

**CIVIL SERVICE COMMISSION
CITY OF TYLER, TEXAS**

**Announces an Examination for
POLICE RECRUIT**

ANNOUNCEMENT OPENS: TUESDAY, JUNE 23, 2009 AT 8:30 A.M.

APPLICATION DEADLINE: FRIDAY, JULY 24, 2009 AT 5:00 P.M.

TEST DATE: FRIDAY, JULY 31, 2009 AT 10:00 A.M.

**LOCATION: Tyler Police Department, Training Room
711 W. Ferguson Street, Tyler, Texas 75702**

Persons who meet the qualifications listed below may apply for the position of Police Recruit. Applicants who do not meet the minimum qualifications will not be allowed to test. Applications may be obtained from the City of Tyler, Human Resources Department, City Hall, 212 N. Bonner, Tyler, Texas 75702, and (903) 531-1112 beginning at 8:30 am, Tuesday, June 23, 2009.

MINIMUM QUALIFICATIONS

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

1. Must be a United States Citizen.
 - Must be 21 to 44 years of age, and must not have attained their 45th birthday at the time the written examination for such position is taken.
2. Must have completed at the time of application 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) or better, for all courses taken, or meet one of the following requirements:
 - have 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
 - have 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 full-time paid certified peace officers (reserve time will not be considered).
3. Must be in good health and physical condition and must be able to perform all the essential functions of the position.
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 Field 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 the requirements of the Texas Commission on Law Enforcement Standards

and Education for licensing of peace officers.

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 successfully complete law enforcement training activities.
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 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 \$1,604.23 per pay period (26 pay periods per year), then salary increases to \$1,728.30 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, Texas 75710, by July 24, 2009, 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**
- **Copy of veteran discharge paper (DD214), showing "Honorable Discharge", if applicable**
- **Copy of proof of U.S. citizenship or employment eligibility (birth certificate, social security card, etc.) as defined by the INS I-9 List of Acceptable Documents**
- **Official College Transcript (NO COPIES)**
- **Proof of age (birth certificate or driver's license)**

WRITTEN EXAMINATION

Persons who turn in a completed application by the application deadline, **July 24, 2009 by 5:00 p.m.**, and who meet all 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 10:00 a.m., July 31, 2009, at Tyler Police Department, Training Room, 711 W. Ferguson, Tyler, Texas 75702. **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 Director of Civil Service 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 disabled applicants.

- 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 results of the test will be posted January 10, 2009, at approximately 5:00 p.m., at the test location. 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 in City Hall, 212 N. Bonner, Tyler, Texas.

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 **August 17, 2009 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 entire process from the beginning of the background investigation process to the official notice of hiring will take approximately 2 to 2 1/2 months in most cases. **The applicant will be required to appear for testing at least 4 times during the hiring process.**

Criminal behavior on the part of the applicant, whether the applicant was convicted or he/she admits to the behavior, past or present, will be examined closely. It should be understood that criminal behavior may result in disqualification. Other factors will be thoroughly checked, such as work history, dependability, and communication skills. In some cases, the undesirable behavior will result in temporary disqualification; in other cases, disqualification will be permanent.

The following conditions may result in DISQUALIFICATION of an applicant. Applicants may also

be subject to disqualification in cases of material false statement(s) of fact, being deceptive by statement or admission in the written application or by any means in any part of the selection process. Possible disqualifiers may include but are not limited to the following:

FELONIES: 1) The commission of any felony offense within ten (10) years prior to the date of the entrance exam. 2) Felonies committed prior to ten (10) years will be evaluated on their own circumstances individually. 3) Conviction for any felony offense.

MISDEMEANORS: 1) Being convicted or currently charged with or committing any Class A or B misdemeanor within ten (10) years prior to the date of the entrance exam. 2) Being convicted of or committing any offense involving moral turpitude within a period of ten (10) years prior to the date of the entrance exam. These include but are not limited to:

<u>OFFENSE</u>	<u>CLASS PENAL CODE CITING</u>
Criminally negligent homicide	MA 19.007
Public lewdness	MA 21.07
Indecent exposure	MB 21.08
Perjury	MA 37.02
Tampering with or fabricating physical evidence	MA 37.09
Tampering with governmental record	MA 37.10
Impersonating a public servant	MA 37.11
Permitting/facilitating escape	MA 38.08
Official oppression	MA 39.02
Disorderly conduct (exposing/peeping)	MC 42.01
Theft by public servant of gov't property over which he exercises control in his official capacity	M/F 12.01 (b) TCCP
Abuse of a corpse	MA 42.01
Prostitution	MA 42.01
Promotion of prostitution	MA 43.03
Gambling offenses	MA 47.03 to 47.07

DUI, DWI, DUID: 1) Having a DUI conviction (DWI or DUID) within ten (10) years prior to the date of the entrance exam. 2) Being charged with, on probation/parole or under indictment for DUI on the date of the test.

PROBATION/PAROLE: 1) Currently on probation or parole for any criminal offense on the date of the entrance exam. 2) Being convicted of a crime and subsequently placed on probation or being discharged from probation (including deferred adjudication) on the date of the entrance exam. 3) Having been pardoned for the offense, unless the pardon is expressly granted for subsequent proof of innocence.

NARCOTICS AND CONTROLLED SUBSTANCES: 1) Within the five (5) years preceding the date of the written entrance exam, having illegally used any controlled substance and or dangerous drug that would constitute a misdemeanor offense above that of a Class C misdemeanor. 2) Within the ten (10) years preceding the date of the written entrance exam, having illegally used any controlled substance and or dangerous drug that would constitute a felony offense. 3) Having

illegally furnished any controlled substance to another, i.e. selling, delivering, giving, etc.

MILITARY DISCHARGE/CONDUCT: 1) Having been discharged from military service with any discharge under conditions less than honorable. 2) Having been convicted of, or admitting to any offense that was, or could have been tried before a court martial.

THEFTS: 1) Being convicted of or admitting to thefts that would result in an offense no greater than a class C misdemeanor, committed within two (2) years prior to the date of the entrance exam may result in disqualification for a two (2) year period from the date of the offense. 2) Being convicted of or admitting to a theft no greater than a Class A or B misdemeanor, committed within ten (10) years prior to the test date may result in disqualification from testing for a period of ten (10) years from the date of the offense.

DRIVING RECORD: 1) Evidence of three (3) or more traffic citations in an eighteen (18) month period resulting in conviction. This includes DDC for a citation, deferred adjudication and/or charges pending appeal. This will disqualify the applicant for a period of five (5) years from the last ticket in the series of 3 or more citations in the 18 months. 2) During the five (5) year period preceding the entrance exam, a driver's license suspension for any reason, will result in disqualification from testing for a period of five (5) years from the last day of the suspension period. 3) Having been involved in 3 or more chargeable at-fault accidents (whether the applicant was issued a citation or not) in a period of five (5) years preceding the date of the test will disqualify the applicant for a period of 5 years from the date of the last chargeable accident.

UNACCEPTABLE BACKGROUND: If found to have a record of unacceptable work history, financial history, educational performance, unemployment, military service, general reputation, or poor interpersonal relationship, you will be subject to disqualification.

WORK FITNESS EXAMINATION

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 - Must pass a vision test. Uncorrected vision is unlimited in each eye. However, binocular vision must be correctable to 20/20 or better with glasses or contacts. Must have no pathological conditions which impair or would eventually impair visual performance. Must have normal color vision.
2. HEARING TEST - Must pass a hearing test. Must have normal hearing of 25 db or less at 500 Hz, 1000 Hz, and 2000 Hz, and 3000 Hz, as defined by the American National Standard Institute (ANSI, 1969).
3. 1.5 MILE RUN (18 minutes 48 seconds).
4. 300 METER RUN (76 seconds).
5. 18 PUSH UPS (no time limit).
6. 16 SIT UPS (1 minute time limit).
7. ABLE TO LIFT 62% OF BODY WEIGHT (1 rep).
8. AGILITY RUN (22 seconds).
9. VERTICAL JUMP (14.5 inches).

RIDE-ALONG PROGRAM

The applicant must complete a Conditional Post-Job Offer ride-along program by riding with a Field 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 Field 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.

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 anytime 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.

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:

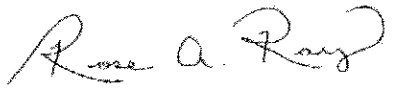
1. is not employed by a law enforcement department currently or previously covered by a collective bargaining agreement or a meet-and-confer agreement; and
2. is required to attend a basic training academy for initial certification by the Commission on Law Enforcement Officer Standards and Education.

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:



Rose A. Ray, Civil Service Director

The City of Tyler is an Equal Opportunity Employer and shall not discriminate against any employee or applicant for employment because of age, sex, marital status, national origin, religion, race or handicap or other protected groups under federal, state, or local law.

CERTIFICATE OF POSTING

This is to certify that on the 23rd day of June, 2009, at 8:11 AM the above Announcement was posted on the bulletin boards at City Hall.



City Clerk for the City of Tyler, Texas