

**\$3,000 HIRING INCENTIVE for currently certified  
TCOLE peace officers! Certain conditions apply.**

Dear Applicant:

Thank you for your interest in the City of Lockhart Police Department. Enclosed is an application packet which includes information regarding the entrance test posting, a timeline of the testing activities, pay schedule, position minimum requirements, and a City of Lockhart Application for Employment, as well as details about the physical testing and firearms proficiency testing. Please review the information carefully to determine if you are prepared to meet these standards.

The City of Lockhart Police Department is governed by the Local Government Code Civil Service Chapter 143. All applicants must meet the MINIMUM ELIGIBILITY REQUIREMENTS FOR POLICE OFFICER in order to be eligible to test with the department. Upon completion of the written exam, an eligibility list is created based on the applicants' test scores and additional points for military service if applicable. This list will remain in effect for one year or until exhausted, whichever occurs first.

**Applicants must be certified as a TCOLE Texas Basic Peace Officer OR expect to obtain TCOLE certification on or before January 1, 2020. Proof of certification must be given to the Civil Service Director by January 1, 2020 for that candidate to remain on the entrance eligibility list.**

The application and the following documents must be completed and submitted to the Civil Service Director no later than 5:00 p.m. on **November 13, 2019**:

- A copy of your Basic (or above ) Peace Officer Certification by the Texas Commission on Law Enforcement OR evidence of current enrollment in an academy approved by the Texas Commission on Law Enforcement.
- Signed Release from Liability for physical agility testing.
- Original DD-214 if applicable-must indicate discharge status (i.e. honorable, general, dishonorable, etc).
- Copy of valid driver's license.
- Signed Police Officer Job Description.

The application and copies of the required documents must be returned to the Civil Service Director by 5:00 p.m. on **November 13, 2019**. Failure to meet this deadline shall render the candidate ineligible to take the examination. **NO EXCEPTIONS!**

Packets may be returned in person at City Hall, 308 West San Antonio Street, mailed to City of Lockhart, Attn: Julie Bowermon, PO Box 239, Lockhart, Texas 78644, or emailed to [jbowermon@lockhart-tx.org](mailto:jbowermon@lockhart-tx.org)

**\*Applicants will be required to provide proof of identity by presenting their valid driver's license on the day of the written exam.**

Should you have further questions, please contact me via telephone at (512) 398-3461 ext 244 or via email at [jbowermon@lockhart-tx.org](mailto:jbowermon@lockhart-tx.org).

Sincerely,

  
Julie Bowermon  
Civil Service Director



## NOTICE OF CIVIL SERVICE EXAMINATION Police Officer

**EXAMINATION:**     **DATE:**           Saturday, November 16, 2019  
                         **TIME:**           9:00 a.m.  
                         **PLACE:**          Glosserman Room (at City Hall)  
  308 West San Antonio Street  
  Lockhart, Texas 78644

**ELIGIBILITY LIST:** The Eligibility List established through this testing will be effective for twelve months from the date of the test or until exhausted, whichever comes first.

**INTENT TO TEST:** Application packets can be obtained from the Civil Service Director at 308 West San Antonio Street, Lockhart, Texas 78644 or on-line at [www.lockhart-tx.org](http://www.lockhart-tx.org).

**APPLICATION DEADLINE:**     Wednesday, November 13, 2019 at 5:00 p.m.  
  **ABSOLUTELY NO EXCEPTIONS**

**HOW TO APPLY:**     Submit application packet to the Director of Civil Service by deadline.

Application packets may be returned:

- **In person** at City Hall, 308 West San Antonio Street, Lockhart, Texas 78644;
- **By mail** to City of Lockhart, Attn Julie Bowermon, PO Box 239, Lockhart, Texas 78644;
- **By email** to [jbowermon@lockhart-tx.org](mailto:jbowermon@lockhart-tx.org).

**Faxed applications will not be accepted. Applications post-marked by the deadline, but not physically received by the Director by the deadline will not be accepted.**

Failure to return a completed application packet by the above date, time, and method of delivery shall render the candidate ineligible to take the examination.

### **PHYSICAL AGILITY &**

**FIREARM QUALIFICATION:**     Physical Agility & Firearm Qualification will follow the written examination for top scoring applicants who pass the written examination.

Candidates must be certified as a TCOLE Texas Basic Peace Officer OR expect to obtain TCOLE certification on or before January 1, 2020. Proof of certification must be given to the Civil Service Director by January 1, 2020 for that candidate to remain on the entrance eligibility list.

## **POLICE OFFICER APPLICANT TESTING TIMELINE**

October 11, 2019 – Notice posted.

November 13, 2019 – Application deadline; turned in by 5pm.

November 16, 2019 – Written Exam begins at 9am.

November 16, 2019 – Top scoring applicants passing written exam to report to Lockhart PD Gun Range at approximately 12pm for physical agility testing and firearms qualifications.

To be announced - Applicants with passing scores on the written exam and the physical agility testing and firearm qualification will be invited to complete a background packet.

To be announced – Background packets due.

To be announced – Applicant interviews.

Applicants selected for hire will be notified and conditional job offers made, based upon satisfactory completion of physical exam and drug screening.

**\$3,000 HIRING INCENTIVE for currently certified TCOLE peace officers! Certain conditions apply.**

**Police Department  
Civil Service Personnel  
Rate Per Hour  
Effective October 1, 2019**

**Tenure<sup>1</sup>**

**Police Cadet**  
Per Hour

0								
\$18.13								

**Tenure**

**Police Officer**  
Per Hour

0	1	2	4	6	8	10	12+
\$23.76	\$24.38	\$25.01	\$25.64	\$26.41	\$27.20	\$28.02	\$28.86

**Tenure**

**Sergeant**  
Per Hour

2	4	6	8	10+			
\$29.42	\$30.03	\$31.01	\$32.02	\$33.06			

**Tenure**

**Lieutenant**  
Per Hour

4	6	8+					
\$33.50	\$34.66	\$35.89					

**Tenure**

**Captain**  
Per Hour

4	6+						
\$36.00	\$38.16						

**Additional Benefits:**

- Certification Pay
- Education Pay
- Longevity Pay
- Assignment Pay for Detective, Field Training Officer, Bailiff Warrant Officer, & School Resource Officer
- Shift Differential Pay
- Uniforms provided, uniform allowance provided to Detectives
- 3 weeks vacation leave annually
- 3 weeks sick leave annually
- 12 paid holidays annually
- 1 personal holiday annually
- Retirement
- Life Insurance
- Health Insurance

**\*Certain conditions apply to be eligible for the additional benefits outlined above. Please refer to the Application Packet or the Civil Service Director for further information.**

# **LOCKHART POLICE DEPARTMENT**

## **Applicant Testing Process**

The Lockhart Police Department has set selection standards at a high level. The police profession is demanding and it is the intent of this department to hire only those applicants who can meet these rigorous physical and mental standards. This process is designed to include serious candidates who can meet the challenge.

### **FAILURE AT ANY STAGE OF THE TESTING PROCESS IS A DISQUALIFIER.**

The Lockhart PD testing process consists of four (4) stages:

#### **Stage One –Written Testing.**

**For top scoring applicants, the physical agility testing will be held the same day of the written exam.** For other applicants passing the written exam, physical agility testing will be held at a late date throughout the selection process, as necessary.

#### **Stage Two – (Physical Agility Testing) 1/5 Mile Course.**

Candidates will be required to complete a 1/5 mile course within the designated area at the Range in three minutes or less.

#### **Stage Three – (Physical Agility Testing) Obstacle Course.**

The physical agility test includes successfully completing the Lockhart PD obstacle course within specified time limits. The obstacle course contains sixteen challenges that reflect the types of physical demands a patrol officer will encounter while on duty in Lockhart. These obstacles are also consistent with the physical demands contained in the police officer job description and you are required to complete in 5 minutes or less.

#### **Stage Four - Firearms Testing.**

Applicants who pass both the written exam and physical agility testing will be contacted to complete the firearms testing as necessary during the selection process. Candidates are expected to meet department firearms qualification standards with both handgun and shotgun. The applicant will provide his/her own factory ammunition. The police department will provide shotgun rounds. Handgun must be of semi auto version, no smaller than 9mm.



**LOCKHART POLICE DEPARTMENT**

**1/5 MILE COURSE**

**Stage 2**



**Applicant is required to complete the 1/5 mile around the Range area and to complete the course in 3 minutes or less.**

**Please follow the instructions.**



## **LOCKHART POLICE DEPARTMENT**

### **OBSTACLE COURSE**

#### **Stage 3**



The obstacle course start line is from inside of a parked patrol car (driver's seat). The applicant should be able to complete the course. Applicants will be given an opportunity to see the course and have the station objectives explained prior to testing. The applicant is encouraged to complete the course as expeditiously as possible. Applicant should be able to complete this stage in 5 minutes or less.

#### **Station**

#### **Objective**

- |    |  |
|----|--|
| 1  | 8' wide pit. Jump across or use balance beam to cross.           |
| 2  | 5' wall. Go over wall.   |
| 3  | 2' horizontal pole. Go under.                                    |
| 4  | 5' horizontal pole. Go over.                                     |
| 5  | 2' horizontal pole. Go under.                                    |
| 6  | Low window. Go through.  |
| 7  | Privacy fence with vertical slats 14" apart. Go between slats.   |
| 8  | Barbed wire fence. Go between wire strands.                      |
| 9  | Horizontal slat fence with slats 14" apart. Go between slats.    |
| 10 | 4' wall. Go over wall.   |
| 11 | Wooden box – 8' long. Crawl through box.                         |
| 12 | High window. Go through.   |
| 13 | Staggered tires. Run/walk through tires.                         |
| 14 | 3 x 15' balance poles. Walk all three poles without falling off. |
| 15 | Slalom poles. Run around poles.                                  |
| 16 | 75- Yard dash to start/finish line.                              |

Applicants are encouraged to wear long sleeved shirts, long pants, gloves, and athletic shoes or combat boots while attempting the course. These precautions are for the protection of the applicant as scrapes, bruises, cuts and splinters are possible during this stage of testing.



## LOCKHART POLICE DEPARTMENT

### ENTRY LEVEL FIREARMS PROFICIENCY

#### Stage 4



MINIMUM PASSING PERCENTAGE SHALL BE 70 % FOR EACH FIREARM.

### HANDGUN

MINIMUM PASSING SCORE SHALL BE 175 OUT OF POSSIBLE 250 SCORE

#### 0 YDS (Point Blank)

Draw from holster fire 5 rounds

#### 3 YDS

Draw from holster fire 5 rds

Draw from holster fire 5 rds

#### 7 YDS

Draw from holster fire 5 rds

Draw from holster fire 5 rds

#### 7 YDS

Draw from holster fire 5 rds

Draw from holster fire 5 rds

#### 15 YDS

Draw from holster fire 5 rds, RELOAD fire 5 rds TIMED 15 seconds

#### 15 YDS

Draw from holster, fire 5 rds

### SHOTGUN

#### 15 YD

#### 5 - RDS SLUG

Start with empty shotgun, breech closed, LOAD chamber, and load magazine with 4 rds. FIRE AT WILL 5 rds on target.

4- rds in scoring zone in target is passing

## **FIREARMS SAFETY RULES**

### **Cardinal rules of firearms handling:**

- I. TREAT ALL WEAPONS AS IF THEY ARE LOADED
- II. NEVER POINT A WEAPON AT ANYONE UNLESS DEADLY FORCE IS JUSTIFIED.

### **Basic firearms safety rules:**

- 1. Strict discipline will be maintained on the range at all times to prevent accidents and injuries. Carelessness and thoughtlessness will not be tolerated during firearms training.
- 2. "NO HORSEPLAY". You will be asked to leave or removed from the range at discretion of the "RANGE MASTER" or "RANGE OFFICER".
- 3. Eyes and ear protection is required.
- 4. NO SMOKING on firing line. Smoking is allowed in designated area. No butts on the ground.
- 5. NO TALKING on the firing line. No one except the instructor should speak to anyone on the firing line. DO NOT turn around to speak with the instructor.
- 6. NO handling of weapons behind firing line until permission has been granted.
- 7. Weapons will remain in holster unless directed otherwise by Range Master or Range Officer. NO EXCEPTIONS.
- 8. Muzzle of weapon will be pointed "DOWN RANGE" at all times. Down Range means pointed towards target backstop.
- 9. Load weapons on command only.
- 10. Never anticipate a command. If you do not understand, ASK for clarification.
- 11. Never go forward of firing line until line has been cleared and command given by instructor.

## **FIREARMS SAFETY RULES** (CONTINUED)

12. Never give a firearm to anyone or accept a firearm from another person unless it is in a safe condition.
13. Never lay a loaded firearm down and leave it unattended.
14. In case of a misfire, keep muzzle pointed down range, clear weapon. If assistance is needed contact the instructor by raising your hand.
15. Never fire a succeeding shot following a shot malfunction until the barrel has been examined to ensure there is not a lodged bullet in the barrel.
16. Do not drop ammunition. It will discharge if primer strikes a hard, sharp object.
17. Never draw weapon with finger in trigger guard.
18. Never place finger on trigger until weapon is on target.
19. Never cover any part of your body with weapon
20. Never turn around on the firing line in absence of instructors command.
21. Never harass shooters on the line.
22. Never holster your weapon with finger on the trigger.
23. When using kneeling position never draw weapon before you are on your knee and holster weapon before standing up.
24. Pay strict attention to instructor at all times. This is intended to reduce the possibility of accident or injury.
25. Should it become necessary to handle your weapon off of the shooting line the **“SAFETY BARRELL”** will be used and only at the direction / permission of the Range Master or Range Officer. This is to ensure safety at all times.
26. Unsafe acts with a weapon is subject for disqualification and / or removal from the range.

## **MINIMUM ELIGIBILITY REQUIREMENTS FOR POLICE OFFICERS**

An applicant for police officer shall meet the following criteria in order to be considered for an entry-level position:

- (a) Achieve a minimum passing score of seventy (70) percent on the written examination;
- (b) Successfully complete the physical ability test as prescribed by the Police Department, demonstrating the applicant is physically capable of performing the essential job functions for the position of Police Officer;
- (c) Pass a background investigation;
- (d) Successfully complete the video-based behavioral testing (BPAD) or other situational reasoning testing and assessment, as determined by the Chief;
- (e) Pass oral interviews;
- (f) Successfully complete a post-job offer psychological examination, if required by TCOLE Regulations, and medical examination that includes passing a visual acuity test with the standard established as 20/100 or better in each eye with both eyes correctable, with eyeglasses, to at least 20/20 binocular vision, or 20/200 or better vision correctable to at least 20/20 binocular vision with contact lenses, and the ability to distinguish between basic color groups, and physician certification that the applicant is not dependent on and does not use illegal drugs or misuse legal drugs;
- (g) Be at least twenty-one (21) years of age and not more than forty four (44) years of age at the time of hire.
- (h) Be a graduate of an accredited high school or have an equivalency certificate;
- (i) Have a valid Texas driver's license at the date of hire;
- (j) Be a citizen of the United States by birth or naturalization;
- (k) Be able to read, write, and speak the English language fluently;
- (l) Be of good moral character;
- (m) Shall not be prohibited from purchasing or carrying a firearm or possessing ammunition; and
- (n) Preferably possess a certification as a peace officer as established by the Texas Commission on Law Enforcement at time of examination. Applicant shall provide evidence of certification on or before date of hire.

## **CAUSE FOR REJECTION FOR FIRE FIGHTERS AND POLICE OFFICERS**

The City may reject an applicant for one or more of the following reasons listed below. Time calculations for an action that constitutes rejection for a specified period of time shall be calculated from the date the application for employment is submitted by an applicant.

- (a) Applicant fails to pass any part of the entrance examinations;
- (b) Applicant fails to make application in the manner prescribed in the notice of examination, and/or fails to file the application with the Director within the time limits prescribed in the notice of examination;
- (c) Applicant fails to meet Minimum Standards for Initial Licensure as set forth by Texas Commission on Law Enforcement Officer Standards and Education for peace officer candidates or fails to meet any of the minimum requirements expressed in the rules of the Texas Commission on Fire Protection and the Texas Department of State Health Services for fire fighter candidates;
- (d) Applicant for Police Officer is not a citizen of the United States of America by birth or naturalization. The applicant shall be considered disqualified until citizenship is obtained in compliance with federal laws.
- (e) Applicant fails to demonstrate his/her ability to read, write, and fluently speak the English language. The applicant shall be disqualified until the deficiency is corrected.
- (f) Applicant is unable to perform the essential functions of the position to which he/she seeks appointment, with or without reasonable accommodation.
- (g) Applicant 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), except for marijuana use, within the past ten (10) years may result in a temporary rejection. Applicant cannot have formal criminal charges above a Class C misdemeanor pending before a Grand Jury or District Attorney's office. Crimes involving moral turpitude may result in permanent disqualification and shall be considered on a case-by-case basis with appropriate consideration of circumstances and recency. Applicant must not be on court-ordered community supervision or probation for any misdemeanor offense above the grade of a Class C misdemeanor. Applicant will be rejected if he/she is subject of any arrest warrant above the grade of Class C misdemeanor. All Class C misdemeanor warrants must be cleared within fourteen (14) days of notification of existence of warrant(s).

Applicant 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 shall result in permanent disqualification.

The Fire and Police Chiefs may recommend, and the City Manager may authorize, a variance of the above standards on a case-by-case basis.

An applicant shall not be considered for employment while charges are pending for any criminal offense or while he/she is currently on probation for any offense.

- (h) Applicant has made any false statement in any material fact; withheld information, practiced or attempted to practice any deception or fraud in his/her application, examination or appointment. Depending on the variables involved, rejection may be either permanent or temporary.
- (i) Applicant fails to complete or satisfactorily meet the employment process requirement of the respective Department, including missed appointments, failure to return necessary paperwork, failure to notify Department of changes in address or telephone numbers, failure to properly complete any or all application materials, or who otherwise fails to complete application process.
- (j) Applicant fails to satisfactorily pass the oral interview process, including but not limited to B-PAD (Behavioral Personnel Assessment Device, if required by the Chief) for police officer applicants. An applicant shall be disqualified for failure to verbally communicate effectively and appropriately; failure to demonstrate an understanding of the roles and responsibilities of a fire fighter or police officer; failure to present the maturity expected of a fire fighter or police officer; or failure to accurately and precisely respond to the questions of the interviewers.
- (k) Applicant has used illicit substances as indicated by the following guidelines:

An applicant may be temporarily or permanently disqualified if it has been determined by the City that, or he/she has admitted to, conduct which constitutes excessive and/or recent use of illicit substance(s) or excessive use of intoxicants, under the following guidelines:

- (1) Consumption of marijuana within the last 5 years.
- (2) Consumption of paints, gases or other abusable chemicals.
- (3) Unlawful consumption of any Texas Health and Safety Code Penalty Groups I and II drugs (excluding Marijuana).
- (4) Unlawful consumption of any Texas Health and Safety Code Penalty Groups III, IV, or V drugs within the last 10 years.

Conduct involving excessive and/or recent use of illicit substance or excessive use of intoxicants shall be considered on a case-by-case basis with consideration given to circumstances and recency.

An applicant may be temporarily or permanently disqualified if it has been determined by the City that he/she has admitted to, conduct which constitutes abuse of legally obtained prescription medication(s), or illegal use of the prescription medication(s) of another person. Conduct involving the abuse and/or misuse of prescription medication(s) shall be considered on a case-by-case basis with consideration given to circumstances and recency.

An applicant shall be permanently disqualified if it has been determined by the City that, or he/she has admitted to, conduct which constitutes illegal use of felony grade substances as defined in the Texas Penal Code.

The Fire and Police Chiefs may recommend, and the City Manager may authorize, a variance of the above standards on a case-by-case basis.

(l) Police applicant does not have a valid driver's license. Fire Fighter applicant does not have a valid Class C or higher Texas Driver's license at the date of hire or fails to obtain a Class B non-CDL Texas Driver's license or higher within time frame designated in Section 143.023 (2) (h).

(m) Applicant has a conviction of DWI/BWI/FWI/DUI within the past five (5) years or violations exceeding four (4) events (moving violations or preventable accidents) within the past three (3) years. An applicant shall be temporarily disqualified until he/she can meet the above standards.

Lesser, but more severe, violations which tend to indicate driving habits that are not compatible with the operation of emergency vehicles and present potential liabilities to the City shall be temporary disqualifications. Reapplication shall be permitted when the applicant can meet the above standards.

(n) Applicant has been dismissed or resigned in lieu of dismissal from any employment for inefficiency, delinquency, or misconduct. Said dismissal or termination shall be considered on a case-by-case basis. Rejection under this provision shall be considered permanent.

(o) Applicant has demonstrated a failure to pay just debts. Due to the variables involved, each situation shall be considered on a case-by-case basis. Factors which shall be considered include, but are not limited to: type and number of debts, reasons for the bad credit, extenuating circumstances, and the potential for the credit-related problems impacting the applicant's judgment and integrity. Resolution of bad credit may result in requalification.

(p) Applicant has exercised poor judgment skills within the past five (5) years. The applicant has demonstrated either immaturity or poor judgment in the applicant's decision-making process. Examples of such conduct would include, but is not limited to: attendance at a party or social function at which controlled substances or dangerous drugs are consumed, and such activity is known or should have been known by the applicant; silent acceptance of known illegal conduct by others in his/her presence; workplace behavior/decisions that adversely affect the business or associates, with little or no objectively justifiable need for such behavior. Rejection for this cause shall be temporary until the applicant can demonstrate that his/her judgment skills have developed.

(q) Applicant has a history of unstable work, i.e., including short terms of employment over his/her employment history; a history of employment in an illegal occupation. Rejection under this provision shall be temporary in nature and an applicant shall be eligible for reapplication after a five (5) year period. Due to the variables involved, each situation shall be considered on a case-by-

case basis. Rejection for employment in an illegal occupation shall be permanent in nature.

- (r) Applicant has failed to meet all legal requirements necessary for future licensing and certification as required by the Texas Commission on Law Enforcement Officer Standards and Education or the Texas Commission on Fire Protection. Rejection for this cause shall be temporary until applicant can meet those standards.
- (s) Applicant has been discharged from any military service under less than honorable conditions, including specifically:
  - i. Under other than honorable conditions;
  - ii. Bad conduct;
  - iii. Dishonorable; or
  - iv. Any other characterization of service indicating bad character.
- (t) Applicant fails to return a completed Personal History Statement at a time designated by the Department Head.
- (u) Applicant intentionally provides false information related to the selection process.
- (v) Applicant fails any part of background investigation.

Any applicant rejected during the testing process must wait at least one year before re-applying for employment, unless a longer waiting period is indicated by the reason for the rejection, such as an unacceptable driving record.

## **ENTRANCE EXAMINATION ADMINISTRATION PROCEDURES**

- (a) Smoking shall be prohibited at all times in the testing area.
- (b) Check In – An applicant shall be checked in and provide proof of identity with a valid Driver's License. No applicant shall be admitted once test instructions start.
- (c) Military Service Credit – An applicant who desires to have military service credit of five (5) points added to a passing test score of 70% or better, shall provide an original DD-214 showing a minimum of 180 total days of active military service at the time of application and by the specified application deadline. Any discharge other than honorable discharge is not creditable for the purpose of this section.
- (d) Failure to Appear - The application of an applicant who fails to appear for the entrance examination shall be voided and shall be disposed of by the Director.
- (e) Cancellation or postponement of entrance examination - The Commission or Director may cancel or postpone a scheduled entrance examination for sufficient cause.
- (f) Dishonesty - An examinee taking an entrance examination who uses or attempts to use any dishonest means to answer a question on such an examination shall have his/her examination confiscated and voided by the Test Administrator. The examinee will be removed from the testing site. The Test Administrator shall report the action to the Director.
- (g) Upon request, accommodations shall be provided to an applicant in accordance with the Americans with Disabilities Act. An applicant who needs special arrangements shall submit a request in writing to the Director at a time to be determined by the Director.

**DOCUMENTS LISTED BELOW MUST BE TURNED IN WITH YOUR  
APPLICATION**

- A copy of your Basic (or above) Peace Officer Certification by the Texas Commission on Law Enforcement.
- Signed Release from Liability for physical agility testing.
- Original DD-214 if applicable-must indicate discharge status (i.e. honorable, general, dishonorable, etc).
- Copy of valid driver's license.
- Signed Police Officer Job Description.

**\$3,000 HIRING INCENTIVE for currently certified TCOLE  
peace officers! Certain conditions apply.**

# Application For Employment

City of Lockhart  
P.O. Box 239  
Lockhart, TX 78644

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Date: \_\_\_\_\_

We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation or any other legally protected status.

(PLEASE PRINT)

Position Applied For		Date of Application
How did you learn about us?		
<input type="checkbox"/> Advertisement	<input type="checkbox"/> Friend	<input type="checkbox"/> Walk-in
<input type="checkbox"/> Employment Agency	<input type="checkbox"/> Relative	<input type="checkbox"/> Other (Specify):

Last name				First name				Middle name							
Street Address				City				State				Zip Code			
Telephone Number(s)				Social Security Number											

If you are under 18 years of age, can you provide required proof of your eligibility to work?  
Have you ever filed an application with us before?

☐ Yes

☐ No

☐ N/A

☐ Yes

☐ No

If yes, give date: \_\_\_\_\_

Have you ever been employed with us before?

☐ Yes

☐ No

If yes, give date: \_\_\_\_\_

Are you currently employed?

☐ Yes

☐ No

May we contact your current employer?

☐ Yes

☐ No

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration status?

☐ Yes

☐ No

*Proof of citizenship or Immigration status will be required upon employment.*

Date available for work \_\_\_\_\_

What is your desired salary range? \_\_\_\_\_

Are you available to work:

☐

Full Time

☐

Part Time

☐

Shift Work

☐

Temporary

Are you currently on "lay-off" status and subject to recall?

☐ Yes

☐ No

Can you travel if the job requires it?

☐ Yes

☐ No

Have you ever been convicted by Federal, State or other law enforcement authorities or pleaded *nolo contendere* for violation of any Federal, State county or municipal law, regulation or ordinance? You must include any offense for which a fine of \$100 or more was imposed. Do not include any offense which occurred prior to your 18<sup>th</sup> birthday. (Conviction will not necessarily disqualify an applicant from employment.)

☐ Yes ☐ No

If yes, explain on a separate sheet.

**WE ARE AN EQUAL OPPORTUNITY EMPLOYER**

## EDUCATION

School	Name & Address Of School	Course of Study	Number of Years Completed	Diploma/ Degree
High School				
Undergraduate College				
Graduate School/ Professional				
Other (Specify)				

## WORK EXPERIENCE

Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, disabilities or other protected status

Employer:		Dates Employed		Work Performed
		From	To	
Address:				
Telephone Numbers:		Hourly Rate/Salary		
		Start	End	
Job Title:				
Supervisor:				
Reason for Leaving:				May We Contact? <input type="checkbox"/> Yes <input type="checkbox"/> No

Employer:		Dates Employed		Work Performed
		From	To	
Address:				
Telephone Numbers:		Hourly Rate/Salary		
		Start	End	
Job Title:				
Supervisor:				
Reason for Leaving:				May We Contact? <input type="checkbox"/> Yes <input type="checkbox"/> No

Employer:		Dates Employed		Work Performed
		From	To	
Address:				
Telephone Numbers:		Hourly Rate/Salary		
		Start	End	
Job Title:				
Supervisor:				
Reason for Leaving:				May We Contact? <input type="checkbox"/> Yes <input type="checkbox"/> No

Employer:		Dates Employed		Work Performed
		From	To	
Address:				
Telephone Numbers:		Hourly Rate/Salary		
		Start	End	
Job Title:				
Supervisor:				
Reason for Leaving:				May We Contact? <input type="checkbox"/> Yes <input type="checkbox"/> No

Comments: Include explanation for any gaps in employment.


Describe any specialized training, apprenticeship, skills and extra-curricular activities.


Describe any job-related training received in the United States military.


List professional, trade, business or civic activities and offices held.

*You may exclude membership which would reveal gender, race, religion, national origin, age, ancestry, disability or other protected status.*


#### ADDITIONAL INFORMATION

Other qualifications: *Summarize special job-related skills and qualifications acquired from employment or other experience.*


#### SPECIALIZED SKILLS (Skills/Equipment Operated)

<input type="checkbox"/> Terminal	<input type="checkbox"/> Spreadsheet	<u>Production/Mobile Equipment (List)</u>	<u>Other (List)</u>
<input type="checkbox"/> PC/MAC	<input type="checkbox"/> Word Processing		
<input type="checkbox"/> Typewriter	WPM _____		
<input type="checkbox"/> Shorthand	WPM _____		

*State any additional information you feel may be helpful to us in considering your application.*


**Note to applicants: DO NOT ANSWER THIS QUESTION UNLESS YOU HAVE BEEN INFORMED ABOUT THE REQUIREMENTS OF THE JOB FOR WHICH YOU ARE APPLYING.**

Can you perform the essential functions of the job for which you are applying, either with or without a reasonable accommodation?

☐ Yes ☐ No

**PERSONAL/PROFESSIONAL REFERENCES** *(Do not include family members or past supervisors)*

Name	Phone Number	Best Time to Call	Occupation
1.			
2.			
3.			

## APPLICANT'S STATEMENT

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

This application for employment shall be considered active for a period of time not to exceed 45 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

I hereby understand and acknowledge that unless otherwise defined by applicable law, any employment relationship with the City is of an "*at will*" nature, which means the Employee may resign at any time and the City may discharge Employee at any time with or without cause. It is further understood that this "*at will*" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of the City.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand also that I am required to abide by all rules and regulations of the City.

I have reviewed the attached job description and find it to be a fair description of the demands of the job.

I certify that the answers given herein are true and complete.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

**AUTHORITY TO RELEASE INFORMATION**

**TO WHOM IT MAY CONCERN:**

I hereby authorize the **City of Lockhart** and its authorized representatives bearing this release, or a copy thereof, within one year of its date, to obtain any information in your files pertaining to my employment, military, credit, or education records, including not limited to academic, achievement, attendance, personal history, disciplinary records, and credit records.

I hereby direct you to release such information upon request of the bearer. This release is executed with full knowledge and understanding that the information is for official use. Consent is granted to all parties to furnish such information, as described above, to third parties in the course of fulfilling its official responsibilities. I hereby release you, as custodian of such records, and any school, college, university, or other educational institution, credit bureau, lending institution, consumer reporting agency, or retail business establishment including its officers, employees, or related personnel, both individually and collectively, from any and all liability for damages of whatever kind, which may at any time result to me, my heirs, family or associates because of compliance with this authorization and request to release information or attempt to comply with it.

This release excludes private health/medical information.

Should there be any question as to the validity of this release, you may contact me as indicated below:

Applicant's Printed Full Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone Number: \_\_\_\_\_

Applicant's Signature: \_\_\_\_\_

# Job Description Form

**Job Title: Police Officer**

**P.O. Box 239**

**Lockhart, TX 78644**

**Date: October 1, 2019**

**Entry Pay : \$23.76 hr.**

**Pay Grade: Non Exempt ( 1 )**

**Schedule: 12 Hour Shift**

**Phone:(512) 398-4401**

**Immediate Supervisor: Police Sergeant**

**Brief Description of the Job:**

Patrol an assigned beat in the enforcement of law and order; perform special assignments and protect life and property.

**ESSENTIAL FUNCTIONS - Listed in descending order of frequency; in the Strength Column, S = Sedentary, L = Light, M = Medium, H = Heavy, VH = Very Heavy; for Physical Demand Code see table below.**

	ESSENTIAL FUNCTIONS	% of time	Strength	Physical Demand Code
1.	Respond to police calls from dispatcher: house or business burglary, auto thefts, auto accidents, criminal mischief, alarms, domestic violence, assistance to elderly or disabled persons who have accidents in the home; drive to the scene; provide protection or assistance or apprehend suspects.	45	VH	A B C D E F G H J K L M N O P Q R S T
2.	Write police reports of all calls and incidents; type reports using personal computer; adhere to proper police procedures.	25	S	B H I Q
3.	Patrol city streets when not on an assigned call; check buildings or homes for burglars; give traffic citations; assist citizens, for example by changing tires or giving directions.	25	H	A B C D E F G H J K M N O P Q R S T
4.	Attend training sessions; perform miscellaneous duties: attend morning meetings; obtain assignments; compile reports; appear in court for testimony; communicate with other officers or detectives regarding cases. Perform duties of Animal Control Officer when necessary. (See Animal Control Job Description)	5	L	B C D E F G H I J K M N O P Q R S T

A. STANDING  
B. SITTING  
C. WALKING

D. LIFTINGG. REACHING  
E. CARRYING  
F. PUSHING/PULLING

J. KNEELING  
H. HANDLING  
I. FINE DEXTERITY

M. BENDING  
K. CROUCHING  
L. CRAWLING

N. TWISTING  
O. CLIMBING

P. BALANCING  
Q. VISION  
R. HEARING

S. TALKING

T. FOOT CONTROLS  
U. OTHER

**PHYSICAL DEMANDS****Job Title:     Police Officer****OVERALL STRENGTH DEMANDS:**

\_\_\_\_\_ SEDENTARY     \_\_\_\_\_ LIGHT     \_\_\_\_\_ MEDIUM     \_\_\_\_\_ HEAVY       X   VERY HEAVY

Physical Demand Code :     C = Continuously     F = Frequently     O = Occasionally     R = Rarely

A. STANDING	<u>  O  </u>	G. REACHING	<u>  O  </u>	L. CARWLING	<u>  O  </u>	Q. VISION	<u>  F  </u>
B. SITTING	<u>  F  </u>	H. HANDLING	<u>  F  </u>	M. BENDING	<u>  O  </u>	R. HEARING	<u>  F  </u>
C. WALKING	<u>  F  </u>	I. FINE DEXTERITY	<u>  F  </u>	N. TWISTING	<u>  O  </u>	S. TALKING	<u>  F  </u>
D. LIFTING	<u>  F  </u>	J. KNEELING	<u>  O  </u>	O. CLIMBING	<u>  O  </u>	T. FOOT	
E. CARRYING	<u>  F  </u>	K. CROUCHING	<u>  O  </u>	P. BALANCING	<u>  O  </u>	CONTROLS	<u>  F  </u>
F. PUSHING/PULLING	<u>  O  </u>					U. OTHER	<u>      </u>

This is a description of the way this job is currently performed; it does not address the potential for accommodation.

Physical Demand	Description
SITTING:	To drive the patrol car; work at the patrol desk; attend meetings; perform other miscellaneous office tasks.
WALKING/ RUNNING:	Frequently on concrete; occasionally on all types of surfaces and terrain, including rough terrain, rock or uneven ground, or areas presenting obstacles such as alleys with garbage or debris.
LIFTING/ CARRYING:	Frequently: light objects including firearms and recovered property; occasionally: 50 - 100 pounds or over 100 pounds to move victims at the scene of an accident or to assist elderly or disabled persons who have fallen in their homes or elsewhere; 50 - 100 pounds for recovered property such as televisions.
HANDLING:	To restrain suspects; use firearms, files, radio, or equipment; recover property; change tires.
FINE DEXTERITY:	To write reports; handle firearms; use computer.
VISION:	To observe suspects; drive patrol car. Visual discrimination required to distinguish and identify suspect's clothing, features, etc.
HEARING/ TALKING:	To communicate with other officers, suspects, and the general public.
FOOT CONTROLS:	To drive patrol car.
STANDING:	To talk to suspects; question witnesses at a scene; give citations.

**PHYSICAL DEMANDS**  
(Continued)

**Job Title: Police Officer**

Physical Demand	Description
PUSHING/ PULLING:	To move vehicles off the road; pull victims from accident scene; push open doors or windows; move obstacles.
REACHING:	Varying distances to open or crawl through windows; at times to reach into vehicles
KNEELING/ CROUCHING/ CRAWLING/ TWISTING/ BENDING:	<p>The nature of police work is such that all types of body positions are assumed to varying degrees; depending on the shift worked and the nature of the calls, the officer may be required to assume positions of kneeling, crouching, crawling, or bending, or twisting in order to:</p> <ul style="list-style-type: none"><li>- Chase and apprehend a suspect in a narrow, small, or cramped space</li><li>- Handcuff or restrain a suspect who is attempting to flee, particularly a suspect who has to be brought to the ground and searched</li><li>- Maneuver around, through, or under various kinds of obstacles</li><li>- Assist an elderly or disabled person onto a bed or chair from the floor</li><li>- Assist at the scene of an accident</li><li>- Extract an accident victim from a vehicle</li><li>- Move vehicles or assist stranded motorist</li></ul>
CLIMBING/ BALANCING:	To go up on roofs; climb stairs in apartment complexes or other buildings; climb ladders to apprehend a suspect or assist in rescue; jump or climb over fences or other obstacles in a chase.

**Job Title: Police Officer**

### **MACHINES, TOOLS, EQUIPMENT AND WORK AIDES**

Binoculars, camera, all emergency equipment on vehicle; various types of restraints and weapons including handcuffs, night stick, PR-24 baton, ASP baton, pepper mace, and firearms; office equipment such as computers, typewriters, calculators; communication equipment such as radio console and mobile radios.

### **ENVIRONMENTAL FACTORS**

Exposure to extreme temperatures and smoke in fires; heat and humidity working outside for long periods in the summer; occasional to frequent risk of physical abuse or wounds; noise exposure during firearms practice or training; rare exposure to caustic substances from chemical releases.

### **PROTECTIVE EQUIPMENT REQUIRED**

Goggles, ear protection, soft body armor.

### **NON-PHYSICAL DEMANDS**

**Frequency Codes:      F - Frequently      O - Occasionally      R - Rarely**

Time Pressures	<u>  F  </u>	Emergency Situations	<u>  F  </u>
Noisy/Distracting Environment	<u>  O  </u>	Tedious Exacting Work	<u>  R  </u>
Performing Multiple Tasks Simultaneously	<u>  F  </u>	Working Closely with Others as part of a Team	<u>  F  </u>
Danger/Physical Abuse	<u>  F  </u>	Irregular Schedule/Overtime	<u>  F  </u>
Frequent Changes of Tasks	<u>  F  </u>	Other (Describe below):	<u>  F  </u>
		Verbal Abuse	

### **JOB REQUIREMENTS**

#### **FORMAL EDUCATION:**

High School diploma or GED required.  
Basic Texas Peace Office license

#### **EXPERIENCE:**

None required.

**Job Title:     Police Officer**

**OTHER REQUIREMENTS:**

The applicant must have the ability to clearly speak, write and understand the English language.

The applicant must have the ability to comply with the City's drug free workplace policy.

The applicant may not pose a direct threat to the health and safety of the employee or others.

The applicant must have the ability to report to work on time and remain on duty for the duration of the workday.

The applicant must have the ability to perform the normal interactive functions of the job, and to withstand the normal stresses of the workplace and perform under stress and conditions of personal danger.

The applicant must have the ability to accept supervision, to accept constructive criticism, and to accept discipline.

The applicant must have the ability to follow established policies and procedures.

The applicant must be able to work cooperatively with fellow employees and supervisor.

The applicant must be able to quickly and correctly understand, report, and act upon verbal and written instructions and information in stressful situations.

**SKILLS**

**READING:**

Law books; legal decisions; city laws and ordinances; map information; memorandums and instructions; Departmental policies and procedures.

**WRITING:**

Technical reports including details and observation of accident or crime scenes; citations; incident reports of all types of incidents requiring police intervention; clear sentence structure and accurate spelling required for documents that may be used in court.

**MATH:**

Basic math including addition, subtraction, multiplication and division; percent calculation with regard to accident reconstruction; accurate measurements.

## SKILLS

Job Title: Police Officer

### REASONING:

Quickly analyze complex information in emergency or dangerous situations and make decisions of a life and death nature; determine violations of law in order to issue citations; analyze crime and accident scenes to reconstruct events and causes.

### SUPERVISORY:

N/A

### MANAGERIAL:

use organizational skill and judgement to handle a variety of duties at once; determine those of most pressing nature and set priorities.

### INTERPERSONAL:

Deal with irate, hysterical, aggressive and abusive individuals; make attempts to verbally calm them; explain laws, legal procedures, and legal rights and processes to victims, suspects, and the public; communicate with other officers, court officials, and other agencies.

## SIGNATURES - Review and Comment

I have reviewed this job analysis and its attachments and find it to be a fair description of the demands of the job.

I have reviewed the experience and qualification requirements of the job and I feel I am qualified.

1. \_\_\_\_\_  
Supervisor- Print Name and Title      Signature      Date

2. \_\_\_\_\_  
Employee/Applicant - Print Name      Signature      Date

Comments: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**RELEASE FROM LIABILITY  
CITY OF LOCKHART  
POLICE DEPARTMENT - PHYSICAL AGILITY TEST**

I, \_\_\_\_\_ hold harmless the City of Lockhart and the Lockhart Police Department, its officers and employees, for any injury or harm that may come to me while participating in the police department's applicant selection process. I understand that the physical activities involve potential risk of injury. I am also aware that I must wear appropriate clothing to prevent injury while participating in the applicant selection process.

Knowing the above, I release the City of Lockhart, the Lockhart Police Department, and its officers and employees from all legal responsibilities for any injuries to me while engaged in the physical agility activities.

In case of accident while participating in the physical agility activities, I request the Lockhart Police Department contact the person indicated below:

_____ NAME	_____ RELATIONSHIP	_____ PHONE NUMBER
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\_\_\_\_\_  
Applicant Printed Name

\_\_\_\_\_  
Applicant Signature

THE STATE OF TEXAS  
COUNTY OF \_\_\_\_\_

BEFORE ME, the undersigned authority, a Notary Public in and for said County and State, on this day personally appeared \_\_\_\_\_, known to me or proved to me to be the person whose name is subscribed to the foregoing instrument, and acknowledged to me that he/she has read and fully understands said release of liability and that he/she executed the same for the purposes and consideration therein expressed, and for no other reason, and that he/she did so of his/her own free will.

**SUBSCRIBED AND SWORN TO BEFORE ME on this \_\_\_\_ day of \_\_\_\_\_, 2019.**

\_\_\_\_\_  
Notary Public in and for the State of Texas

{SEAL}

Commission Expires: \_\_\_\_\_

POLICE OFFICER – immediate opening!

**\$3,000 HIRING INCENTIVE for certified TCOLE peace officers! Certain conditions apply.**

The City of Lockhart will be holding a Civil Service Exam for POLICE OFFICER on Saturday, November 16, 2019. The results of this exam will be used to create an eligibility list. Applicants must be certified as a TCOLE Basic Peace Officer or expect to obtain TCOLE certification by January 1, 2020.

Starting Salary: \$23.76hr and advancing to \$24.38hr after one year. Possibilities for additional pay include: certification pay, educational pay, longevity pay, assignment pay for Detectives, FTO, Bailiff Warrant Officer, and SRO, & shift differential pay. Uniforms provided-uniform allowance provided for detectives. Benefits include: 3 weeks vacation leave annually, 3 weeks sick leave annually, 12 paid holidays, 1 personal holiday, retirement, life insurance, & health insurance.

For application packets contact City Hall, 308 West San Antonio Street, Lockhart, Texas, 78644 or via phone at (512) 398-3461. Application packets are also available at [www.lockhart-tx.org](http://www.lockhart-tx.org).

Application Deadline: November 13, 2019