



JOB POSTING # 21-059 **POLICE OFFICER** **ALTERNATE HIRE PROCESS**

HOURLY RATE: \$21.74

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 (361) 595-8017 Monday - Friday, 8:00 a.m. - 5:00 p.m., e-mail us at hradmin@cityofkingsville.com or visit www.cityofkingsville.com

AN EQUAL OPPORTUNITY EMPLOYER

ALTERNATE LEVEL HIRING PROCESS

\$ 21.74

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: EEO-\$78.50, Emp/Spouse-\$146, Emp/Child-\$132, Emp/Family-\$209

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: 15 Holidays

Longevity: \$ 10.00 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. For more information, contact the HR Office at (361) 595-8017, e-mail hadmin@cityofkingsville.com

INCLUDE WITH APPLICATION – copies of the following:

- PROOF OF U. S. CITIZENSHIP (Texas Administrative Code, Title 37, Part 7- (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 US military service)

APPLICATION AND SELECTION PROCESS – ALTERNATE HIRE

The application process 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 - - NOT APPLICABLE FOR ALTERNATE HIRE APPLICANTS.

PHASE 2 BACKGROUND INVESTIGATION - Applicant successfully submitting application are required to complete a detailed Personal History Statement (same document from the TCOLE website). 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 3 PHYSICAL AGILITY TEST - Applicants are required to complete a physical agility test when scheduled. Applicants successfully passing the physical agility test move to Phase 4 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 4 INTERVIEWS - When a vacancy exists, applicants successfully completing Phase 3 go before an Interview Board consisting of four to 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.

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 (DWI 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 of an offense when 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 that would indicate poor driving behavior or habits, whether or not 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 indicating bad character.
12. Having resigned or been terminated from the Kingsville Police Department within the 24 months preceding the date of application for disciplinary reasons, resigning to avoid suspension or discharge or having resigned during a disciplinary investigation without a final judgment 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.

Updated: July 12, 2021