



CITY OF BIG SPRING, TEXAS
POLICE DEPARTMENT
TESTING ANNOUNCEMENT

Job Class Title: Certified/Non-Certified Police Officer
Starting Salary: \$23.224/\$20.935 per hour
Test Date and Time: November 6, 2018, at 9:00 AM
Testing Location: Dora Roberts Community Center Classroom, 100 Whipkey Drive, Big Spring, Texas

Applications must be filed ONLINE with the Human Resources Office via the City of Big Spring's website, WWW.MYBIGSPRING.COM.

JOB SUMMARY

This position is responsible for the enforcement of federal, state, and local laws and the protection of life and property and preserving the peace.

MINIMUM QUALIFICATIONS

- ✓ Applicant must be twenty-one (21) years of age on the day you take the test to become a Texas Certified Police Officer.
- ✓ High school diploma or GED certificate.
- ✓ Ability to read, write and perform mathematical calculations at a level commonly associated with the completion of high school or equivalent.
- ✓ Possession of a valid state driver's license for the type of vehicle or equipment operated.
- ✓ Ability to meet current requirements set forth by the Texas Commission of Law Enforcement to be certified as a Peace Officer.
- ✓ No illegal drug use.
- ✓ No arrest record with higher than a Class C Misdemeanor.
- ✓ Meet or exceed physical agility requirements of department.
- ✓ Demonstrate proficiency with handgun during scheduled testing with the Police Department.

WORKING CONDITIONS AND BENEFITS

A Big Spring Police Officer works forty (40) hours per week and overtime may be required. Patrol officers work twelve hour shifts with every other weekend off. The City of Big Spring offers excellent benefits including a fully equipped take home patrol vehicle, twelve paid holidays, tuition reimbursement, City paid health insurance with optional dental and vision insurance plans available, Deferred Compensation retirement plan, City paid life insurance and long term disability insurance, TMRS (7% 2 to 1 match), 120 hours of paid vacation, and 40 hours of paid sick leave.

Certified officers are eligible for a relocation incentive payment in the amount of \$2,400.00, payable on the day of hire. An officer hired by the Big Spring Police Department and having personally incurred expenses for tuition and fees within the twelve (12) months preceding the date of hire to attend any training school meeting Texas Commission on Law Enforcement requirements for a basic academy and received his or her certification as a result, will be eligible for reimbursement in an amount not to exceed \$1,500.00.

Non-certified candidates receive comprehensive training, at your full starting salary, which includes sixteen weeks at the Police Academy prior to field training at the department. Candidates are provided with a vehicle to travel to and from the Police Academy in Midland, Texas.



City of Big Spring Police Department

The City of Big Spring is an Equal Opportunity Employer. Applications will be considered for all positions without regard to race, color, religion, sex, age, national origin or physical disability.

Your interest in employment with the Big Spring Police Department is appreciated. The following is information concerning the Big Spring Police Department's recruiting process and pre-employment process. Please read the enclosed information carefully before testing. You must meet the minimum qualifications and not meet any of the listed disqualifications.

Once you have completed and returned the application, you are required to inform the Human Resources Department of any changes (address, phone number, application with other departments, etc.). Failure to do so may result in disqualification of your application.

Employment decisions are made solely on the basis of qualifications to perform the work for which you are applying. Qualifications include education, training, work experience and other factors which are relevant in determining job performance. All information provided in this application will be verified through schools, former employers, licensing/certification agencies or other sources if applicable.

Minimum Requirements

- ✓ Must be at least twenty-one (21) years of age on the day you take the test to become a Texas Certified Police Officer.
- ✓ Must have 20/20 vision (correctable with lenses).
- ✓ Must have a high school diploma or GED certificate as required by Texas Commission on Law Enforcement (TCOLE).
- ✓ Must have a valid and current Texas driver's license.

Disqualifications

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

- ⊗ Having a conviction for, being under indictment for or currently charged with **ANY** felony offense.*
- ⊗ Having a conviction for or currently charged with any misdemeanor offense that would be considered as one involving moral turpitude.*
- ⊗ Having a conviction for Driving under the Influence (DUI or DWI).*
- ⊗ Currently being on probation for any offense.*

*For all of the above, a person is convicted of an offense when a court of competent jurisdiction enters an adjudication of guilt on the offense against the person whether or not:

1. The sentence is subsequently probated and the person is discharged from probation including deferred adjudication;
2. The accusation, complaint, information or indictment against the person is dismissed and the person is dismissed and released from all penalties and disabilities resulting from the offense; or
3. The person is pardoned for the offense, unless the pardon is expressly granted for subsequent proof of innocence.

- ⊗ Inability to comply with Texas Commission on Law Enforcement (TCOLE) requirements for certification.
- ⊗ Having habitually used excessive amounts of alcoholic beverages in the past.
- ⊗ Having illegally used marijuana within two (2) years preceding the written examination. Any previous use of a powder or liquid controlled substance is prohibited.
- ⊗ Having illegally used any controlled substance or dangerous drug to the extent beyond an "experimental" level.
- ⊗ Having illegally furnished any controlled substance or dangerous drug to another person.
- ⊗ Having an excessive record of traffic convictions or negligent traffic collisions as defined in the City of Big Spring Personnel Policies and Procedures.
- ⊗ Not being of good moral character; or being known to habitually associate with those of questionable moral character.
- ⊗ Having a series of delinquent payments or not meeting financial obligations or repeated occurrences of issuing checks without sufficient funds, when there are no extenuating circumstances present to explain the situation.
- ⊗ Having been discharged from military service with a dishonorable discharge or having been convicted of any offense tried before a general court martial (discharge must meet TCOLE standards).
- ⊗ Being a member of any organization that advocates the overthrow of the government by force or violence.
- ⊗ Having been discharged from any commissioned or recruit position within a law enforcement agency for disciplinary reasons, resigning to avoid suspension or discharge or having resigned during a disciplinary investigation without a final judgment having been rendered.
- ⊗ Failing to cooperate fully and keep all scheduled appointments with staff personnel involved in the selection process.
- ⊗ Failing to provide personal information as needed or failing to submit information within fifteen (15) days of the change.
- ⊗ Refusal to submit, if requested, to a polygraph exam to resolve any conflict(s) that may arise during the background investigation.
- ⊗ Making any false statement of fact, being deceptive by statement or omission in the written application or by any means in any part of the selection process.
- ⊗ Where evidence exists to indicate that in any official matter or in any significant business transaction the applicant has made false statements, falsely sworn to statements or in any other manner falsified testimony.
- ⊗ Without being specifically enumerated in the above disqualifications, if circumstances exist that indicate the applicant is clearly unsuited for a career with the Big Spring Police Department, the application will be rejected.

The Chief of Police or his designee will make all interpretations regarding these requirements.



POLICE DEPARTMENT APPLICANT PROCESS

The following is an outline of the hiring process. Each stage must be successfully completed before proceeding to the next step.

PRELIMINARY APPLICATION

To be considered for employment with the Big Spring Police Department a candidate must complete the preliminary application online. The application must contain truthful and complete responses.

ENTRY LEVEL TESTING

Applicants will be notified by email if they are eligible to participate in entry level testing. The first stage of entry level testing is the written examination. The written examination is designed to test the relative skills and capacity of each applicant. The written test consists of four sections. All sections must be scored at 70% or above to be considered passing. **CERTIFIED APPLICANTS ARE EXEMPT FROM THE WRITTEN EXAMINATION.** The second stage of the entry level test is the Physical Agility Test. A summary of the Physical Agility Test can be found on page six of this packet.

PERSONAL HISTORY QUESTIONNAIRE

Applicants who pass the Physical Agility test will be given a packet containing the Personal History Statement, signature pages, and a list of required documentation. Signature pages must be completed and notarized where required. Applicants are **REQUIRED** to submit the completed Personal History Questionnaire, signature pages, and required documentation by the deadline provided in order to advance to the next step in the application process, the Oral Board Interview.

ORAL BOARD INTERVIEW

Candidates will be required to appear before a panel of department staff for an Oral Board Interview. The interview will cover information learned about the applicant during the previous stages in addition to the information contained in the Personal History Statement. The applicant will be asked questions designed to demonstrate certain knowledge, skills and abilities considered basic for effective performance as a police officer with the Big Spring Police Department.

Depending on the number of open positions, selected applicants will undergo the background investigation following the Oral Board Interview.

BACKGROUND INVESTIGATION

A thorough background investigation is conducted on all candidates to establish evidence of good moral character, a well-adjusted personality and a pattern of conduct acceptable to the Big Spring Police Department. The background investigation includes a criminal history check, driving record check, personal and employment reference checks and a credit check. The background check can take up to four weeks to complete.

POLYGRAPH

A Polygraph examination is performed on all candidates to ensure truthfulness.

Applicants who pass background check and polygraph exam will receive a Conditional Offer of Employment and continue to the next stages.

PSYCHOLOGICAL REVIEW

The psychological review is designed to assess the candidate's mental and emotional fitness to function successfully as a Big Spring Police Officer.

MEDICAL/PHYSICAL ASSESSMENT

All candidates will be examined by a designated physician and submit to a pre-employment drug screen. The physician will assess each candidate's physical condition to ensure he/she can function safely as a Big Spring Police Officer.

NEW EMPLOYEE ORIENTATION/PROBATION

New employees must complete orientation on their first day of work. Police Officers must complete a probationary period of twelve (12) months. For non-certified Police Officers, this twelve (12) month period begins upon receipt of TCOLE certification.

POLICE ARMS

Applicants who successfully complete the applicant process will be required to pass a course established by department guidelines with a score of eighty percent (80%).

CERTIFICATION FOR NON-CERTIFIED POLICE OFFICERS

Individuals hired as a Non-Certified Police Officer will be required to complete the Police Academy and pass the TCOLE exam to obtain certification as a Peace Officer in the State of Texas. The Big Spring Police Department will enroll and pay for the employee to attend the Police Academy and pay the employee's regular salary while attending the academy.

For and in consideration of the above, the employee must agree to repay the cost of Police Academy training immediately upon his or her voluntary termination of employment with the City of Big Spring Police Department, if such termination occurs within two (2) calendar years from the date the employee was hired.

After receiving the required TCOLE certification, the officer will be required to complete sixteen weeks of Field Officer Training.



BIG SPRING POLICE DEPARTMENT PHYSICAL AGILITY TEST

We encourage you to physically prepare for this test prior to any attempt and recommend that you consult a physician prior to undertaking any rigorous training program. If you do not believe you are able to pass this test, you should not submit your application until you feel you can meet all of the physical agility requirements.

Each event in the Big Spring Police Department Physical Agility Test is timed separately. Applicants must complete each event within the prescribed time limit to proceed to the next event. Applicants must pass all events in order to remain eligible for employment consideration. No applicant will be permitted to re-take any portion of the physical test on the day of testing. Persons who do not pass the Physical Agility Test should contact the Human Resources Department and request to be notified of the next scheduled testing date and time. Applicants must bring tennis shoes & gym clothes for physical agility tests.

Physical agility testing will consist of the following events in the order listed.

1. **TRIGGER PULL: 15 seconds or less per hand** – Using a department issued weapon, the applicant will pull the trigger thru twelve (12) times with the strong hand using the index finger. Weapon will be held at shoulder point, away from the body. Exercise is then repeated with the weak hand. The applicant may use his/her own personal weapon. Prior department approval of the weapon by department personnel is required.
2. **SHOTGUN LOAD: 30 seconds or less** – Using a department issued Remington 870 shotgun, the applicant will load the shotgun with four (4) dummy rounds and cycle all shells through the weapon while at shoulder point.
3. **220-YARD SPRINT: 42 seconds or less** – The applicant will run 220 yards over a designated course.
4. **165 LB DUMMY DRAG: 35 seconds or less** – The applicant will begin the event seated in a police vehicle with the door closed. At the event's start, the applicant will exit the vehicle, run to a simulated person weighing 165 pounds and drag the dummy completely past the front bumper of the vehicle, a distance of seventy-five (75) feet.
5. **OBSTACLE COURSE: 80 seconds or less** – The applicant will drive a police vehicle to a specified location, stop and secure it. Applicant will exit the vehicle, run to the obstacle course and proceed through the tires, hitting each tire. Applicant will then proceed to and through a tunnel. Upon exiting the tunnel, the applicant will proceed to a set of four (4) foot bars, going over the first bar and then zigzag between the remaining bars, not touching the bars. The applicant will then proceed to the incline wall. Applicant will climb the wall, touch the top rung, cross to the opposite side, and climb down the wall. Applicant will go over a four (4) foot wall and run past the finish line. During the obstacle course, the applicant will be expected to locate and identify, by calling out verbally, three (3) separate items. A five (5) second penalty will be assessed for each item not located.