

KYLE PD NOW HIRING!



REQUIREMENTS:

- Must be a U.S. citizen
- Must have a valid driver's license
- Must be 21 years of age and not more than 44 years of age at the time of licensing (unless applicant has 10 or more years of service and is not yet 56 years of age)
- Must have a High School Diploma OR GED/12 hours college
- Must successfully pass a written exam, physical fitness test, background investigation, oral board, national fingerprint check and a Polygraph examination
- Must also successfully complete a post-offer psychological examination, medical examination that includes visual acuity test, and a drug test

APPLY NOW

WWW.CITYOFKYLE.COM/
POLICE



STARTING SALARY: CADET - \$44,500

SWORN - \$57,857

LATERAL SALARY: MATCHED UP TO 5 YEARS OF QUALIFIED SERVICE (\$66,381)*

- CH. 143 CIVIL SERVICE EMPLOYER
- HEALTH/DENTAL/VISION/LIFE INSURANCE
- T.C.O.L.E CERTIFICATE & EDUCATION CERTIFICATION PAY
- 14 PAID HOLIDAYS
- FTO/BI-LINGUAL/STAND-BY/LONGEVITY AND SHIFT DIFFERENTIAL PAY
- 5 YEAR VESTMENT
- YEARLY STEP PAY RAISES
- OVERTIME MINIMUM & AUTOMATIC 1.5 OVERTIME CALL OUT PAY
- PREMIUM HOLIDAY PAY (6 DESIGNATED HOLIDAYS)

APPLY BEFORE:

5PM JANUARY 24, 2022



Application Deadline: January 24, 2022, at 5:00 p.m.

Civil Service Physical Fitness Test: January 29, 2022, at 9:00 a.m.

Civil Service Written Entrance Exam: January 29, 2022, at 1:00 p.m.

Apply at: <https://cityofkyle.applicantpool.com/jobs/702786.html>

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

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.

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, collects 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.