



CITY OF LEWISVILLE  
invites applications for the position of:

# Police Officer

**SALARY:** \$30.34 - \$38.34 Hourly  
\$5,259.42 - \$6,644.75 Monthly  
**\$63,113.00 - \$79,737.00 Annually**

**OPENING DATE:** 04/12/18

**CLOSING DATE:** 07/03/18 05:30 PM

## **POSITION SUMMARY:**

Enforces federal and state laws and local ordinances. Performs a variety of duties relative to assigned area of responsibility such as identifying and apprehending criminal violators; ensuring the free flow of traffic; executing warrants of arrest and assisting in serving warrants; presenting crime prevention programs. Performance is evaluated through observation, oral and written reports, and by results obtained.

## **GENERAL INFORMATION**

The selection process for Police Officer consists of several steps and is intended to produce the most current list of candidates who are qualified to become Lewisville Police Officers.

***The City of Lewisville does not fall under State Civil Service Law.***

The starting annual salary for Police Officer is \$63,113 increasing to \$65,615 after completion of the Field Training Program. The top of range salary for a police officer is \$79,737.

The following requirements **MUST** be met to be considered for the lateral transfer program for Police Officer:

- Must have one-year continuous service as a paid, full-time certified peace officer with a municipal law enforcement agency with a population over 50,000 or work for a law enforcement entity/ that employs over 100 sworn police officers who perform comparable law enforcement duties.
- Must have been in a position where they had the authority to enforce laws, investigate crimes, make arrests, respond to calls for service, carry a firearm, and use discretion as part of their assigned duties.
- Certified Police Officer applicants are eligible for the lateral police hire program if they have no more than a three-year break in service from the time they left a comparable law enforcement agency and the time they make application with the Lewisville Police Department.
- Experienced officers must successfully complete each step in the hiring process in the same manner as any other applicant.
- Applicants certified in another state must obtain TCOLE certification prior to the date of the written test to be eligible for the lateral entry program.

A lateral Police Officer is eligible for a starting salary based on his or her whole years of police experience. Service time, for determining the starting salary, can include multiple agencies if breaks in service are less than thirty days and all agencies meet the required criteria.

The starting annual salary for Police Officer for lateral entry is:

- 1 Year of Experience \$68,216
- 2 Years of Experience \$70,919
- 3 Years of Experience \$73,772

4 Years of Experience \$76,669

5 Years of Experience \$79,737

### **ESSENTIAL FUNCTIONS:**

- Responds to radio calls for all types of police services.
- Takes proper police action at scene of crime, administers first aid, gathers evidence, locates witnesses and makes arrests; appears in court to present evidence and testify against persons accused of crimes.
- Patrols assigned geographic area to identify and deter criminal activity, aids citizens needing assistance, and arrests violators of the laws.
- Ascertains validity of information of information or secures evidence for the arrest of persons alleged to have committed a crime;
- Interviews suspects, prisoners, complainants, and witnesses; takes information or secures evidence for the arrest of persons alleged to have committed a crime;
- Searches for and preserves evidence; interviews suspects, prisoners, complainants and witnesses to obtain information about crimes; reports automobile accidents, interviews witnesses, takes information, and makes detailed reports.
- Issues citations and investigates traffic accidents.
- Testifies in legal proceedings.
- Conducts investigations of criminal offenses, missing persons, and all public safety incidents.
- Intervenes and mediates in crisis situations and all types of disputes.
- Instructs citizens, businesses, school, and civic organizations about methods and techniques that may help prevent citizens from becoming victims of crime.
- Develops and implements community-based policing strategies and programs.
- Executes misdemeanor and felony warrants of arrest.
- May serve as Court Bailiff for Municipal Court.
- Takes fines and bonds and releases prisoners.
- Performs all other related duties as assigned.

### **REQUIRED SKILLS & ABILITIES**

#### **Knowledge of:**

- Knowledge of local, state and federal laws and applicable civil laws.
- Knowledge of departmental policies and procedures.

#### **Ability to:**

- Ability to accept responsibility and account for his/her actions.
- Ability to follow instructions, safety practices and standard operating procedures in performing assigned tasks.
- Ability to be punctual and attend work regularly
- Ability to work effectively with people regardless of their age, gender, race, ethnicity, religion, or job type.
- Ability to perform work accurately and thoroughly.
- Ability to communicate clearly and concisely, both orally and in writing.
- Ability to use thinking and reasoning to solve a problem.
- Ability to make critical decisions while following established procedures.
- Ability to demonstrate conduct conforming to a set of values and accepted standards.

- Ability to be truthful and be seen as credible in the workplace.
- Ability to make decisions or take actions to solve a problem or reach a goal.
- Ability to look beyond the standard solution.
- Ability to formulate a sound decision using the available information.
- Ability to influence others to perform their jobs effectively in a team environment and to be responsible for making decisions.
- Ability to effectively present information publicly to staff, management and other groups/organizations.
- Ability to find a solution for or to deal proactively with work related problems.
- Ability to use technology to its fullest capabilities.
- Ability to overcome violent resistance and apprehend and arrest law violators.

### Skills

- Skill in use of personal computer including Microsoft Office, Open Office or similar word processing programs, e-mail and the internet.
- Skill in vehicle operation.
- Skill in use of firearms.

### MINIMUM QUALIFICATIONS:

#### Education

High School Diploma or GED or 2 years of active duty military service with an honorable discharge.

#### Experience

Law enforcement or related experience preferred.

TCOLE License preferred.

- The City provides a full complement of benefits: TMRS, 457(b) Deferred Compensation Plan with a City match of 3.76% to a 401(a) Plan, Medical, Dental and Vision Insurance, Life Insurance, Accidental Death and Dismemberment Insurance and Long-Term Disability Insurance, three weeks paid vacation, fifteen days paid sick leave, and nine paid holidays. Officers are also eligible for up to \$150 a month for education/certification pay after successful completion of the training program and \$50/month for Spanish bilingual pay.

**An application MUST be submitted through the City of Lewisville website using the on-line application before taking the written test.**

**ONCE YOU HAVE SUBMITTED YOUR APPLICATION ON-LINE, UPON REVIEW, YOU WILL RECEIVE AN EMAIL. IF SELECTED TO TAKE THE WRITTEN TEST, THE EMAIL WILL INCLUDE INSTRUCTIONS FOR SCHEDULING YOUR WRITTEN TEST AND A PERSONAL HISTORY STATEMENT FOR YOU TO COMPLETE AND BRING TO THE WRITTEN TEST.**

**WRITTEN TEST DATES (Select one):** May 22, 2018  
 June 11, 2018  
 July 16, 2018

**Test Check-In: 7:00 a.m. – 8:00 a.m.**

No one will be admitted after 8:00 a.m.

**PHYSICAL ABILITY TEST:**

May 22 2018  
June 11, 2018  
July 16, 2018

**Immediately following written exam**

Testing Address: **Jerry R. Galler Public Safety Training Center  
701 Sewage Treatment Plant Road  
Lewisville TX 75057**

**NOTE: We recommend you wear PT attire & athletic footwear to the written and physical ability tests. We also recommend you that you hydrate the day before and the day of the physical ability test to prevent heat exhaustion.**

\*\*\*\* Applicants will not be admitted to the Test Site without an official picture ID (driver's license, state-issued ID card, or military ID).

\*\*\*\* The following ID's will not be accepted: Employer ID's (including police and sheriff ID's), Student ID's, and other state ID's other than driver's license.

\*\*\*\* Any applicant requesting an accommodation for the written examination must submit this request in writing to the Human Resources Director a minimum of five days prior to the examination.

**PLEASE READ THE POLICE BACKGROUND STANDARDS BELOW**

**SPECIAL REQUIREMENTS:**

- Be at least twenty-one (21) years of age at the time of the written entrance examination.
- Must be a US Citizen.
- Be fingerprinted and subjected to a search of records to disclose a criminal record.
- Not be on probation for a criminal offense.
- Must submit to and pass a pre-employment drug test and physical exam.
- Ability to distinguish between red, yellow, and green in order to accurately describe suspects and vehicles and to identify traffic lights and sign colors.
- Have vision correctable to 20/20 binocular for all hours of the day including day, evening and night.
- Must possess a valid State of Texas Drivers License Class "C" and good driving record as defined by City policy.
- Ability to successfully pass a validated physical ability test.
- Ability to pass a background investigation (See attached).
- Ability to pass post-offer physical, psychological, and drug test.

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APPLICATIONS MAY BE FILED ONLINE AT:  
<http://www.cityoflewisville.com>

Position #FY1718-00103  
POLICE OFFICER  
EW

151 W. Church St.  
Lewisville, TX 75077  
**Population apx, 100,000**  
**EQUAL OPPORTUNITY EMPLOYER**

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## LEWISVILLE POLICE DEPARTMENT BACKGROUND CHECK

<b>CAUSES FOR TEMPORARY REJECTION</b>	<b>LENGTH OF DISQUALIFICATION</b>
1. Unable to meet TCOLE licensing/certification requirements	Until corrected
2. Unable to effectively read, write or communicate in English	Until corrected
3. Unable to meet minimum qualifications	Until corrected
4. Unable to physically/mentally perform necessary functions of position, unless a reasonable accommodation can be made.	Temporary or Permanent
5. Failure to pay contractual debts (Factors will be considered)	Resolution may requalify
6. Conviction, or pleading to Class B misdemeanor within the last 10 years (except for admission to possession/use of marijuana within the last 3 years)	10 years from date of occurrence
7. Failure to complete/satisfactorily meet employment process req.	1 year from date of occurrence
8. Unsatisfactory score on other applicable testing such as written, critical, or oral interview	
9. Unsafe driving record as defined by City policy (a) More than 3 vehicle accidents on DPS record in the past 3 yrs (b) More than 3 vehicle traffic convictions (separate incidents) in the past 3 yrs	Until within policy guidelines
10. Unstable work history including short terms of employment over the candidates' employment history.	2 years

<b>CAUSES FOR PERMANENT REJECTION</b>
1. Unable to physically/mentally perform necessary functions of position for which a reasonable accommodation is not available
2. Conviction, pleading to, or admitting to conduct which would constitute a felony (this includes usage or possession of narcotics such as cocaine or speed)
3. False statements, intentionally withholding information, practiced or attempting to practice any deception or fraud in the application, examination or appointment processes.
4. Conviction of any one of the following driving offenses: (a) Criminally Negligent Homicide (b) Aggravated assault (involving a motor vehicle) (c) Intoxication Manslaughter (d) Failure to give information and render aid; or (e) Using a motor vehicle for commission of a felony (f) Conviction of a DWI or DUI
5. History of employment in an illegal occupation
6. Conviction, pleading to or admitting to Class A misdemeanor

