

Police Officer

Job Description

Performs a variety of duties in the enforcement of laws, the protection of persons and property, and the prevention of crimes; performs specialized police work for assigned area of responsibilities.

- Promotes a secure environment by patrolling, on car, by foot and on bike, the City and assigned districts, deterring crime by presence, assisting in high risk situations, providing special surveillance operations, taking reports, operating Police equipment, enforcing State and local laws and City ordinances, subduing combative or uncooperative citizens, making lawful arrests and keeping the peace on civil scenes.
- Enforces traffic laws by patrolling roadways, responding to calls from Dispatch Center, observing violations and making traffic stops, searching vehicles in probable cause is found, issuing citations or verbal warnings and filing reports.
- Reports on motor vehicle accidents by responding to accidents, clearing the road way, interviewing involved parties, observing and recording evidence at the scene, interpreting and drawing conclusions from evidence, making an overall assessment of the incident, taking appropriate actions, issuing citations and filing reports.
- Investigates crimes by responding to calls for service, interviewing witnesses, victims and suspects, gathering and documenting evidence, submitting evidence, filing reports, issuing citations, taking suspects into custody, and filing charges through the District Attorney's office.
- Maintains positive community relations by answering citizens' questions and providing various other forms of civic service and assistance for citizens, by surveying the public to evaluate problem areas and specific needs and questioning citizens for their opinions on Police matters.

Job Requirements

Education

- High School diploma or GED
- Minimum of 12 college credit hours (Police Recruits with GED Only)
- Must be at least 21 years of age

Certification and Other Requirements

Valid Texas Class C Drivers License

Hiring Process

ALLEN POLICE DEPARTMENT - POLICE TESTING

We look forward to having you participate in our testing process. Below is some information we hope will give you a better insight into our process.

Study guides for the examination are available through the Internal Affairs Division at the Police Administration Building at 205 West McDermott. The cost for the study guide is \$4.00 (only cash or money order is accepted). If you desire to have the guide mailed to you, please send a \$6.00 money order for the cost of the guide and shipping.

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On the test day, you MUST bring with you:

1. Gym clothes and athletic shoes for the physical assessment.
2. Proper identification, specifically your driver's license.

Registration and instructions will begin at 8:30am. No one will be admitted once the process has begun. Out of town applicants are responsible for making their own overnight accommodations. All travel related expenses will be the responsibility of the applicant.

Each of the following steps must be successfully completed prior to your appointment as a police officer:

Entrance Examination

The entrance examination is a four-part examination, which consists of reading comprehension, basic arithmetic, spelling/grammar and writing skills. A score of 70 or higher in each section must be achieved in order to pass the examination and proceed in the process.

Physical Assessment

Each physical assessment exercise attempts to measure whether or not the applicant is fit for duty as a police officer. Failure in any of the areas tested will constitute failure of the entire physical assessment.

Both the written test and physical fitness assessment are PASS/FAIL scores. A passing score in both areas will determine that the candidate is eligible to proceed to the background phase.

Background Investigation

An extensive check of criminal, driving, employment records, education, and credit references will be conducted as well as verification of character references.

Interview Board

After the background investigation is completed; the Investigators will forward this information to the Administrative Staff. The qualified applicants will then be notified of the interview date.

The applicant will be interviewed in the areas of their general background, current and past employment, prior police experience, criminal history, traffic record and military service. The applicant is also given situational reasoning scenarios and evaluated on those responses. During this interview, the applicant is evaluated in the areas of appearance, dependability, reaction to pressure and situational reasoning ability, along with interpersonal and oral communication.

Polygraph Examination

The department's polygraph examiner is licensed by the state and conducts the examinations within the state guidelines. The results of the examinations will be regularly monitored by Internal Affairs to ensure that polygraph procedures are fair, impartial and, that all applicants are given adequate opportunity to resolve areas of deception through every reasonable means. The ultimate decision to employ remains with the Chief of Police.

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Psychological Examination

The applicant is assessed for their psychological suitability for law enforcement work. The applicant is evaluated for hypersensitivity, impulsiveness and frustration tolerance, as well as attributes such as achievement, flexibility, sensitivity, maturity, intelligence, somatic concerns, mood, social adjustment, anxiety, emotional control, dominance, moral-ethical behavior, impression formation and attitudes. An applicant must receive a rating of 4.0 or above to pass the psychological examination.

Physical Examination and Drug Screen

A police officer is responsible for preservation of the public peace, the protection of life, liberty, and property, the prevention of crime, the arrest and prosecution of violators of State Law and City Ordinances. The work environment includes vehicle patrol and in some instances foot patrol. Therefore, applicants are evaluated for their ability to perform the specific job requirements, specifically: lifting, running, bending, and walking. Hearing and eyesight are also tested.

Once an applicant has successfully passed each of the previous phases, they will then be scheduled for an interview with the Chief of Police.

Should you have any questions, please contact Investigator Melissa Wendt 214-509-4210 or Corporal Paul Holland 214-509-4208.

PHYSICAL ASSESSMENT REQUIREMENTS

Each applicant will be required to complete each of the following physical requirements within the specified range to pass the physical agility examination. There is no difference in the requirements for males and females.

Physical Requirements

- 1.5 Mile Run 16:28 Minutes
- 300 Meter Run 71 Seconds
- Bench Press .64% of Body Weight
- Push Ups 25 Repetitions
- Sit Ups 29 Repetitions
- Vertical Jump 16 Inches

An applicant must complete the minimum set requirement on each test to receive a passing score for the physical agility examination. If an applicant fails one section of the examination, they will not proceed to the next test.

ELIGIBILITY REQUIREMENTS FOR POLICE OFFICER

- Applicant must be at least 21 years of age;
- Applicant must be a citizen of the United States;
- Applicant must have a High school diploma or GED;
- Must a current and valid motor vehicle operator's license;

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- Police Recruits must have a high school diploma; or a high school equivalency certificate and have completed at least 12 hours at an institution of higher education with at least a 2.0 grade point average on a 4.0 scale; or an honorable discharge from the armed forces of the United States after at least 24 months of active duty service. This does not apply to Certified Texas Peace Officers.
- Have been honorably discharged from any and all military service or provide proof of acceptable military re-enlistment eligibility if prior service is uncharacterized;
- Not have been convicted at any time of an offense of family violence;
- Not have been on court-ordered community supervision or probation for any criminal offense above the grade of a Class B misdemeanor or a Class B misdemeanor within the last ten years from the date of the court order;
- Not ever been convicted of an offense above the grade of a Class B misdemeanor or a Class B misdemeanor within the last ten years;
- Not have any criminal charges pending or under indictment for any criminal offense;
- Not be currently on court-ordered community service or probation for any criminal offense;
- Not have excessive traffic tickets or accidents;
- Not have had a license issued by the Texas Commission on Law Enforcement Officer Standards and Education revoked or suspended;
- Be of good moral character
- Must be able to work shift work, holidays and weekends
- Must have the ability to read and comprehend training materials, departmental policy, rules, regulations, laws and ordinances;
- Must have the ability to establish effective working relationship with other employees, law enforcement agencies and the public;
- Must have the ability to learn the use and care of firearms and specialized equipment;
- Must possess 20/20 vision, either corrected or uncorrected or uncorrected in each eye, unless vision is corrected by the use of contact lenses which must be worn on duty and/or during all law enforcement related activities. Must be free of dichromatic color blindness, night blindness and any other visual deficiencies or limitations.
- Must possess hearing that cannot exceed an average hearing loss of 25 decibels (ANSI) at 1000, 2000, and 3000 Hertz; cannot exceed a single reading of 35 decibels at 1000, 2000, 3000 Hertz; cannot exceed a single reading of 35 decibels at 500 Hertz; and cannot exceed a single reading of 45 decibels at 4000 Hertz.

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INELIGIBILITY AND DISQUALIFIERS LIST

Below is a list of occurrences that may disqualify the applicant either permanently or make the applicant ineligible for hire for a specified period of time. These causes for disqualification are in accordance with Texas Commission on Law Enforcement Officer Standards and Education. These causes include, but are not limited to those listed below:

INELIGIBILITY LIST

1. IS NOT A CITIZEN OF THE UNITED STATES. The applicant will be considered ineligible until citizenship is obtained in accordance with state and federal laws.
2. HAS BEEN CONVICTED OF OR ADMITTED TO CONDUCT that constitutes a Class A or Class B misdemeanor under the Penal Code or equivalent under federal law, to include the Uniform Code of Military Justice (UCMJ), within ten (10) years, will result in a temporary rejection. Crimes involving moral turpitude may result in permanent disqualification and will be considered on a case-by-case basis with appropriate consideration of circumstances and how recently the crime occurred.

Has been convicted of or admitted to conduct which constitutes a felony under state or federal law, to include the UCMJ. Conviction of or admission to conduct that constitutes a felony will result in a permanent disqualification.

An applicant will not be considered for employment while charges are pending for any criminal offense.

NOTE:

For the purposes of item #2 mentioned above, a person is convicted of a felony or misdemeanor crime involving moral turpitude, if a court of competent jurisdiction enters an adjudication of guilt against the person, or a plea of guilty is entered by the person, under the laws of this or another state or the United States, regardless of whether:

The sentence is subsequently probated and the person is discharged from probation or community supervision;

Deferred adjudication is granted;

The accusation, complaint, information, or indictment against the person is dismissed is released from all penalties and disabilities resulting from the offense: or

The person is pardoned for the offense, unless the pardon is granted expressly for subsequent proof of innocence.

3. HAVING A CONVICTION FOR DRIVING UNDER THE INFLUENCE (DWI OR DUI) WITHIN TEN (10) YEARS PRECEDING THE DATE OF APPLICATION OR DURING THE HIRING PROCESS. This will result in a temporary disqualification until the ten-year time period has expired from the date of the conviction.

4. NOT EVER BEEN OR CURRENTLY ON COURT ORDERED COMMUNITY SUPERVISION OR PROBATION ABOVE THE GRADE OF A CLASS B MISDEMEANOR OR A CLASS B MISDEMEANOR WITHIN THE LAST 10 YEARS. This will result in a temporary disqualification

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until the ten-year time period has expired from the date of the court order.

5. HAS FAILED TO DEMONSTRATE THEIR ABILITY TO READ, WRITE AND FLUENTLY SPEAK THE ENGLISH LANGUAGE. The applicant will be ineligible until the deficiency is corrected.

6. IS UNABLE TO PERFORM THE ESSENTIAL FUNCTIONS OF THE POSITION TO WHICH HE/SHE SEEKS APPOINTMENT, WITH OR WITHOUT REASONABLE ACCOMMODATION. The applicant will be ineligible until he/she is able to perform the essential job functions.

7. IS UNABLE TO OBTAIN A TEXAS DRIVERS LICENSE WITHIN THE SPECIFIED TIME REQUIRED BY THE TEXAS TRANSPORTATION CODE. The applicant will be ineligible until he/she is able to obtain a Texas Drivers License.

DISQUALIFIERS LIST

Subject to final interpretation by the Chief of Police or his/her designee any of the following categories can be used as guidelines for temporary or permanent disqualification.

1. HAS USED ILLICIT SUBSTANCES AS INDICATED IN THE FOLLOWING GUIDELINES:

Applicants will be temporarily disqualified when they have admitted to conduct which constitutes illegal use of marijuana during the last ten (10) years. This will be evaluated on a case-by-case basis. The age of the applicant at the time of the illegal usage will be taken into consideration.

b. Applicants, who admit to conduct which constitutes abuse of legally obtained prescription medication(s), or illegal use of prescription medication(s) of another person, may be temporarily or permanently disqualified. Conduct involving the abuse and/or misuse of prescription medication(s) will be considered on a case-by-case basis with consideration given to circumstances and recency. Applicants will be permanently disqualified when it has been determined or they have admitted to conduct which constitutes illegal use of felony grade substances as defined in the Texas Penal Code. This also will be evaluated on a case-by-case basis.

2. APPLICANTS WILL BE TEMPORARILY DISQUALIFIED WHO HAVE VIOLATIONS EXCEEDING THREE (3) EVENTS (MOVING VIOLATIONS OR PREVENTABLE ACCIDENTS) IN THE PRECEDING THIRTY-SIX (36) MONTHS OR A RECKLESS DRIVING CONVICTION IN THE PRECEDING SIXTY (60) MONTHS.

Lesser but more severe violations that tend to indicate driving habits that are not compatible with the operation of emergency vehicles and present potential liabilities to the City of Allen will be temporarily disqualified. Reapplication will be permitted when the candidate can meet the above standards.

3. HAS BEEN DISMISSED OR RESIGNED IN LIEU OF DISMISSAL FROM ANY EMPLOYMENT FOR INEFFICIENCY, DELINQUENCY, OR MISCONDUCT. THIS WILL BE EVALUATED ON A CASE-BY-CASE BASIS.

Disqualification under this provision will be considered permanent.