will be expected to perform and by signing below, indicate that I can perform these duties with or without accommodations.

Applicant or Employee:

Printed Name

Signature

Date