

# ENTRY LEVEL & LATERAL ENTRY POLICE OFFICER

## CITY OF RED OAK POLICE DEPARTMENT

### NOTICE OF EMPLOYMENT EXAMINATION

Date of Exam: Saturday, October 24<sup>th</sup>, 2020

**The Red Oak Police Department is seeking applicants for:  
ENTRY LEVEL & LATERAL ENTRY POLICE OFFICER**

### APPLICATION DEADLINE

Applications will be accepted until Friday, October 16<sup>th</sup>, 2020, at 5:00 pm. All City of Red Oak job openings are posted at <http://www.redoaktx.org/908/Employment> and applications can be submitted electronically through this employment portal. Applications must be electronically submitted by Friday, October 16<sup>th</sup>, 2020, at 5:00 p.m. The date of the entrance examination is Saturday, October 24<sup>th</sup>, 2020.

**Due to COVID restrictions, we will conduct two examination sessions on this date; the first session will begin at 8:30 AM with the second session beginning at 1:30 PM. Applicants will be advised which session to attend prior to the exam date. Applicants will be required to wear a mask during the examinations and social distancing will be enforced.**

### STARTING PAY (CURRENT PAY SCALE IS EFFECTIVE THROUGH 3/31/2021, NEW HIGHER PAY SCALE IS EFFECTIVE 4/1/2021)

Starting pay for an entry level Police Officer is \$50,000.00 annually upon completion of the Police Academy unless the applicant qualifies for lateral entry which could raise the starting pay up to \$56,243 DOQ.

### 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.

## LATERAL ENTRY

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        |

### RED OAK POLICE DEPARTMENT STEP PLAN (PRESENT-3/31/21)

#### 2020 RED OAK POLICE DEPARTMENT STEP PLAN (Current pay until 4/1/2021)

| 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 |                 |                 |

### RED OAK POLICE DEPARTMENT STEP PLAN (EFFECTIVE 4/1/21)

#### 2020 RED OAK POLICE DEPARTMENT STEP PLAN (Effective 4/1/2021)

| RANK            | STEP 1   | STEP 2          | STEP 3          | STEP 4          | STEP 5          | STEP 6          |
|-----------------|--|-----------------|-----------------|-----------------|-----------------|-----------------|
| ACADEMY RECRUIT | \$46,350-Yearly Recruit pay until the recruit graduates from the regional police academy and passes the Texas Commission on Law Enforcement Examination. |                 |                 |                 |                 |                 |
| OFFICER         | \$51,500-Yearly  | \$53,560-Yearly | \$55,702-Yearly | \$57,930-Yearly | \$60,247-Yearly | \$62,658-Yearly |
| SERGEANT        | \$69,010-Yearly  | \$71,770-Yearly | \$74,641-Yearly | \$77,627-Yearly |                 |                 |
| LIEUTENANT      | \$84,135-Yearly  | \$87,501-Yearly | \$91,001-Yearly | \$94,641-Yearly |                 |                 |

## TRAINING & EQUIPMENT

- Paid Police Academy (\$1,300), unless the Applicant is already TCOLE certified.
- 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.

## 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   |

## BENEFITS: HEALTH / LIFE / VISION / DENTAL / RETIREMENT

- *Three health plan options with Employee Assistance Program*
- *Vision & 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 (7%)*
- *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

## IMMEDIATE DISQUALIFIERS

1. Must NEVER have been convicted of, nor placed on deferred adjudication for:
  - A. any Felony or Class A misdemeanor
  - B. a Class B misdemeanor within the last 10 years, and no admission of the commission of a Class B misdemeanor within the last 5 years
2. Four or more Class C misdemeanors in the last 10 years and none within the last 12 months
3. NO more than three (3) convictions of hazardous traffic violations in the last twenty-four (24) months. (Does not include "Deferred Adjudication" or "Driver's Safety Course.")
4. Suspended driver's license at time of application
5. Domestic violence conviction
6. Must not be prohibited by law from possessing firearms or ammunition
7. Drug History involving:
  - A. Use of Marijuana two (2) years or less from application date, or
  - B. Use of any other illegal substance ten (10) years or less from application date
  - C. Use of any hallucinogenic drug
  - D. Sale or distribution of any illegal substances, or
  - E. Extensive use of any drug that amounts to more than minimal experimentation

## POSSIBLE DISQUALIFIERS

1. Poor credit history
2. Lesser degree misdemeanor conviction
3. Poor driving record
4. Arrest history
5. Previous warrants
6. Any behavior which demonstrates a lack of high moral character

## JOB DESCRIPTION & ESSENTIAL FUNCTIONS

The purpose of this position is to perform law enforcement and crime prevention services to the public, to control traffic flow and enforce State and local traffic regulations; and to participate in and provide support and assistance to special Department crime prevention and specialized law enforcement programs. 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. This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties

## JOB DESCRIPTION & ESSENTIAL FUNCTIONS (CONTINUED)

performed by any single incumbent in this position.

- Patrols City in radio-equipped vehicle; answers calls for protection of life, property, and enforcement of City, County, and State laws. Conducts preliminary investigations of disturbances, prowlers, burglaries, thefts, hold-ups, vehicle accidents, deaths, and other criminal incidents. Checks buildings for physical security.
- Responds to calls related to traffic incidents and any other required emergencies; observes, monitors, and controls routine and unusual traffic conditions; assists and advises motorists and enforces traffic safety laws. Stops drivers who are operating vehicles in violation of laws; warns drivers against unlawful practices; issues citations, and make arrests as necessary. Directs traffic at fires, special events, and other emergency or congested situations.
- Makes arrests as necessary. Interviews victims, complainants and witnesses; interrogates suspects; gathers and preserves evidence; testifies and presents evidence in court. Searches, fingerprints, transports, and books prisoners.
- Prepares arrest reports, activities performed, and unusual incidents observed.
- Plans and executes crime prevention programs and presentations for local schools, churches, businesses, and community groups. Maintains contact with citizens regarding potential law enforcement problems.
- Assists in the performance of special investigative and crime prevention duties, as assigned.

### Step 1 Written Examination

(Qualifying lateral entry applicants will proceed directly to Step 3)

The National Police Officer Selection Test (POST) is an entry-level basic skills test that assists law enforcement agencies in identifying qualified applicants by ensuring that candidates possess the basic cognitive skills necessary to successfully perform the job. The POST is a valid, job-related test designed specifically for law enforcement use, which measures these basic skills: Arithmetic, Reading Comprehension, Grammar and Incident Report Writing. The POST exam is used for law enforcement officer selection by a variety of municipal, county, state and federal agencies. The POST is the official test of 25 state Police Chief Associations. Online POST practice tests and preparation guides can be purchased by applicants to prepare for the written examination.

Online POST Practice Tests: Applicants can go to

<https://www.applytoserve.com/Study/> and pay a \$15.00 fee to take an online practice version of the POST test that applicants will encounter on exam day.

Step 1 Written Examination (continued)  
(Qualifying lateral entry applicants will proceed directly to Step 3)

Applicants will be able to see if they can complete each test section in the time allowed and review their work with any time remaining. After the time expires or the applicant has submitted their work, applicants will receive immediate feedback about their performance. Thorough explanations are provided for each incorrect response so you better understand how to improve. Please note that purchases are good for one attempt at the POST practice exam.

Online POST Preparation Guides: Applicants can go to <https://www.applytoserve.com/Study/> and pay a \$5.00 fee to obtain an online POST study guide that will assist applicants in learning about the National Police Officer Selection Test (POST) before actually taking it. Includes sample questions in addition to information about test sections and time limits.

**Don't wait until the last minute to order your guide!**

**Written Exam Location:** Red Oak Municipal Center  
200 Lakeview Parkway  
Red Oak, TX 75154

**Date:** Saturday, October 24<sup>th</sup>, 2020

**Registration Time:** Session 1 8:00 AM-8:25 AM  
Session 2 1:00 PM-1:30 PM  
(Must present ID matching application submitted)

**Testing Time:** 8:30 AM / 1:30 PM depending on session assignment,  
doors will lock at the end of the registration time.

**Testing Dress Attire:** Business casual dress and athletic attire for job-task simulation assessment test after a passing score on the written examination. Candidates who do not pass the written examination will not proceed to the physical ability rowing test.

**COVID Restrictions:** Applicants will be required to wear a mask during the examinations and social distancing will be enforced. Examination site will be disinfected after each session and after each physical ability rowing test.

## Step 2 Physical Ability Rowing Test (Qualifying lateral entry applicants will proceed directly to Step 3)

The physical ability rowing test is designed to determine the overall fitness level of an applicant. All applicants must pass the physical ability test on the Concept2 Rower at 50% based on standardized age and gender norms. The applicant's target time will be set according to their age, gender and weight on the day of the exam. Applicants not passing the physical ability rowing test on the Concept2 Rower will not be allowed to continue through the hiring process. Applicants will be allowed to reapply during the next scheduled examination. The physical ability rowing test consists of rowing 2000 meters on a Concept2 Rower with the damper set at level "5". Applicants cannot put their feet on the ground until they are finished. Applicants should view the below video tutorial on how to use the rower. Applicants will be encouraged to prepare for the exam by training on the Concept2 Rower which is available at local gyms & fitness facilities.

The following links have been provided to assist applicants in preparing for the physical ability rowing test. The rowing stroke is depicted at [Rowing Technique Link](#) along with common rowing errors at [Common Rowing Errors Link](#). Applicants can also determine the maximum time allowed to complete the physical ability rowing test at the following links: [Concept 2 Rower Max Calculator](#) & [Calculator Instructions](#). The [Calculator form](#) or the [VO2 Calculator](#) can assist you in determining your requirements and to establish your fitness goals.

## 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

### Step 5 Oral Review Board: (continued)

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 applicant's 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.