



CITY OF RED OAK POLICE DEPARTMENT



NOTICE OF EMPLOYMENT EXAMINATION

Date of Exam: October 7th, 2017

**The Red Oak Police Department is seeking applicants for:
POLICE OFFICER**

Application Deadline:

Applications will be accepted until September 29th, 2017, at 5:00 pm. All forms are on our web site: <http://www.redoaktx.org>. Please submit applications to: City of Red Oak Municipal Center, Attn: HR Dept., 200 Lakeview Parkway, Red Oak, TX, 75154. Applications must be returned, postmarked or electronically submitted by Friday, September 29th, 2017, at 5:00 p.m. The date of the entrance examination is October 7th, 2017.

Starting pay:

Starting pay for a Police Officer is \$50,000.00 annually upon completion of the Police Academy unless the applicant qualifies for lateral entry.

Lateral entry program up to \$56,243.00 DOQ:

Applicants that are TCOLE certified and have previous experience may qualify for the lateral entry program. These applicants starting salary will be determined by the applicants previous certified full time law enforcement experience up to a maximum starting salary of Step 4 on the Red Oak Police Department pay scale. These applicants shall not have a break in service from a comparable sized city/agency or larger and shall have two or more consecutive full time years of experience at said agency. Qualifying applicants can refer to the below chart:

Completed years in service without a break	Moves to Step
2 Years	Step 1
3-4 Years	Step 2
5-6 Years	Step 3
7+Years	Step 4

Lateral Entry Signing Bonus:

Applicants that qualify for the lateral entry program can receive a signing bonus. Applicants that are hired at steps 1 or 2 of the Red Oak Police Department pay scale are eligible to receive a \$2500 signing bonus upon successful completion of the FTO program. Applicants that are hired at steps 3 or 4 of the Red Oak Police Department pay scale are eligible to receive a \$4000 signing bonus upon successful completion of the FTO program.

Duties & Responsibilities:

Officers will be required to fulfill all duties of a Police Officer including making arrests, running, climbing, sitting and standing for long hours and writing legible and articulate reports. Applicants will also be required to have excellent communication skills and the ability to interact with the public in a positive manner.

The proposed pay scale listed below is subject to City Council approval. Based on previous meetings, approval is anticipated in September with an effective date of October 1, 2017.

RANK	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6
ACADEMY RECRUIT	\$45,000-Yearly	Recruit pay until the recruit graduates from the regional police academy and passes the Texas Commission on Law Enforcement Examination.				
OFFICER	\$50,000-Yearly	\$52,000-Yearly	\$54,080-Yearly	\$56,243-Yearly	\$58,493-Yearly	\$60,833-Yearly
SERGEANT	\$67,000-Yearly	\$69,680-Yearly	\$72,467-Yearly	\$75,366-Yearly		
LIEUTENANT	\$81,685-Yearly	\$84,953-Yearly	\$88,351-Yearly	\$91,885-Yearly		

Incentive Pay:

TCOLE Certification/College/Assignment	Annually	Bi-Monthly
Intermediate Peace Officer Certification	\$ 300	\$ 11.54
Advanced Peace Officer Certification	\$ 600	\$ 23.08
Master Peace Officer Certification	\$ 1,200	\$ 46.15
Associate's Degree	\$ 600	\$ 23.08
Bachelor's Degree	\$ 1200	\$ 46.15
Master's Degree	\$1200	\$ 46.15
Field Training Officer (FTO)	\$ 1500	\$ 57.69
Criminal Investigations	\$ 1500	\$ 57.69

Training and Equipment:

- Paid Police Academy (\$1,300)
- Department provided equipment (All leather gear, firearm, taser, baton, OC spray, flashlight, ammunition, ballistic vest, handcuffs, radio, uniforms, etc.)
- Paid for all training mandated by the department.
- Recruit salary is 10% less than starting pay while attending the police academy.

Benefits: Health / Life / Vision / Dental / Retirement:

- Two health plan options with Employee Assistance Program
- Vision Plan
- Dental Plan
- Medical & Dependent Care Flexible Spending Account(s)
- City Paid Basic Life, Long-Term Disability & Accidental Death & Dismemberment Insurance
- Voluntary Supplemental Life & Accidental Death & Dismemberment Insurance for Employees & Dependents
- Retirement: TMRS 2:1 Match (6%)
- Voluntary investment options

Paid Leave:

Service	Hire Date to 4 Years	5 Years to 9 Years	10 Years & Over
Vacation Leave Accrual	13 Days	15 Days	21 Days
Sick Leave Accrual	10 Hours per month	Same	Same
Paid Holidays	Twelve paid holidays per year		

Minimum Qualifications:

1. Must be a U.S. citizen, at least 20 years of age
2. Must hold a Basic Peace Officer's License issued by Texas Commission on Law Enforcement (TCOLE)
OR
Must meet all legal requirements necessary to become eligible for future licensing by the Texas Commission on Law Enforcement (TCOLE). [Preference will be given to applicants that are currently certified through the Texas Commission on Law Enforcement.
3. High School Diploma or G.E.D. Certificate
4. DD214 for U.S. military service
5. Visual acuity in both eyes, correctable to at least 20/20 binocular vision
6. Valid driver license with acceptable driving record
7. Computer literate
8. Must meet all physical requirements

Step 2 Job-Task Simulation Assessment:

The Red Oak Police Department recognizes the importance of physical fitness and its relationship to job performance. The Job-Task Simulation Assessment Test is given to all candidates who pass the written entrance exam, to ensure that each candidate can perform the rigorous duties and obligations that police officers are called upon to perform. The series of tests in the Job-Task Simulation Assessment are the same for men and women and cannot be modified or changed. Applicants will be required to wear a twelve pound (12 lb.) weighted vest when performing the job-task simulation assessment to simulate the weight of a police officer's equipment.

Note: There is no re-test day for assessment; one re-start is permitted; participants must complete each of the tasks to receive an overall score.

Pursuit and Subdue

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| <ol style="list-style-type: none">1. Open the car door and exit the vehicle on a whistle2. Run 95 yards3. Weave through 8 traffic cones placed 20 feet apart4. Run 105 yards5. Climbs or vaults a 5 foot solid face wooden wall6. Run 105 yards7. Jump a 4 foot horizontal ditch | <ol style="list-style-type: none">8. Run 55 yards and crawl under two (2), 2 foot high traffic barricades placed 3 feet apart, then run 55 yards9. Roll 160 pound dummy into a prone position and crosses hands behind their back to simulate hand cuffing which is the finish position10. Grab a 165 pound dummy11. Drag dummy 35 feet to the finish position |
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Step 3 Issuance & Completion of Personal History Statement:

A completed Personal History Statement is used as a basis for a background investigation that will determine your eligibility for the position for which you are applying. It is essential that all information be complete and accurate. An accurate and complete Personal History Statement will expedite your background investigation; deliberate omissions or falsifications will result in disqualification.

Step 4 Personal History Statement Review:

After the personal history statement has been submitted, a review of the packet and documents along with a preliminary interview will be conducted. This interview and review is utilized to ascertain whether any immediate disqualifiers exist that would prevent the applicant from continuing in the hiring process.

Step 5 Oral Review Board

After a successful personal history statement review and preliminary interview, the applicant will be scheduled for an oral review board. An oral review board is comprised of three to five members that are comprised of various personnel from a myriad of divisions. The oral review board is used to test an applicant's verbal skills and get an idea of the applicant's overall reasoning abilities and common sense.

Step 6 Background Investigation

The background investigation will verify information that the applicant provided on the personal history statement as well as attempting to locate omitted or contradictory information. Multiple State and Federal databases will be searched to locate any criminal history records, driving records, military records and even law enforcement contacts that could affect the applicants suitability for employment.

Step 7 Psychological Evaluation

Psychological exams are comprised of a pre-test self-interview or evaluation along with a series of multiple-choice tests or surveys. The psychologist will also conduct a sit-down interview with the applicant and rate their suitability for employment.

Step 8 Polygraph Examination

The polygraph is a diagnostic instrument that records physiological changes in a person caused by stress, like answering questions that could affect an applicant's suitability for employment. The polygraph relies upon measuring the body's involuntary responses which occur when the subject is consciously being deceptive or untruthful.

Step 9 Medical Examination

Applicants being considered for employment will be scheduled for a medical examination. The medical examination will be conducted by a physician designated by the City of Red Oak and will determine whether the applicant meets the medical standards required to be a Red Oak Police Officer.

Step 10 Drug Testing

Applicants desiring to be a Police officer will have immense responsibility and will undergo drug testing to confirm their suitability for employment.

Step 11 Follow Up Investigation

Any items that were discovered or revealed since the background investigation was completed that require additional investigation.

The City of Red Oak is an Equal Opportunity Employer. The Immigration Reform and Control Act of 1986 require the City of Red Oak to hire only U.S. Citizens and lawfully authorized alien workers. Employability verification will be required of prospective employees.