



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

**Entrance Examination Notice:  
POLICE RECRUIT**

**APPLICATION OPENS: MONDAY, SEPTEMBER 25, 2023, AT 8:00 A.M.**  
**APPLICATION DEADLINE: MONDAY, DECEMBER 04, 2023, AT 11:59 P.M.**  
**TEST DATE: SATURDAY, DECEMBER 09, 2023, AT 9:00 A.M.**  
**LOCATION: W.T. BROOKSHIRE CONFERENCE CENTER  
2000 W. FRONT ST, TYLER, TEXAS 75702**

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.** All applicants must apply online at [www.governmentjobs.com/careers/tylertexas](http://www.governmentjobs.com/careers/tylertexas). Applications will be accepted beginning **Monday, September 25, 2023, at 8:00 AM** The deadline to apply is **Monday, December 04, 2023, at 11:59 PM.**

**MINIMUM QUALIFICATIONS**

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

1. Must be a United States Citizen.
2. Must be 21 years of age.
3. An applicant for an entry level Police officer position who is 21 years of age or older must:
  - Have completed 30 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; If a class is taken more than one time, only the highest grade attained will be used for calculation of the GPA; or
  - 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 2 years' law enforcement employment in the capacity of a full-time paid certified peace officer with a law enforcement agency (reserve time will not be considered)
4. Must possess a valid driver's license on date of appointment.
5. If a veteran, has never received a dishonorable discharge, or other discharge, based on misconduct which bars future military service from any of the armed services of the United States.
6. Must be able to intelligently read, write, and fluently speak the English language.

**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 \$2,561.96 per pay period (26 pay periods per year), then salary increases to \$2,641.18 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**

All applicants must apply online at [www.governmentjobs.com/careers/tylertexas](http://www.governmentjobs.com/careers/tylertexas) by the deadline; Monday, December 04, 2023, at 11:59 p.m. Applications must be complete in order to be accepted. The following documents must be uploaded with your application:

- Copy of veteran discharge paper (DD214), showing discharge status, if applicable
- Copy of proof of U.S. citizenship or employment eligibility (example combination- valid driver's license AND social security card OR voter registration card AND birth certificate) as defined by the U.S. Citizenship and Immigration Services (Click here to view the [I-9 List of Acceptable Documents](#))
- 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 SUBMITTING YOUR APPLICATION. ANY DOCUMENTS SUBMITTED AFTER THE APPLICATION DEADLINE WILL NOT BE ACCEPTED.**



## SELECTION PROCESS ELEMENTS

### WRITTEN EXAMINATION

Persons who submit a completed application by the application deadline, **Monday, December 04, 2023, at 11:59 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 on **Saturday, December 09, 2023, at W.T. Brookshire Conference Center, 2000 W. Front St, Tyler, TX 75702.** Participants must show a valid driver's license or other official photo identification to be admitted to test.

**Study Materials:** optional study materials are available for purchase and may be obtained by using the following link:

<https://crc.cpshr.us/default.aspx?ID=LAW203368>

**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.

### **PHYSICAL REQUIREMENTS AND EXAMINATIONS**

All applicants who pass the written exam will be required to take the work fitness examination on the same day as the written exam. Applicants must pass each of the following tests.

Work Fitness Testing:

- 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).

### **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 who pass 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 Saturday, **December 23, 2023, 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.**

### **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.

### **RIDE-ALONG PROGRAM**

Applicants will be scheduled for appearance before the Police Department Oral Review Board at some point during the hiring process.

### **MEDICAL EXAMINATION**

Applicants will be required to successfully complete a Conditional Post-Job Offer Medical Examination as required by Texas Occupations Code 1701.306(a)(2) and Title 37 Texas Administrative Code Chapter



217.1(B)(11). A physician must be able to certify that the applicant is free of drug dependency or illegal drug usage. Also included in the medical examination is a vision test and hearing test.

### **PSYCHOLOGICAL EXAMINATION**

Applicants will be required to take and pass a Psychological Examination as required by the Texas Occupations Code 1701.306(a)(2) and Title 37 Texas Administrative Code Chapter 217.1(b) (11) 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 the 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 in order to sit for such examination.

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

(<https://www.cityoftyler.org/government/departments/police-department/careers/recruiting/hiring-procedures>).

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

[file:///W:/Civil%20Service/LOCAL%20GOVERNMENT%20CODE%20CHAPTER%20143\\_%20MUNICIPAL%20CIVIL%20SERVICE%20FOR%20FIREFIGHTERS%20AND%20POLICE%20OFFICERS.htm](file:///W:/Civil%20Service/LOCAL%20GOVERNMENT%20CODE%20CHAPTER%20143_%20MUNICIPAL%20CIVIL%20SERVICE%20FOR%20FIREFIGHTERS%20AND%20POLICE%20OFFICERS.htm)

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) 531-1103. All requests for special accommodation must be made in writing by the application deadline to be considered.

  
Regina Y. Moss  
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 22nd day of September 2023, at 3:40 a.m./p.m., the above Notice was posted on the bulletin boards at City Hall.

  
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City of Tyler, Texas