

JOB POSTING # 20-034- Updated
POLICE OFFICER



APPLICANT INFORMATION

Entry-Level Testing
April 18, 2020 @ 9:00 a.m.
202 W. Lee (Old Dr. Pepper Building)
Kingsville, Texas 78363

REGISTRATION DEADLINE: April 15, 2020 at 5:00 p.m.

Thank you for your interest in the Kingsville Police Department. The City of Kingsville Police Department is a civil service department consisting of 49 officers. Information concerning our hiring process is enclosed. Please read the information carefully. Applicants must meet the minimum qualifications, as set forth by the Texas Commission on Law Enforcement (TCOLE), the Texas Local Government Code Chapter 143 and not fall under any of the listed "Reasons for Disqualification".

You are required to completely fill out an application for employment and enclose copies of requested documents to the Human Resource (HR) Office. Also, you must keep the HR Office informed of any changes in contact information (address, phone #, etc.) and employment status. Failure to do so may result in disqualification.

If you have any questions, contact HR at 400 W. King Avenue, Kingsville, Texas 78363; Phone (361) 595-8017 Monday - Friday, 8:00 a.m. - 5:00 p.m., e-mail us at hadmin@cityofkingsville.com or visit www.cityofkingsville.com

AN EQUAL OPPORTUNITY EMPLOYER

	Starting Hourly Rates
ENTRY-LEVEL HIRING PROCESS	\$ 18.75
Non-Certified Police Officer & Basic Peace Office (additional increases per collective bargaining agreement)	
ALTERNATE LEVEL HIRING PROCESS	\$ 21.00
NO ENTRY-LEVEL TEST REQUIRED	
Eligibility Requirements: - Intermediate TCOLE Peace Officer Certification - 3 years prior law enforcement experience and - actively worked in law enforcement within 12 months preceding application	

The City of Kingsville offers many employee benefits to include:

Health Insurance:	Employee monthly premium: Range from \$52 - \$191 depending on coverage
Retirement:	Texas Municipal Retirement System (TMRS) Employer matches on a ratio of 1.5 to 1 at retirement (20 yrs of service or 5 yrs and age 60) TMRS Prior Service and Military Credit options
Deferred Comp.	Nationwide and ICMA programs available for additional pre-tax contributions
Vacation Leave:	120 hrs per year
Sick Leave:	120 hrs per year; Sick Leave Buyback Program
Holiday Leave:	14 Holidays
Longevity:	\$ 7.00 per month per year of service
Uniforms:	Employer provided uniforms and laundry service
Certification Pay:	Monthly: Intermediate PO - \$30; Advanced PO - \$52; Master PO - \$100
Education Pay:	Monthly: Associate's - \$50; Bachelor's - \$100; Master's - \$200

DUTIES: Under direct supervision, responds to calls and other requests from the public for emergency assistance. Patrols community and assigned areas for any traffic and other types of violations.

HOW TO APPLY: Applications may be downloaded from www.cityofkingsville.com or picked up in the City of Kingsville Human Resource Office (HR) between the hours of 8:00 a.m.- 5:00 p.m., Monday - Friday. HR is located at 400 W. King Avenue (1st floor of City Hall), Kingsville, Texas. Applications will be mailed out upon request. For more information, contact the HR Office at (361) 595-8017, e-mail hradmin@cityofkingsville.com

PRIOR to taking the written examination applicants must provide copies of the following with completed application:

- PROOF OF U. S. CITIZENSHIP (Texas Administrative Code, Title 37, Part 7-Commission on Law Enforcement Officer Standards & - Education (TCOLE) Rule §215.15)
- PROOF OF TCOLE CERTIFICATION (if applicable)
- VALID DRIVER'S LICENSE
- HIGH SCHOOL DIPLOMA OR HIGH SCHOOL EQUIVALENCY (G.E.D.)
- COLLEGE TRANSCRIPT(S)
- DD – 214 (if separated from the U. S. military service)

MINIMUM REQUIREMENTS AND QUALIFICATIONS

AGE REQUIREMENTS

Entry Level: Must be at least 18-44 years of age at the time of applying. If the applicant is 18– 20 years of age, he/she must have received an associate degree or successfully completed 60 hours in an accredited college or university or 24 months of active duty service in the armed forces of the United States with an honorable discharge. Applicants who are 45 years of age or older may not be certified for a beginning position as a Police Officer. (Note: Age requirements are subject to Texas Local Government Code Chapter 143.)

EDUCATION

High School Diploma
OR

G.E.D. and completion of 12 hours at 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 United States armed forces after at least 24 months of active duty service.

LICENSE

You must have a valid Driver's License prior to submitting your application for employment.

MILITARY SERVICE POINTS: Candidates with an "Honorable" discharge from U.S. military service are eligible for an additional 5 points added to a passing score of 70% or better on the entry-level exam. All candidates eligible for veteran's credit must provide proof of military service. A DD-214 must be submitted prior to taking exam to be eligible for points. A "General" discharge "under honorable conditions" does allow applicants to test but no military service points will be awarded.

APPLICATION AND SELECTION PROCESS

The application process for a Probationary Police Officer with the City of Kingsville is in six (6) phases. Listed below is a brief overview of each phase. Each phase must be successfully completed to progress to the next phase of the hiring process. *The applicant may be disqualified from consideration during any phase.*

PHASE 1 WRITTEN EXAMINATION – The written examination used in this process are published by Stanard & Associates, Inc. The following areas will be tested: mathematics, reading comprehension, grammar and incident report writing. Applicants must receive a score of 70% or better to pass the written examination. Note: Military Service Points – eligible applicants receive an additional five (5) points to passing scores of 70% or better.

PHASE 2 PHYSICAL AGILITY TEST - Applicant successfully completing the written examination are required to return for the physical agility test when scheduled. Applicants successfully passing the physical agility test move to Phase 3 of the hiring process.

PHASE 2 – PHYSICAL AGILITY TEST ENTRY-LEVEL AND ALTERNATE LEVEL APPLICANTS					
Males					
Age:	20-29	30-39	40-49	50-59	60+
1.5 mile run	15:10	15:52	16:28	17:29	19:15
1 min. push-ups	18	13	9	6	4
1 min. sit-ups	30	26	22	15	10
300 meter run	1:24.2	1:24.2	1:24.2	1:24.2	1:24.2
Females					
Age:	20-29	30-39	40-49	50-59	60+
1.5 mile run	17:21	18:00	18:31	19:30	20:04
1 min. push-ups	12	8	2	1	0
1 min. sit-ups	21	15	10	6	1
300 meter run	1:24.2	1:24.2	1:24.2	1:24.2	1:24.2

PHASE 3 BACKGROUND INVESTIGATION – The applicant successfully completing Phase 2 is required to complete a detailed Personal History Statement. The completed statement must be returned to the HR office by the specified date. A thorough background investigation is conducted by the Police Department.

PHASE 4 INTERVIEWS – When a vacancy exists, applicants successfully completing Phase 3 go before an interview board consisting of (4) four to (6) six members.

PHASE 5 PRE-EMPLOYMENT PHYSICAL EXAMINATION – Applicants completing all previous phases are scheduled for a physical examination conducted by a City of Kingsville authorized medical physician when a vacancy occurs in the department.

PHASE 6 PRE-EMPLOYMENT PSYCHOLOGICAL EVALUATION – Applicants successfully completing Phases 1-5 are scheduled for a psychological written and oral examination conducted by a licensed professional when a vacancy occurs in the department.

PLUS, any additional testing required by the City of Kingsville.

An Eligibility list is created from the applicants successfully completing Phases 1 and 2. This list is valid for one year after the test date or when the list is exhausted. Whichever occurs first. The list is forwarded to the Police Chief. As vacancies occur, the Police Department reviews applicants on the Eligibility List and coordinates with the Human Resources Department to conduct Phases 3-6. The Police Chief forwards recommendations to the City Manager who has final approval of all police officer appointments.

REASONS FOR DISQUALIFICATION

Any of the following will disqualify an applicant from further consideration at any stage of the hiring process.

1. Conviction for, being under indictment for, or currently charged with any felony offense.
2. Conviction for any Class "B" or above misdemeanor offense within the last 10 years preceding the date of application.
3. Conviction of any family violence offense.
4. Conviction for driving under the influence (SWI and/or DUI) within 3 years preceding the date of application.
5. Currently being on probation for any offense. For the purpose of these requirements a person is convicted for an offense with adjudication of guilt on the offense is entered against the person by a court of a competent jurisdiction or a plea of guilt is entered, including situations where:
 - a. The sentence is subsequently probated, and the person is discharged from probation
 - b. Deferred adjudication is granted.
6. Current or recent illegal use of marijuana.
7. Illegal use of any controlled substance or dangerous drug other than marijuana within 5 years preceding the date of application.
8. Having illegally furnished any controlled substance or dangerous drug to another.
9. Having excessive record of traffic convictions or negligent traffic collisions within a 3-year period prior to application. This is defined as:
 - a. 3 or more moving violations;
 - b. Driver's license suspension for driving while intoxicated;
 - c. A series of negligent collisions what would indicate poor driving behavior or habits, whether citations were issued.
10. Having a history of failing to maintain financial responsibility without extenuating circumstances.
11. Having been discharged from any military service under less than honorable conditions including, specifically
 - a. Under other than honorable conditions
 - b. Bad conduct
 - c. Dishonorable or
 - d. Any other characterization of service indicting bad character
12. Having resigned or been terminated from the Kingsville Police Department within the 24 months preceding the date of application for disciplinary reason, resigning to avoid suspension or discharge for having resigned during a disciplinary investigation without a final judgement being rendered.
13. Failing to cooperate fully with and keep all scheduled appointments with the Kingsville Police Department personnel involved in the hiring process; failing to provide additional personal information as needed or failing to submit information updates/changes within ten (10) days of notification; refusal to submit, if requested, to a polygraph exam to resolve any conflict which might arise during the hiring process.