

CITY OF CARROLLTON

Firefighters' and Police Officers'

Civil Service Commission

Announces



POLICE DEPARTMENT

Entrance Examination Test Date: June 10, 2023

REGISTRATION ENDS ON:

June 10, 2023, at 11:00 a.m.

**Examination Date: Saturday, June 10, 2023 at
11:00a.m. - Written Exam**

To register go to: [Register Here](#)

Complete the online registration to be submitted electronically to:

Carrollton Police Department
2025 East Jackson Road
Carrollton, Texas 75006
Phone: 972 466 3028

Website: www.cityofcarrollton.com/police
Email: policedevelopment@cityofcarrollton.com

City of Carrollton is an Equal Opportunity Employer

THE FIREFIGHTERS' AND POLICE OFFICERS' CIVIL SERVICE COMMISSION
EXAMINATION FOR POLICE OFFICER

This examination will be held in accordance with procedures established by the Firefighters' and Police Officers' Civil Service Commission pursuant to Chapter 143 of the Local Government Code.

DATE: **June 10, 2023**

TIME: 11:00 a.m. (Doors open 10:15 a.m. – no one is admitted after 11:00 a.m.)

LOCATION: **Courtyard by Marriott**
 Dallas Carrollton Conference Center
 1201 Raiford Road
 Carrollton, TX 75007

**For out of town applicants needing hotel accommodations, the Courtyard by Marriott is offering a discounted rate for a limited number of rooms: [Courtyard by Marriott reservation](#).

ELIGIBILITY: Open to all qualified candidates who meet the State and Carrollton guidelines, are U.S. Citizens, and have registered for the examination.

EFFECTIVE: A minimum of six (6) months or until exhaustion of eligible names

GENERAL INFORMATION:

- You must complete the online registration form in order to take the exam.
- Bring your driver license or a government photo ID for identification.
- Applicants arriving after 11:00 a.m. **will not be tested.** (**Strictly enforced**)
- Applicants who served in the military and want to receive five additional points added to their passing score (70), must bring a copy of Form DD-214, which states you received an honorable discharge, to the exam.
- **Police applicants may purchase a test preparation guide directly from the test provider by visiting:** <https://www.fpsi.com/product/pact-orientation-guide/>
- Should you require any special accommodations for testing, you must contact the Civil Service Test Administrator at 972-466-3091, by May 26, 2023, to make appropriate arrangements for the exam.

THE FIREFIGHTERS' AND POLICE OFFICERS' CIVIL SERVICE COMMISSION
EXAMINATION FOR POLICE OFFICER

REGISTRATION PROCESSING SYSTEM:

- Online registration must be completed by 11:00 a.m. on June 10, 2023, in order to be eligible to take the exam. To register go to: [**Register Here**](#)

Those applicants who pass the Civil Service Examination are ranked on an eligibility list. Following the test, all applicants will be given a website link to download the Personal History Statement. After submitting the Personal History Statement, the rest of the hiring process is as follows:

- Physical Ability Test
- Screening Interview
- Panel Interview
- Background Investigation
- Polygraph and Psychological Examination
- Physical Examination/Drug Screen
- Chief's interview

DO NOT BRING OR MAIL ANY DOCUMENTS UNLESS SPECIFIED

THE FIREFIGHTERS' AND POLICE OFFICERS' CIVIL SERVICE COMMISSION
EXAMINATION FOR POLICE OFFICER

DISQUALIFIERS:

- Any illegal substance usage will be dealt with on a case-by-case basis.
- Any Class B Misdemeanor (within the past 10 years) or higher **conviction** (at any time) including deferred adjudication, community supervision, and/or probation.
- Being currently charged with any criminal offense for which conviction would be a bar to licensure.
- Ever having been convicted or placed on community supervision in any court of an offense involving family violence as defined under Chapter 71, Texas Family Code.
- Being prohibited by state or federal law from operating a motor vehicle.
- Being prohibited by state or federal law from possessing firearms or ammunition.

EDUCATION REQUIREMENTS:

- Sixty (60) hours or more of college credit toward a degree plan at time of hiring. OR
- Forty-five (45) hours of college credit in addition to two (2) or more years of service as a sworn peace officer, active-duty service in the U.S. Armed Forces with an Honorable Discharge, or full-time employment with the Carrollton Police Department, at time of hiring. OR
- Education requirements completely waived if you meet one of the two criteria below:
 - Four (4) or more years active-duty service in the U.S. Armed Forces with an Honorable Discharge, or four (4) or more years of service as a sworn peace officer, at time of hiring.
 - Three or more years employed with the Carrollton Police Department and is currently working in the capacity of a Carrollton Police Department employee at the time of the Civil Service Entrance Examination.
- *All college hours must come from an accredited college or university, as defined by TCOLE Rule 211.1, in any discipline, with a cumulative grade point average of 2.0 or higher. Time credited for experience in each of the categories is mutually exclusive and may not be combined with time for a separate category to qualify for a reduction in the requirement for college hours. Time served must be continuous, without any breaks in service. Experience level must be accepted as of the date of the Civil Service examination.*

AGE REQUIREMENTS:

- At least 21 years of age or must not have reached your 45th birthday at the time of receiving their Texas Basic Peace Office License.

PHYSICAL ABILITY REQUIREMENTS FOR THE POLICE DEPARTMENT

The Physical Ability Test will NOT be completed on the day of the written exam. It will be scheduled for a later date.

Test Components:

All applicants will be given an orientation and walk through.

To begin the test, the candidate will sit in the driver's seat of a patrol car with the doors closed, seat belt secured and await further instructions. A test monitor will give the candidate verbal instructions to rescue the downed officer. Finally, the test monitor will tell the candidate to "GO." The applicant must then complete the following physical tasks:

Run: The candidate must get out of the car and run with a 20 pound weighted vest. Timing begins when the candidate's foot touches the sidewalk.

Obstacle Course: The candidate must maneuver between cones and trees.

Fence Climb: Next, the candidate will encounter a wooden fence (approximately 6 feet high). The candidate must climb over the fence. The fence has horizontal wooden beams that may be used to get over the fence.

Stair Climb: On the other side of the fence, the candidate will run a short distance to a set of stairs. The candidate will then climb the stairs.

Elevated Platform Jump: After climbing the stairs, the applicant will jump down 32 inches to the ground from the elevated surface.

Jump/Climb over Small Obstacle: Next, the applicant will run and jump over a simulated ditch (which is a marked area on the ground approximately 4 feet wide).

Victim Move: The candidate will then move a dummy weighing approximately 165 pounds to a designated line 25 feet away. Timing of the events stops when the entire dummy passes over the line.

All applicants must complete the entire series of events successfully, in proper sequence, and within the time limit of one minute and fifty seconds (1:50).

CARROLLTON POLICE DEPARTMENT SALARY & BENEFITS

INSURANCE:

All Carrollton Police Officers become eligible for participation in the city-sponsored insurance programs on the date they are hired. For complete benefit information, see the City of Carrollton web site at www.cityofcarrollton.com.

Medical:

- Each officer has the option to elect the city's medical plan. The City of Carrollton sponsored health insurance is available to officers at low premium and to officers' dependents at a reduced premium.

Dental:

- Each officer has the option to elect the city's dental plan. The City of Carrollton sponsored dental insurance is available to officers at a low premium and to officers' dependents at a reduced premium.

Life:

- Each officer is provided life insurance equivalent to 2 times their annual base salary, as well as Accidental Death and Dismemberment Insurance. Supplemental Insurance is also available for the officers' spouse (\$10,000 policy) and dependents (\$5,000 policy each dependent).

RETIREMENT:

All Carrollton Police Officers are required to be members of the Texas Municipal Retirement System (TMRS). Officers are eligible for retirement benefits at any age with 20 years of service; vesting occurs at five years of service. Officers who terminate employment prior to being eligible for retirement have all their contributions with accrued interest returned to them, however the city's match is forfeited.

DEFERRED COMPENSATION:

You may participate in a Deferred Compensation Program to shelter a portion of your gross annual salary from income taxes. If you contribute at least 4.65% per paycheck, the city will match those contributions at 2.35%. The deferred portion will be placed into investment options of the employee's choice and may be withdrawn at termination or retirement. Roth IRA accounts are also available through payroll deduction.

SICK LEAVE:

All Carrollton Police Officers accrue 120 hours sick leave per year, with unlimited accumulation. Upon retirement or termination, officer will be paid for a maximum accrual of 960 hours sick leave.

VACATION:

All Carrollton Police Officers earn 120 hours vacation per year. Vacation days may be used after 6 months of service. After 20 years employees receive 160 hours vacation per year.

CARROLLTON POLICE DEPARTMENT SALARY & BENEFITS

SALARY SCHEDULE-2023:

	<u>HOUR</u>	<u>ANNUAL</u>
After 180 months	\$47.13	\$98,022.97
After 144 months	\$45.98	\$95,635.50
After 120 months	\$44.85	\$93,293.50
After 84 months	\$43.54	\$90,564.95
After 60 months	\$42.27	\$87,927.36
After 36 months	\$41.04	\$85,357.98
After 18 months	\$39.46	\$82,083.72
After 12 months	\$37.59	\$78,195.55
After 6 months	\$35.81	\$74,489.27
Beginning Salary	\$34.07	\$70,873.95

Lateral Entry Program:

- To be eligible for lateral pay, an applicant must be certified, have completed all initial training, and have at least one (1) or more years of continuous service.
- The applicant must have continuous service as a paid, full-time Police Officer, including out of state agencies as approved by the Chief.
- A lateral applicant shall not have more than a one-year break in service.
- The maximum at which an applicant would begin is at the 5-year (60 month) step, no matter how many more years of service they possess.
- Applicants would stay at that their beginning step until their prior service credit, plus time at Carrollton, reaches the qualification to move to the next step. [Such as: a 3-year veteran would begin at the 36-month step. After 24 months, they would be eligible to move to the 60 months step.]

- The Lateral Entry Program is for pay purposes only, and actual work experience at any other agency would not be considered towards seniority under Civil Service standards.
- Lateral applicants shall successfully complete each step in the Civil Service hiring process in the same manner as any other applicant.

INCENTIVE PAY:

- **Education:** All Carrollton Police Officers earn \$50.00 per month for an approved associate degree, \$100.00 per month for an approved bachelor's degree, and \$150.00 per month for an approved master's degree.
- **Texas Peace Officer Certification:** All Carrollton Police officers earn \$50 per month for holding an Intermediate Certificate, \$100 per month for holding an Advanced Certificate, and \$150.00 per month for holding a Master Certificate.
- **Longevity:** \$4 per month for each year of service to a maximum of \$1,200.00 per year.
- **Night Shift Differential:** The \$200 per month differential pay is paid to sworn police department employees who are assigned to and regularly work a shift in which more than fifty percent of the time is worked after 6 p.m. and before 6 a.m.
- **Fitness Pay:** All Carrollton Police Officers earn \$100 upon yearly completion of the Carrollton Police Department Physical Agility Course within the prescribed time.

EQUIPMENT:

Uniforms and equipment are furnished by the department.

HOLIDAYS:

There are nine (9) paid holidays given annually to each employee.

- New Year's Day
- Martin Luther King Jr. Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Thursday
- Thanksgiving Friday
- Christmas Day
- Floating Holiday