

CIVIL SERVICE COMMISSION
CITY OF TYLER, TEXAS

Announces an Examination for
POLICE RECRUIT

ANNOUNCEMENT OPENS: MONDAY, OCTOBER 2, 2017 AT 9:30 A.M.

APPLICATION DEADLINE: TUESDAY, OCTOBER 31 AT 5 P.M.

TEST DATE: SATURDAY, NOVEMBER 4, 2017 AT 9 A.M.

**LOCATION: TYLER JUNIOR COLLEGE WEST CAMPUS,
1530 S. SOUTHWEST LOOP 323, TYLER, TX 75701**

Persons who meet the minimum qualifications listed below may apply for the position of Police Recruit. **Applicants who do not meet the minimum qualifications with or without reasonable accommodation will not be allowed to test.** Applications may be obtained from the City of Tyler, Human Resources Department, City Hall, 212 N. Bonner Ave., Tyler, TX 75702, and (903)531-1112 beginning at 9:30 a.m., Monday, **October 2, 2017.**

MINIMUM QUALIFICATIONS

Applicants must meet the following qualifications at the time of application.

1. Must be a United States Citizen.
2. Must be 21 to 44 years of age, and must not have attained their 45th birthday at the time the written examination of such position is taken.
3. An applicant for an entry level Police officer position who is 21 years of age or older must have completed 30 accumulative earned semester hours of study at an accredited college or university and must have an overall "C" average (2.0 on 4 point system) for all courses taken, at the time of application; or
An applicant for an entry level Police Officer position who is 21 years of age or older, but who has not completed 30 accumulative earned semester hours of study at an accredited college or university, must meet one of the following requirements:
 - Has served at least 3 years active duty, as indicated on Item 12 of the DD214, in one of the armed forces of the United States (reserve time will not be considered); or
 - Has at least 3 years law enforcement employment in the capacity of a full-time paid certified peace officer with a law enforcement agency employing 25 or more certified peace officers (reserve time will not be considered)
4. Must possess a valid driver's license on date of appointment and have a good driving record.
5. If a veteran, must have an Honorable Discharge from one of the armed services of the United States.
6. Prior to appointment, must complete a ride-along program by riding with a Police training Officer in a patrol car for an 8 hour shift and complete an essay describing his/her experiences during the ride-along program.
7. Prior to appointment, must be examined by a city designated physician who can declare in writing that the applicant's examination showed no trace of drug dependency or illegal drug usage.
8. Must be able to intelligently read, write, and fluently speak the English language.
9. Must be of good moral character.
10. Must meet all of the requirements of the Texas Commission on Law Enforcement.

ESSENTIAL JOB FUNCTIONS

Applicants must be able to perform all of the following essential job functions with or without reasonable accommodation.

1. Must be able to conduct investigations.
2. Must be able to assist the public or other officers.
3. Must be able to apprehend, subdue, and control attacking or resisting subjects, using handcuffs, locks, grips, or holds.
4. Must be able to move non-resisting subjects.
5. Must be able to perform medical aid and/or rescue.
6. Must be able to patrol assigned areas by car, motorcycle, or on foot.
7. Must be able to direct traffic, issue citations, and maintain order.
8. Must be able to prepare various written reports, such as patrol reports, offense, and arrest reports that are correct in content, spelling, and context. All written work must be legible, easily read, and written in the English language.
9. Must be able to communicate effectively with citizens, co-workers, and others; and must be able to read, write, and fluently speak English.
10. Must have effective interpersonal skills.
11. Must be able to complete law enforcement training activities successfully.
12. Must be able to comprehend, interpret, and apply federal, state, and municipal laws and department policies and procedures.
13. Must be able to climb several flights of stairs, elevated surfaces, fences, walls, etc.
14. Must be able to run distances of less than and more than 100 yards.
15. Must be able to lift, carry, pull, and/or push heavy objects.
16. Must be able to jump over obstacles or barriers; jump down from elevated surfaces; and jump across ditches, etc.
17. Must be able to qualify to department's standards with handguns, shotguns, impact weapons, and handcuffs.
18. Must be able to change an automobile tire.
19. Must meet all licensing standards of the State of Texas for peace officer.

COMPENSATION AND BENEFITS

Police recruit for 12 months – salary of **\$1,859.39** per pay period (26 pay periods per year), then salary increases to **\$2,058.25** per pay period (26 pay periods per year) as a Police Officer I. Uniforms and a cleaning allowance are provided by the City. Other benefits include: paid vacation, sick leave and holiday; group medical, dental, and life insurance; retirement benefits; educational incentive pay; deferred compensation program; college tuition reimbursement program; and opportunity for promotion through training and examination. (Note: above salaries are subject to change.)

HOW TO APPLY

An application packet must be received by the City of Tyler, Human Resources Department, 212 N. Bonner, P.O. Box 2039, Tyler, TX 75710, by Tuesday, October 31, 2017, at 5:00 p.m. Applications received by mail must be postmarked by the application deadline in order to be accepted. The application packet includes the following documents:

- **City of Tyler Police Recruit Application, completed**
- **Copy of veteran discharge paper (DD214), showing “Honorable Discharge”, if applicable**
- **Copy of proof of U.S. citizenship or employment eligibility (example combination- driver’s license AND social security card OR voter registration card AND birth certificate) as defined by the INS I-9 List of Acceptable Documents**

- **Official College Transcript from an accredited college (NO COPIES)(SEALED ENVELOPE)**
- **Proof of age (birth certificate or driver's license)**

IT IS YOUR RESPONSIBILITY TO ENSURE THAT THE ABOVE DESCRIBED DOCUMENTS ARE ATTACHED AND COMPLETE WHEN TURNING IN YOUR APPLICATION.

SELECTION PROCESS ELEMENTS

WRITTEN EXAMINATION

Persons who turn in a completed application by the application deadline, **October 31, 2017** by **5:00 p.m.**, and who meet all of the minimum qualifications will be scheduled to take the written examination which will measure the following abilities:

- Ability to learn and apply police information,
- Ability to remember details,
- Verbal ability,
- Ability to follow directions,
- Ability to use judgment and logic

The examination will be given at 9:00 a.m., Saturday, **November 4, 2017**, at Tyler Junior College, West Campus, 1530 S. Southwest Loop 323, Tyler, TX 75701. **You must bring your driver's license or other photo I.D. to be admitted, otherwise, you will not be allowed to take the examination.** The following rules will be followed during the test:

- The Civil Service Director may cancel and reschedule an entrance examination for sufficient cause.
- Applicants will be required to verify their identification with a Photo I.D. (driver's license, etc.) before being admitted to the test.
- Applicants who arrive after the test has started will not be allowed to take the test.
- Smoking shall be prohibited at all times in the testing room.
- Any examinee who uses or attempts to use any unfair or deceitful means to pass an examination shall be informed by the Examiner that the examinee's action shall be reported to the Commission as well as to the Department Head. The Examiner shall later make a report to the Commission for its determination. If the Commission determines that the examinee used or attempted to use unfair or deceitful means to pass the examination, such examinee shall not be placed on the eligibility list by the Commission. "Cheating" shall be determined according to the Local Civil Service Rules.
- The Director shall administer examinations in accordance with the administration instructions given by the test publisher. Exceptions to time limits or instructions can only be made in accordance with Federal law, e.g., to provide reasonable accommodations to applicants with disabilities.
- Only the applicant will be allowed to take the examination. No other persons will be allowed in the examination room unless specifically approved by the Director.

ELIGIBILITY LIST

Those applicants who pass the written examination will be placed on the Civil Service Eligibility List for Police Recruit based on the written examination score. **Only honorably discharged veterans from active duty service of 180 days or more in one of the armed services (reserves and training are not eligible), who have submitted a DD214 which states "Honorable Discharge" by the application deadline, will have 5 additional points added to their score if they pass the written examination.** The Eligibility List will remain in effect for 6 months from the date of the examination.

Applicants must complete all phases of the application process, without being disqualified, in order to be considered for employment with the Tyler Police Department. The raw test scores will be posted at the test location on the afternoon of the test. It is the responsibility of each applicant who takes the written examination to return to the above address on the specified date and time to determine if he/she passed the written exam and to proceed further in the process. The official eligibility list will be posted at City Hall by 5:00 p.m. the following business day.

CONDITIONAL OFFER OF EMPLOYMENT

As applicants are selected (based upon the number of departmental vacancies), the candidate will be given a conditional offer of employment before other tests are administered.

BACKGROUND INVESTIGATION

On the date of the test, all candidates will receive an applicant packet, including a Personal History Statement and appropriate releases and paperwork to initiate a background investigation. This form, along with required documentation, must be returned or postmarked by November 17, 2017 at **5:00 P.M.** to the Tyler Police Department, Personnel and Training Division, 711 W. Ferguson, Tyler, Texas 75702. The preliminary background investigation should take 10 to 14 working days to complete. A polygraph examination will also be administered as a part of the background investigation. This test will include investigation of the applicant's involvement in criminal activities such as employment thefts, drug usage, etc.; work history; driving history; military history; and any prior police experience. This will require an additional 10 to 14 days. **The applicant could be required to appear for testing at least 4 times during the hiring process.**

PHYSICAL REQUIREMENTS AND EXAMINATIONS

Applicants who are given a Conditional Offer of Employment will be required to pass a work fitness examination. Applicants must pass each of the following tests.

1. Vision Test
2. Hearing Test
3. Work Fitness Testing – all of the following tests must be passed:

1.5 MILE RUN (under 18 minutes 48 seconds).
300 METER RUN (under 76 seconds).
18 PUSH UPS (no time limit).
16 SIT UPS (within 1 minute time limit).
ABLE TO PRESS 62% OF BODY WEIGHT (1 rep).
AGILITY RUN (under 22 seconds).
VERTICAL JUMP (minimum of 14.5 inches).

RIDE-ALONG PROGRAM

The applicant must complete a Conditional Post-Job Offer ride-along program by riding with a Police Training Officer in a patrol car for an 8 hour shift. All applicants shall be required to sign a waiver prior to participating in the ride-along program. An applicant shall be assigned to a Police Training Officer, who will be able to make notes of questions or comments from the applicant. Applicant shall be required to write an essay describing his/her experiences during the ride-along program.

ORAL INTERVIEW BOARD

Those passing the Background Investigation will be scheduled for appearance before the Police Department Oral Review Board. These appearances will be scheduled following the conclusion of the background

investigations and will provide the applicant the opportunity to provide additional information related to information obtained during the background investigation.

MEDICAL EXAMINATION

Successfully completes a Conditional Post-Job Offer Medical Examination as required by the Commission of Law Enforcement Standards. A physician must be able to certify that the applicant is free of drug dependency or illegal drug usage.

PSYCHOLOGICAL EXAMINATION

Applicants will be required to take and pass a Psychological Examination consisting of both a written examination and clinical interview with a licensed psychologist. The written examination will take approximately 1 hour, and the interview approximately 1 hour.

OTHER INFORMATION

The number of persons selected from the Eligibility List will depend upon the number of vacancies existing in the Police Department at the time of appointment. From time to time, changes in the number of authorized positions, or budgetary funding require a postponement, or cancellation of the hiring process. Candidates in-process at the time of such postponement are placed back in their original position on the eligibility list and any expense incurred by the candidate in participating in the testing and selection process will not be reimbursed.

If at any time during the process, you wish to withdraw your name from consideration for appointment, please do so by writing to the Tyler Police Department, Personnel & Training Division, 711 W. Ferguson, Tyler, Texas 75702.

All applicants disqualified during the process will be notified of that fact. It should be noted that some reasons for disqualification are permanent in nature, while others are temporary. Persons disqualified for a reason of a permanent nature will not be eligible to take future examinations.

If an applicant fails the entrance test he/she may apply to test again at the next posted testing time. If an applicant is disqualified on the basis of a disqualifier or is determined to be unemployable during the background investigation or subsequent testing he/she will be notified of the disqualification by the Civil Service Director. Should an applicant fail the entrance examination or be temporary disqualified they will be required to re-apply for the next or most appropriate examination announcement.

All elements of the selection process are available for review on the Tyler Police Department's Hiring Procedures webpage:

(<http://www.tylerpolice.com/RECRUITING/HiringProcedures.aspx>).

To download and view the current local Civil Service Law go to:

<http://www.cityoftyler.org/Departments/HumanResources/CivilServiceCommission.aspx>

The expected duration of the selection process from the moment we reach the applicants name until the official notice of hire is 2 to 2 ½ months.

Upon receiving notification of your appointment to the Tyler Police Department, you must contact the Tyler Police Department Personnel & Training Division immediately to accept or reject the appointment by calling (903) 531-1080, Monday - Friday, 8:00 a.m. - 4:00 p.m. The one-year

probationary period previously established for beginning positions in the Police Department is hereby extended for a period of six months for a person who:

1. is not employed by a law enforcement department currently or previously covered by a collective bargaining agreement or a meet-and-confer agreement; and
2. is required to attend a basic training academy for initial certification by the Texas Commission on Law Enforcement.

The probationary period established above begins on the person's date of employment as an academy trainee.

ACCOMMODATIONS FOR THE DISABLED

The City of Tyler complies with the Americans with Disabilities Act. If you need special arrangements because of a disabling condition, please contact the Civil Service Director, at (903) 531-1112. All requests for special accommodation must be made in writing by the application deadline to be considered.

POSTED: 29 September 2017

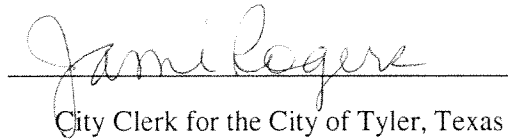


Rose A. Ray, Civil Service Director

It is the policy of the City to recruit, employ and to provide compensation, promotion, and other conditions of employment without regard to race, color, religion, sex, age, national origin, disability, genetic information or status as a Vietnam era or special disabled veteran, recently separated veteran, and other protected veteran. The City affirms that employment decisions shall be made only on the basis of a person's ability to perform the essential functions of the job. The City shall continually review its employment practices and personnel procedures and take positive steps to assure that equality of employment opportunity in the City of Tyler, Texas is a fact as well as an ideal.

CERTIFICATE OF POSTING

This is to certify that on the 29 day of September, 2017, at 4:24 PM, the above Announcement was posted on the bulletin boards at City Hall.



Jami Rogers
City Clerk for the City of Tyler, Texas

CITY OF TYLER, TEXAS
HUMAN RESOURCES DEPARTMENT
212 North Bonner - P.O. Box 2039, Tyler, Texas 75710
(903) 531-1112

POLICE RECRUIT APPLICATION

For Exam to be given on November 4, 2017

All required documents MUST be included with the application to be eligible to take the exam.

Instructions: All applications for Civil Service employment must be made on this form. This application form and its attachments as stated in the official announcement are official property of the City and will not be returned. If more space is needed to give full answers, or explanations, attach additional pages. All information requested must be complete and accurate. A false, incomplete, or misleading response may result in disqualification for employment.

Last Name	First Name	MI	Home Telephone #	Alternate Telephone #
-----------	------------	----	------------------	-----------------------

Mailing Address	City	State	Zip Code
-----------------	------	-------	----------

Social Security #	Driver's License #	State
-------------------	--------------------	-------

Date of Birth (Provide Proof –copy of Driver's License)	Age
---	-----

Name of College Attended (Provide <u>Official</u> Transcript)	# College Hours	GPA
---	-----------------	-----

E-Mail Address (Not required)

Are You a U.S. Citizen or Have a Permit to Work in the U.S.? () No () Yes
(Provide Proof – Copy of Birth Certificate, Social Security Card, etc.)

Do you or have you ever worked for the City of Tyler? () No () Yes

Are you a veteran? () No () Yes If yes, type of discharge _____

Have you served at least 3 years active duty in one of the armed forces of the United States? () No () Yes

You must provide a copy of a DD214 which *shows your discharge status*. Only active duty military service of 180 days or more (reserve and training are not eligible) which states "Honorable Discharge" can be used to add 5 additional points to your test score.

Are you a TCOLE certified peace officer? () No () Yes

Do you have at least 3 years law enforcement employment in the capacity of a full-time paid certified peace officer (reserve time will not be considered) with a law enforcement agency employing 25 or more full-time paid certified peace officers?
() No () Yes

If yes, what is the name of the agency? _____ City: _____ State: _____

Applicant's Certification: I certify that all information contained on this application is true and complete to the best of my knowledge and belief. I understand that the employment process may include drug screening, work fitness examination, psychological, polygraph, and review of driving record. I give the City of Tyler and its authorized agents permission to verify any job-related information given in connection with this application. All new hire applicants will be required to show proof of citizenship. I understand that if employed that the City of Tyler can change wages, benefits, and conditions at any time. I further understand that my employment can be terminated, with or without cause, at any time within the first year of employment at the discretion of the City, or myself. I further understand that no management official, other than the City Manager, has the authority to enter into an agreement contrary to the foregoing, or make any oral assurance or promise of continued employment.

Applicant's Signature

Date

EQUAL OPPORTUNITY EMPLOYER

**CITY OF TYLER
APPLICANT DATA SHEET**

The City of Tyler is an equal opportunity employer. We are required to monitor all employee selection procedures. The following information is for statistical purpose only. Please fill out this form completely and **DO NOT SIGN YOUR NAME**. Your response is voluntary. Failure to answer will not subject you to any adverse treatment. This information will be kept separate from your application for employment and will be used for statistical reporting purposes. Your cooperation is appreciated.

SEX: ___Female ___Male

VETERAN: ___Yes ___No

VIETNAM ERA: ___Yes ___No

CIRCLE YOUR ETHNIC GROUP:

White

Black or African American

Hispanic or Latino

Asian

American Indian or Alaskan Native

Native Hawaiian or Other Pacific Islander

Two or more races

CIRCLE YOUR AGE CATEGORY:

Under 20 20-29 30-34 35-39 40-44 45-49 50-54 55-59 60-64 65-69 70 or over

CIRCLE YOUR HIGHEST LEVEL OF EDUCATION:

1 2 3 4 5 6 7 8 9 10 11 12 / 13 14 15 16 / 17 18 19 +

CIRCLE YOUR AREA OF RESIDENCE:

Tyler

Other city in Texas _____

Other State _____

CIRCLE THE RECRUITING SOURCE WHICH PROMPTED YOU TO APPLY WITH US:

* Please list actual recruiting source below.

*Newspaper Ad _____

Texas Employment Commission

*City Employee _____

City Hall Job Board

*Minority Recruitment _____

Website

*College/Work Job Fair _____

*Radio/Television _____

Other _____

HUMAN RESOURCES DEPARTMENT

212 North Bonner - P.O. Box 2039 - Tyler, Texas 75710

(903) 531-1112

It is the policy of the City to recruit, employ and to provide compensation, promotion, and other conditions of employment without regard to race, color, religion, sex, age, national origin, disability, genetic information or status as a Vietnam era or special disabled veteran, recently separated veteran, and other protected veteran. The City affirms that employment decisions shall be made only on the basis of a person's ability to perform the essential functions of the job. The City shall continually review its employment practices and personnel procedures and take positive steps to assure that equality of employment opportunity in the City of Tyler, Texas is a fact as well as an ideal.