



Application Deadline: February 22, 2024, at 5:00 p.m.
Civil Service Physical Fitness Test: February 24, 2024, at 9:00 a.m.
Civil Service Written Entrance Exam: February 24, 2024, at 1:00 p.m.

Apply at www.JoinTeamKyle.com

Or visit www.cityofkyle.com/police for more information.

Questions? Email KPDrecruiting@cityofkyle.com

- No experience required.
- Non-Sworn/Cadet pay: \$53,414/year
- Police Officer starting pay: \$63,925/year
- Lateral entry pay up to \$81,790/year
- Top Police Officer pay: \$91,859.04/year
- ***\$10,000 sign on bonus for qualified TCOLE certified police applicants***
- **Seeking to hire at least two eligible, certified and experienced Police Motor Officers to work in our Traffic Division**
- Enjoy working in the impressive new 2 story, 64,000 square foot Public Safety Center!

Requirements

- U.S. citizen.
- Valid driver's license.
- High School Diploma/transcript OR GED certificate with college transcript(s) indicated at least 12 hours completed credits.

- Age 21-47 years old. **Exception:** Applicants with 10 or more years of service from a law enforcement agency may be hired if the applicant has not attained the age of 56 by the date the applicant submits a written application to the Kyle Police Department.
- Copy of TCOLE license, diploma, or passing test scores (*if applicable*).
- DD-214, (*if applicable*), HR must approve DD214 and honorable discharge before testing date.

Hiring Process

1. Online Application, www.jointeamkyle.com then HR must accept all requirements are met.
2. Fitness test:
 - a. 30 sit ups in one minute
 - b. 300-meter spring in 66 seconds
 - c. 25 pushups in one minute
 - d. 1.5 mile run in 15:54 minutes
3. Written Exam:
 - a. Must pass with at least a 70.
 - b. Military applicants who have served at least 2 years of active military service (and passed written exam) may receive 5 points to their score.
 - c. This exam creates the order for the hiring process.
4. Background Investigation
5. Oral Board Interview
6. Polygraph
7. *Conditional Job Offer*
8. Psychological Exam
9. Medical Exam
10. Drug Test
11. Start Date Issued

\$10,000 Hiring Bonus

Requirements:

- TCOLE certified Peace Officers
- No minimum experience required (may be straight out of the academy)
- This is available while temporary funds last.

Benefits

- A Chapter 143 State Civil Service Employer
- **Modified-Lateral Entry Pay** (if qualified)
- Guaranteed Yearly Step Pay Raises
- **Bi-Lingual Pay** (Spanish or Sign Language): \$75/per bi-weekly pay period (approx.. \$1,900/year)
- FTO Pay (\$40/day spent completing documented training)
- Shift Differential Pay (\$75 per pay period when regular scheduled shift begins between 1500-0000)
- Stand-by Pay (2 hours of pay per day when on call)

- Longevity Pay (a check in December for an amount determined by the city, which is multiplied times each month, of each full year of continuous service)
- Five Year Vestment
- 7/14 TMRS Retirement System (2 to 1 match) and retirement available at 20 years
- Vacation: Accumulate 120 hours per year (400 accrual maximum with 240 hours eligible to be paid out upon separation)
- Sick Leave: Accumulate 120 hours per year (unlimited accrual with 720 maximum eligible payout)
- Holidays: 14 city holidays plus 2 floating holidays
- **Premium Holiday Pay** (paid time and a half rate for working on Thanksgiving, Christmas, New Year's Eve, New Year's Day, Memorial and Independence Day)
- Medical, Dental, Vision & Life Insurance
- Health Insurance Incentive Program
- Promotion Eligibility After Three Years (Previous Law Enforcement Agency service years may apply)
- Option for Health Savings Account
- Option for Flex Spending Account
- Guaranteed Minimum OT hours for Call-Out and Court
- **Specialty Unit Pay** - per bi-weekly pay period:
 - SWAT: \$50
 - Crisis Negotiation Team: \$32.50
 - Crash Team: \$32.50
- **Education Certification Pay** (Bachelor's Degree \$65 per bi-weekly pay period, Master's Degree \$85 per bi-weekly pay period)
- **TCOLE Certification Pay:**
 - Intermediate: \$30 per bi-weekly pay period
 - Advanced: \$45 per bi-weekly pay period
 - Masters: \$60 per bi-weekly pay period

Police Officer Job Posting:

The Kyle Police Officer Entrance Examination is governed by the Local Government Code Chapter 143, The Civil Service Commission Rules, and the Meet & Confer Agreement with the Kyle Police Association.

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*****All eligible applicants must test on the same date and at the same time - no exceptions allowed.**

The City of Kyle will be conducting a Civil Service examination in order to establish an eligibility list for hiring Police Officers to be in effect for a period of one year or until the list has been exhausted, whichever occurs first.

Steps needed to be completed to take the Civil Service Physical Fitness Test and Written Exam:

Step One: Candidates must complete an application through the City of Kyle's website at www.jointeamkyle.com. All required supporting documentation must be attached through the online application process by the application deadline - **no exceptions will be made to the deadline.**

What supporting documentation must be attached to the online application by the deadline?

- A copy of a valid Driver's License
- High School Diploma/Transcript **or** a GED certificate with college transcript(s) indicating at least 12 completed credit hours
- A copy of TCOLE license, diploma, or passing test scores - if applicable
- DD-214, Member 4 page (type of discharge and reenlistment code must be indicated on the form) - if applicable

***Applicants wanting to receive Military Service Credit of five (5) points added to their passing written examination score of 70% or better, must also attach a copy of their DD-214 (Member 4 page) showing a minimum of 2 years active duty military service with an honorable discharge from the United States Military Armed Forces. Any discharge other than an honorable discharge is not creditable for this purpose. **The DD-214 will not be accepted after the application deadline - no exceptions.**

Step Two: The Human Resources Department will send a confirmation email to all applicants that have successfully completed Step One. The confirmation email will provide information regarding the date, time, and location of the Physical Fitness Test and Written Civil Service Examination which will be administered on the same date.

The application process is not considered complete until the applicant receives a confirmation email.

Step Three: Applicants must first pass the Physical Fitness Test in order to qualify for the Written Civil Service Exam that will be administered later in the day. Candidates with a score of 70 or above on the written exam will be placed on the eligibility list in the highest final score order. Candidates will be contacted in their order on the eligibility list to complete the remaining steps in the pre-employment process.

Candidates with additional questions regarding the hiring process may contact the Civil Service Director, Kristiana Spencer, at (512) 262-3901 or via email at kspencer@cityofkyle.com.

Upon request, accommodations will be provided to an applicant in accordance with the Americans with Disabilities Act. An applicant who needs special arrangements shall submit a request in writing, five business days prior to the testing date, to the Civil Service Director.

Police Officer Job Description

GENERAL STATEMENT:

Under direction of a Sergeant, Acting Sergeant, or higher-ranking officer, the Police officer is responsible for maintaining law and order, investigating crimes and accidents, and protecting life and property throughout the city.

ESSENTIAL FUNCTIONS OF POSITION:

- Enforces laws; patrols area in patrol vehicle and on foot; issues warnings and citations for minor traffic and criminal offenses; apprehends and arrests suspected violators of the law; transports and books

prisoners; testifies in court; makes business and residential security checks; directs traffic; watches for stolen property and wanted or missing persons.

- Investigates crimes and accidents; responds to domestic disturbances and reports of criminal activity or accidents; interviews witnesses, victims, and suspects; secures crime and accident scenes; searches scenes for clues and evidence; security of evidence and submits to property room officer; takes photographs; lifts latent fingerprints; prepares investigative reports; prepares affidavits and obtains search warrants; conducts searches; communicates with the public, property owners, and complainants to notify of property recovery, case dispositions, or to notify next-of-kin; prepares and maintains information of a confidential or sensitive nature.
- Responds to calls for assistance; assists with crowd control at festivals, etc.; receives and responds to routine inquiries in person or via telephone; provides assistance to general public, motorists, etc.; prepares daily activity logs; demonstrates regular and predictable attendance.
- Maintains required certifications and licenses; meets the minimum training hours required by TCOLE.
- Testifies in civil, traffic, and criminal court proceedings, ALR and Evidentiary hearings, parole Board hearings and gives depositions.
- Must be able to work rotating shift assignments as required, which may include weekends and holidays.

Community Relations:

- o Assists and participates in the resolution of conflicts.
- o Maintains desired working relationship with Chief of Police and City Manager.
- o Maintains a professional working relationship with other Federal, State, and local law enforcement agencies.

OTHER DUTIES AND RESPONSIBILITIES: • Performs all other duties as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of departmental policies and procedures; local and state ordinances and laws; traffic laws; arrest procedures; criminal apprehension techniques; self defense techniques; crime prevention techniques; court procedures; civil disobedience control techniques; and first aid.
- Ability to interpret and apply local and state laws and ordinances. • Maybe required to demonstrate physical agility. • Arrest violent offenders
- Ability to define problems, collect data, establish facts and reach conclusions, deal with problems involving several variables.
- Ability to communicate effectively in oral and written form • Demonstrate firearms proficiency annually
- Works in adverse weather conditions
- Develops and maintains effective working relationships with the public, officials, co-workers and supervisor.
- Remain calm in emergency situations.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT: The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment:

Exposure to: extreme heat and humidity working outdoors, extreme cold of walk-in coolers; temperature swings from indoors to outdoors; extreme noise of traffic, sirens, crowds, firearms; mechanical hazards of factory environments, equipment; electrical hazards of traffic accidents, power lines; explosive hazards of fireworks, traffic collisions, weapons, chemicals; radiation hazards of industrial accidents, traffic collisions; fumes, odors, dust of drug labs, industrial accidents, traffic collisions, fires; toxic substances of fires, drug labs, traffic collisions, industrial accidents. Work is performed both indoors and outdoors and in offices, buildings, automobiles. Work hours may

consistently require overtime, holiday and weekends.

Physical:

CONTINUOUS transporting up to 25 lbs.; working outdoors;
FREQUENT reaching at shoulder height; upward and downward flexion of neck; side-to-side turning of neck; lifting up to 10 lbs. below and at waist level; strong or power grasp of evidence, property, suspects; tight grasp, wrist and arm movement to manipulate baton; fine manipulation of paperwork; light grasp and finger control of radio and telephone; moderate grasp, reach and manipulation of steering wheel;
OCCASIONAL walking, standing, sitting, bending and stooping, squatting, crawling, climbing, reaching above shoulder height, kneeling, pushing/pulling, twisting at waist; lifting of items weighing from 11 to over 100 lbs. below and at waist level, either with or without assistance; transporting items weighing 26-50 lbs. for distances up to 50 yards without assistance; transporting items weighing from 51 to over 100 lbs. for 30-50 yards with or without assistance; reach, grasp, finger strength and manipulation to operate firearms;
INFREQUENT balancing above ground; lifting of items weighing from 11 to over 100 lbs. from chest to above shoulder level, either with or without assistance;
COMMUNICATION: In addition to specific vision and hearing requirements detailed above, the position requires
SPEAKING using telephone, radio and personal contact; WRITING of reports, citations, field interview forms; READING of reports, legal material, court orders.

QUALIFICATIONS, EXPERIENCE AND/OR CERTIFICATION REQUIREMENTS

Must be (a) at least twenty-one years of age and not more than forty-four (44) years of age at the time of the testing date unless applicants have 10 years or more of service as a licensed peace officer from a law enforcement agency and if the applicant has not attained the age of 56 by the date the applicant submits a written application.

Must have a valid Texas Driver's license, and must be licensed as a peace officer or be eligible to be licensed by the Texas Commission on Law Enforcement (TCOLE), as well as meet all other requirements of Texas Statute 143.023, City of Kyle Civil Service Rules and Regulations.

Must be eligible for coverage under the City of Kyle vehicle insurance provider; meet the physical and age limitations established by the City of Kyle Civil Service Rules and Regulation; pass an extensive person background check; maybe required to pass a physical fitness exam; pass a physical examination including drug screening and psychological evaluation. Anyone who poses a direct threat to the health and safety of himself/herself or to others in the workplace will be deemed not qualified for this position.

This position description has been prepared to assist in defining job responsibilities, physical demands, and skills needed. It is not intended as a complete list of job duties, responsibilities, and/or essential functions. This description is no intended to limit or modify the right of any supervisor to assign, direct, and control the work of employees under supervision. The City of Kyle retains and reserves any or all rights to change, modify, amend, add to or delete, form any section of this document as it deems, in its judgment, to be proper.