Police Officer Applicant:

Thank you for your interest in the City of Taylor Police Department. Enclosed is an application packet. The City of Taylor Police Department is governed by the Local Government Code Civil Service Chapter 143. All applicants must meet the MINIMUM ELIGIBILITY REQUIREMENTS FOR POLICE OFFICER in order to be eligible to test with the department. Upon completion of the written test, an eligibility list is created based on the applicants test score and additional points for military service, if applicable. This list will remain in effect for either up to one year or until it is exhausted, whichever one occurs first.

The following is an outline of the application process.

1. **Employment Packet**

   To be considered for employment with the City of Taylor, a candidate must complete an employment application. The application must contain truthful and complete responses. **All sections of the employment application MUST be completed in ink and must be legible. If a question or section does not apply to you, please put N/A in that area.** If you need additional space, please attach a separate piece of 8 ½" x 11" sheet of paper.

   You can receive military service credit points if you have previous military service 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. Points will not be given to you if the DD-214 form is not received by the application deadline.

2. **THE DOCUMENTS LISTED BELOW MUST ACCOMPANY YOUR APPLICATION:**

   Copy of Basic Peace Officer Certification from TCOLE or evidence of current enrollment in an academy approved by TCOLE if applicable
   1-Signed and Notarized Authorization for release of personal information
   (Form must be signed in front of notary)
   1-Physical Agility Description and Medical Certificate
   1-Signed Authorization for Release of Liability for Physical Agility Test

Completed application packet, authorization forms and other necessary documentation must be returned to the Human Resources Director by 5:00 p.m. on Monday, January 25, 2016. Failure to meet this deadline shall render the candidate ineligible to take the examination. Packets may be returned in person or mailed to: City of Taylor

Attn: Kim Peterson
400 Porter Street
Taylor, TX 76574

The City of Taylor is an Equal Opportunity Employer.

If you are interested in obtaining a study guide for the entry level written examination, please see the next page for instructions.

Applicants may order the "NPST Candidate Orientation Guide" by clicking the following link: http://www.fpsi.com/forms.html. The NPST Candidate Orientation Guide is at the bottom of the webpage in the Police section. For $10.00 applicants can use a credit card to pay for an instant download .PDF copy of the NPST Candidate Orientation Guide with several practice test questions. Once applicants pay for the download, you will then click on a link to open the document and then right click to print it out. The NPST Candidate Orientation Guide **cannot** be downloaded from a smartphone, Apple product or Mac computer. It is best to download the NPST Candidate Orientation Guide from a PC using the Google Chrome browser when possible.

NOTICE OF CIVIL SERVICE EXAMINATION
POLICE OFFICER
City of Taylor, Texas
December 17, 2015

EXAMINATION INFO:

DATE: February 4, 2016
TIME: 8:30 a.m.
PLACE: City Hall Auditorium
400 Porter St.
Taylor, Texas

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 testing will be effective for twelve months from the date of the test or until exhausted, whichever comes first.

INTENT TO TEST: Application packet can be obtained from the Human Resources Department located at 400 Porter St., Taylor, Texas 76574 or on-line at www.taylortx.gov .

DEADLINE: **Monday, January 25, 2016 at 5:00 p.m.**

RETURNING APPLICATION: Eligible candidates desiring to take this entrance examination shall submit their application packet to the Human Resource Director by January 25, 2016.

Failure to return the application packet by the above date shall render the candidate ineligible to take the examination.

PHYSICAL AGILITY: Physical Agility test will follow 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 December 17, 2015 at 10:30 a.m.

Noel Bernal, Interim 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 certifiablity issued by the Texas Commission on Law Enforcement (TCOLE), or (2) evidence of current enrollment in an academy approved by the Texas Commission on Law Enforcement (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 educations 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: _____

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: _____

MEDICAL CERTIFICATE

PLEASE NOTE: You, as an Applicant, will NOT be permitted to take the Agility Test without bringing this form, signed by your physician, to the test appointment.

I have examined _____ and found him/her to be medically competent to perform the attached Taylor Police Department Applicant Physical Agility Test.

_____
Physician's Printed Name

_____
Telephone Number

_____
Physician's Signature

_____
Physician's ID Number

_____
Date

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.

	20-29	30-39	40-49
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.

	20	20-29	30-39	40-49
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 (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 candidate step off bleacher then they may renegotiate immediately until successfully completing or time elapsing. (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 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 table where they will pick-up a duty weapon FNS 40 and pull the trigger three times. They will then place the weapon on the table and run to the next table. At that point they will raise a Remington 870 shotgun up to their shoulder and hold the shotgun horizontal where they will pull the trigger one time, recharge the weapon and then pull the trigger a second time. The shotgun will then be placed on the table. Applicants will use both arms to complete this task. (Applicants 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

10-6-14

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.

	20-29	30-39	40-49
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

Stage 1 - Push-up	**PASSED**	**FAILED**
Stage 2 - 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

10-6-14

POLICE OFFICER

Notice of Civil Service examination for Police Officer for the City of Taylor. Must be able to pass written exam and complete physical agility test. $42,996.06 to $54,875.08 annually/DOE, closing date 01/25/2016. Vacation/Sick Leave/Health/Dental and LTD Ins. paid for the employee and TMRS retirement benefits. Contact City of Taylor, 400 Porter St., Taylor, TX 76574, 512-352-5993 or download an application packet at www.taylortx.gov. The City of Taylor is an EOE.

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 fulfills 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, disordered 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	5%	S/L	A,B,C,H,I,K,L,O, P,Q,R,T

crime-related information.			
Reviews case information filed in department for the purpose of maintaining working knowledge of ongoing cases and criminal activities.	3%	S	B,F,H,I,Q,R,S,T
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 _X_ Light to __ Medium __Heavy __ Very Heavy

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

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

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, particularly a suspect who has to be brought to the ground and searched -Maneuver around, through, or under various kinds of obstacles -Assist an elderly or disabled person onto a bed or chair from the floor -Assist at the scene of an accident -Extract an accident victim from a vehicle -Move vehicles or assist stranded motorists -Collect evidence -Access materials stored in low file cabinets or shelves -Surveillance work -Get to children's eye level when working with them on D.A.R.E. and other youth service programs
CLIMBING/BALANCING	To go up on roofs; climb stairs in apartment complexes or other buildings; climb ladders to apprehend a suspect or assist in rescue; jump or climb over fences or other obstacles in a chase
VISION	To observe suspects; drive patrol car. Visual discrimination required to distinguish and identify suspect's clothing, features, license plates, etc.; read documents; write; conduct investigations; to examine evidence
HEARING/TALKING	To communicate effectively with other officers, other law enforcement/human service agencies, suspects, children, young, adults, and the general public
LYING ON GROUND	To take target practice and firearms test; as part of surveillance work
FOOT CONTROLS	To drive patrol car

NON-PHYSICAL DEMANDS:

_F__time pressures
_O_ emergency situations
_F__irregular schedule/overtime
_F__danger/physical abuse
_F__frequent change of tasks
__ varying periods of idle time interspersed with emergencies requiring intense concentration
__F__noisy/distracting environment
__O__tedious exacting work situation
__C__working closely with others as part of a team
__F__performing multiple tasks simultaneously
__O__other (describe below)

C-CONSTANTLY (2/3 or more of the time), F-FREQUENTLY (1/3 TO 2/3 of the time), O-OCCASIONALLY (up to 1/3 of the time), R-RARELY (Less than 1 hour per week)

EQUIPMENT, MACHINES, TOOLS, AND WORK AIDS:
Police vehicle, two way radio, firearms, vehicular radar, handcuffs, body armor, defensive weapons, mobile telephone, video camera/equipment, and any other equipment specified by the police department; if assigned as a K-9 handler will use all related equipment.

ENVIRONMENTAL FACTORS AND SAFETY HAZARDS:
Exposure to weather extremes, smoke from fires, noise during firearm training or use, occasional risk of bodily harm, moving traffic near accident sites.

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

CITY OF TAYLOR
APPLICATION FOR EMPLOYMENT

An Equal Opportunity/Affirmative Action Employer

400 Porter Street, Taylor, Texas 76574
Phone: (512)352-5993
www.taylortx.gov

If you need assistance in completing this employment application, please inquire at the Human Resources Office. The City conducts pre-employment qualification testing and personal interviews in the application process. If you believe you will require reasonable accommodations (e.g., interpreter, TDD, scheduling adjustments) in the application process, please inform the Human Resources Office in writing when you submit your application.

PERSONAL DATA

FOR OFFICE USE ONLY

Received_____ Ltr sent_____

Refs chkd_____ Bkgd ck_____

Interview_____ Hired_____

_____
(LAST NAME) (FIRST NAME) (INITIAL)

_____
(STREET ADDRESS, RFD, P.O. BOX)

_____
(CITY) (STATE) (ZIP CODE)

Phone Numbers:(____)_____ Social Security Number_____

(____)_____ Position(s) Applied for_____

Date you would be available to start work? _____

Check type of work you are seeking: ☐ Regular ☐ Temporary ☐ Part time ☐ Full time

Have you ever filed an application with the City of Taylor before? ☐ Yes ☐ No If yes, when?_____

Have you ever been employed here before? ☐ Yes ☐ No If yes, when?_____

Are you related to any person employed by the City of Taylor? ☐ Yes ☐ No
If yes, list name and relationship: _____

Minimum Salary Requesting $_____ per_____

Name of School Attended	City/State	Dates Attended From To	Certificate/Diploma or Degree Received

SKILLS: List any additional special skills you may have (computer software, special equipment, languages, etc.)

EMPLOYMENT EXPERIENCE: List each position held. Start with your present or most recent assignment and work backward. If you need additional space, please continue on a separate sheet of paper. Attach additional sheets or resume if needed.

May we contact your present employer? ☐ **Yes** ☐ **No**

Employer	**Employed From:** **To:**
Employer Address	**Starting salary** **Ending Salary**
Job Title	**Supervisor and Phone no.**
Summary of job duties	**Reason for leaving**

Employer	**Employed From:** **To:**
Employer Address	**Starting salary** **Ending Salary**
Job Title	**Supervisor and Phone no.**
Summary of job duties	**Reason for leaving**

Employer	**Employed From:** **To:**
Employer Address	**Starting salary** **Ending Salary**
Job Title	**Supervisor and Phone no.**
Summary of job duties	**Reason for leaving**

Employer	**Employed From:** **To:**
Employer Address	**Starting salary** **Ending Salary**
Job Title	**Supervisor and Phone no.**
Summary of job duties	**Reason for leaving**

Employer	**Employed From:** **To:**
Employer Address	**Starting salary** **Ending Salary**
Job Title	**Supervisor and Phone no.**
Summary of job duties	**Reason for leaving**

Employer	**Employed From:** **To:**
Employer Address	**Starting salary** **Ending Salary**
Job Title	**Supervisor and Phone no.**
Summary of job duties	**Reason for leaving**

Employer	**Employed From:** **To:**
Employer Address	**Starting salary** **Ending Salary**
Job Title	**Supervisor and Phone no.**
Summary of job duties	**Reason for leaving**

ADDITIONAL INFORMATION: By law, you must be authorized to work in the United States in order to be employed by the City of Taylor. Are you a citizen of the United States or legally authorized to work in the United States? ☐ **Yes** ☐ **No**

Have you ever been convicted of a felony, misdemeanor, or any other crime or been the subject of deferred adjudication?

☐ **Yes** ☐ **No** If yes, give details below.

If yes, please explain. (Omit convictions for minor traffic citations unless the position for which you are applying requires the operation of a motor vehicle. Conviction will not result in your automatic disqualification for employment but a false statement or an omission will disqualify you. The seriousness of the crime, the date of conviction and the relevance of the crime to the position will be considered.)

Date of Offense Month/Year	Type of Offense	Level and Degree of Offense			Court Disposition **(Convicted, Deferred Adjudication)**
		Felony	Misdemeanor	Other Crime	

Do you have a current Texas Driver's License? ☐ **Yes** ☐ **No** License #_____

Type of license: ☐ Class C ☐ CDL ☐ Other_____

If you are 18 years old or younger please give your date of birth _____

REFERENCES: List three persons not related to you who are qualified to describe your capabilities for the position you seek.

NAME	ADDRESS	PHONE	OCCUPATION

AUTHORIZATION FOR RELEASE OF INFORMATION: I certify that the statements and information contained herein are true, complete and correct to the best of my knowledge and I authorize any former employer to release to an authorized representative of the City of Taylor any and all employment records or other information it may have about my employment. I understand that the information will be used for the purpose of evaluating my application for employment and that I am responsible for providing legal documents and verifying my identity and eligibility for employment. In addition, I understand that if selected for an interview, true copies of all degrees, certificates or licenses listed on this application will be required before an offer of employment can be made. A photocopy of this authorization shall be as valid as the original.

I certify that all the information provided by me in connection with my application, whether on this document or not, is true and complete, and I understand that any misstatement, falsification, or omission of information shall be grounds for refusal to hire or, if hired, termination.

I understand that the City of Taylor may check with the Texas Department of Public Safety and/or the Federal Bureau of Investigation for any criminal history in accordance with job requirements.

I understand that offers of employment are conditioned upon my passing a Drug Screening.

I understand that if hired, my employment would be for no definite period of time and may, regardless of the date of payment of my wages or salary, be terminated at any time. All information is subject to verification and that intentional misrepresentation on my application or during the interview process will subject me to immediate discharge. The City of Taylor is an "at-will" employer and only written representations of offers made by the City of Taylor will be enforceable.

Signature of Applicant:_____ Date:_____

CITY OF TAYLOR
APPLICATION FOR EMPLOYMENT

An Equal Opportunity/Affirmative Action Employer

400 Porter Street, Taylor, Texas 76574
Phone: (512)352-5993
www.taylortx.gov

EEOC STATISTICAL DATA FORM

Dear Applicant:
Our commitment to a policy of providing equal employment opportunities to all applicants without regard to race, color, disability, religion, age, sex or national origin requires that certain information on all job applicants be gathered and maintained for statistical purposes only. Completion of this form is voluntary on your part and will not affect your opportunity for employment with us. However, to fulfill our commitment, we would appreciate your supplying the information requested below.

PLEASE NOTE: The information requested on this form will be used for statistical reporting purposes only. It will be separated from your application form and will not be used in any way in evaluating your qualifications for employment, nor will it become part of your personnel file if you are hired.

INSTRUCTIONS: Please check the box corresponding to the correct response(s) in each of the categories below.

SEX

- ☐ Male
- ☐ Female

AGE (in years)

- ☐ Under 40
- ☐ 40 and above

RACIAL/ETHNIC GROUP

- ☐ Caucasian (Not of Hispanic Origin)
- ☐ Black (Not of Hispanic Origin)
- ☐ Hispanic Origin
- ☐ Asian or Pacific Islander
- ☐ American Indian or Alaskan Native

HOW DID YOU FIND OUT ABOUT THE JOB?

- ☐ Posted Job Announcement
- ☐ Texas Employment Commission
- ☐ Current Employee
- ☐ Friend
- ☐ Newspaper_____
- ☐ Just walked in
- ☐ Other (specify) _____

DISABILITY

Do you have a disability? ☐ Yes ☐ No

(A disability is described as: 1) physical or mental impairment which substantially limits a major life activity; 2) previous record of such an impairment; or 3) being regarded as having such an impairment.)

CITY OF TAYLOR
APPLICATION FOR EMPLOYMENT
An Equal Opportunity/Affirmative Action Employer

400 Porter Street, Taylor, Texas 76574
Phone: (512)352-5993
www.taylortx.gov

Authorization for Release of Information

I hereby authorize any investigator or duly accredited representative of the City of Taylor bearing this release to obtain any information from schools, residential management agents, employers, criminal justice agencies, or individuals, relating to my activities. This information may include, but is not limited to, academic, residential, achievement, performance, attendance, personal history, disciplinary, and conviction records. I hereby direct you to release such information upon request of the bearer. I understand that the information released is for official use by the City of Taylor and may be disclosed to such third parties as necessary in the fulfillment of official responsibilities.

Written inquiries about criminal convictions will not automatically disqualify an applicant for a particular job and the type and seriousness of the crime, the frequency of violations, the applicants age at the time of conviction, the date of conviction, and the applicant's entire work and educational history will be considered.

I hereby release any individual, including record custodians, from any and all liability for damages of whatever kind or nature which may at any time result to me on account of compliance, or any attempts to comply, with this authorization.

_____	_____
Applicant's name (Print or Type)	Date
_____	_____
Applicant's signature	Social Security Number
_____	_____
Address	Phone
_____	

CITY OF TAYLOR
APPLICATION FOR EMPLOYMENT

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NEPOTISM CERTIFICATION

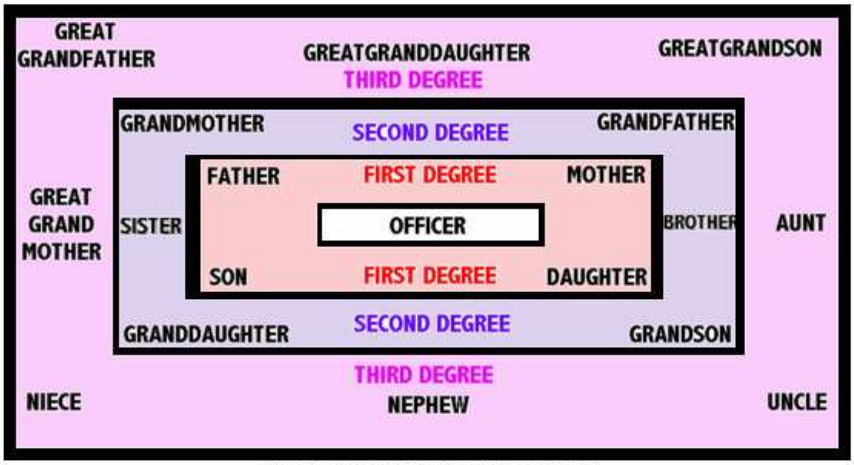
Applicant's Name _____

Position(s) Applying For: _____

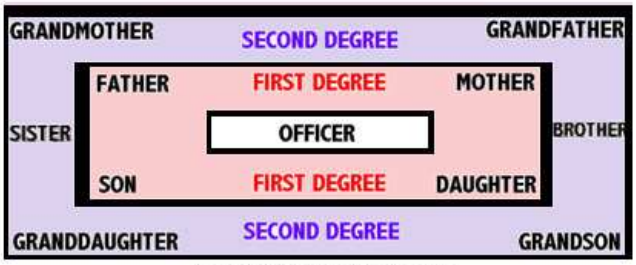
No person may be employed by the City of Taylor who is related within the second degree of affinity (marriage) or within the third degree of consanguinity (blood) to any member of the City Council, City Manager or to any employee who would supervise his or her job performance. (See the chart below.)

Are you or your spouse related by blood to any of the above parties or to your prospective supervisor in any way? ☐ Yes ☐ No If yes, please explain

Nepotism Charts



CONSANGUINITY KINSHIP CHART



AFFINITY KINSHIP CHART

* Spouses of relatives within the first or second degree of consanguinity (e.g., son-in-law, mother-in-law, brother-in-law, etc.) are also included in the prohibition.

Signature_____ **Date** _____

DPS Computerized Criminal History (CCH) Verification

(AGENCY COPY)

I, _____ , acknowledge that a Computerized Criminal

APPLICANT or EMPLOYEE NAME (Please print)

History (CCH) check will be performed by accessing the Texas Department of Public Safety Secure Website and will be based on name and DOB identifiers I supply. (This is not a consent form.) Authority for this agency to access an individual's criminal history data may be found in Texas Government Code 411; Subchapter F.

Name-based information is not an exact search and only fingerprint record searches represent true identification to criminal history, therefore the organization conducting the criminal history check is not allowed to discuss with me any criminal history record information obtained using this method. The agency may request that I have a fingerprint search performed to clear any misidentification based on the result of the name and DOB search. Once this process is completed the information on my fingerprint criminal history record may be discussed with me.

In order to complete the process I must make an appointment with the Fingerprint Applicant Services of Texas (FAST) as instructed online at www.txdps.state.tx.us */Crime Records/Review of Personal Criminal History* or by calling the DPS Program Vendor at 1-888-467-2080, submit a full and complete set of fingerprints, request a copy be sent to the agency listed below, and pay a fee of $24.95 to the fingerprinting services company.

(This copy must remain on file by your agency. Required for future DPS Audits)

_____
Signature of Applicant or Employee

_____
Date

CITY OF TAYLOR
_____
Agency Name (Please print)

KIM PETERSON
_____
Agency Representative Name (Please print)

_____
Signature of Agency Representative

_____
Date

Please:
Check and Initial each Applicable Space

CCH Report Printed:

YES _____ NO _____ _____ initial

Purpose of CCH: _____

Empl ___ Vol/Contractor ___ _____ initial

Date Printed:_____ _____ initial

Destroyed Date:_____ _____ initial

Retain in your files

Rev. 12/2015