

Police Officer
APPLICANT INFORMATION PACKET



**ALAMO HEIGHTS POLICE DEPARTMENT
APPLICANT INFORMATION PACKET**

INSTRUCTIONS TO THE APPLICANT

You have received this APPLICANT INFORMATION PACKET because you are interested in the position of POLICE OFFICER with the Alamo Heights Police Department. **This packet contains important instructions regarding the application process so please read it carefully.**

Applications for employment are not accepted until a job vacancy is posted in accordance with the City of Alamo Heights Employee Manual and the position has been advertised in a local newspaper.

This packet contains the following information:

- Application / Hiring Process
- Minimum Qualifications
- Job Description
- Salary and Benefits Summary
- Mission Statement, Vision Statement, Core Values, Goals
- Required Documentation Checklist
- Importance of Honesty Statement
- Duration of Employment Disclosure
- Authorization for Release of Personal Information
- TCLEOSE Employment Termination History Release
- Fair Credit Reporting Act Disclosure and Consent Statement

When a vacancy or vacancies exist, you may submit your Personal History Statement (also known as “application”) and required documents by one of two methods listed below:

In Person

- Hand-deliver no later than 5:00 p.m. on the posted closing date to City of Alamo Heights, Human Resources, 6116 Broadway, San Antonio, TX 78209.

By Mail

- Must be postmarked or received by the City of Alamo Heights no later than 5:00 p.m. on the posted closing date. Please mail in a manila envelope, clearly marked “Police Officer Application,” and send to City of Alamo Heights, Human Resources, 6116 Broadway, San Antonio, Texas 78209

**** DO NOT FOLD APPLICATION OR DOCUMENTS ****

Faxed or e-mailed copies are not accepted and will not be retained by the City of Alamo Heights. Required documents must be completed in **black ink** or **typed**. Incomplete and/or illegible applications will terminate the application process.

Applications are kept active for a period of one (1) year from the closing date.

Your failure to properly complete and/or submit any of the required documents may result in disqualification of your application. Any deliberate omissions or falsifications of information may result in disqualification.

The City of Alamo Heights is an Equal Opportunity Employer and is firmly committed to treating employees and applicants for employment according to their experience, talent, and qualifications for the job, without regard to race, creed, color, national origin, sex, age [if at least age forty (40)] or disability (if otherwise qualified to do the job).

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APPLICATION / HIRING PROCESS

Below is an overview of the application / hiring process for the position of Police Officer. Successful applicants will familiarize themselves with this process. Applicants should also familiarize themselves with the Mission, Vision, Values, and Goals of the Alamo Heights Police Department. An attachment of these subjects is provided.

PHASE I – APPLICATION AND PERSONAL HISTORY STATEMENT

Applicant shall complete and submit a City of Alamo Heights, Police Department Personal History Statement prior to the closing date for the position desired. All required releases and documents shall also be submitted with the Personal History Statement. Applications will be initially screened to ensure that all applicants meet the minimum standards for the position of Police Officer. Those applicants who meet or exceed the minimum employment qualifications will be considered for participation in the selection process.

PHASE II – FINGERPRINTING AND PRELIMINARY INTERVIEW

Applicant will be given a date and time to be fingerprinted and photographed at the Alamo Heights Police Department. A preliminary interview will occur on the same date after being fingerprinted. The preliminary interview provides the applicant with an overview of the application process and your basic background information will be discussed. *Do not bring family, children, or friends to the interview.*

PHASE III – BACKGROUND INVESTIGATION

A complete background investigation is conducted into the applicant's general personal reputation, education, military history, driving record, arrest record, drug usage, employment history, special qualifications and skills.

PHASE IV – ASSESSMENT BOARD INTERVIEW

A panel interviews the applicant about his/her background as it relates to dependability, situational reasoning ability, interpersonal skills, and oral communication skills. This phase also assesses the applicant's problem-solving skills through job-related hypothetical situations and scenarios.

PHASE V – CONDITIONAL JOB OFFER

Applicant(s) who are selected for consideration of employment after the preceding phases of the applicant process will be given a conditional job offer. The conditional job offer is not a guarantee of employment, but a conditional offer for employment as a probationary patrol officer contingent upon successful completion of subsequent phases of the applicant process.

PHASE VI – MEDICAL PHYSICAL EXAMINATION

The applicant, following a conditional job offer, must be examined by a licensed physician as selected by the City of Alamo Heights and declared able to perform the essential functions of the job; and the applicant is required to pass a drug and alcohol screen.

PHASE VII – PSYCHOLOGICAL EXAMINATION (IF APPLICABLE)

The applicant, following a conditional job offer, must be examined by a licensed psychologist, psychiatrist, or registered professional as selected by the City of Alamo Heights and be declared to be in satisfactory psychological and emotional health appropriate to the position of police officer.

PHASE VIII – FINAL REVIEW

Upon successful completion of the application process, the Chief of Police reviews each applicant's file. Applicant(s) recommended by the Chief of Police are presented to the City Manager for final review.

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MINIMUM QUALIFICATIONS

1. Applicant must be a Citizen of the United States, by birth or naturalization;
2. Be at least twenty-one (21) years of age;
3. Be able to meet minimum standards for licensure as set forth in section 217.1 of the Texas Commission on Law Enforcement Standards and Education (TCLEOSE) rules unless a higher standard is listed herein;
4. Applicant must possess a high school diploma or its equivalent (GED), and at least one of the following qualifications:
 - ❖ An active Texas peace officer license, with less than a one (1) year break in service prior to applying for employment; or
 - ❖ Has successfully completed the Basic Peace Officer's course and is eligible for licensing at the time of application.
5. Applicant must be of good moral character;
6. Applicant must be able to read and write the English language;
7. Applicants must not have been discharged from any military service under less than honorable conditions specifically:
 - ❖ Under other than honorable conditions;
 - ❖ Bad conduct;
 - ❖ Dishonorable; or
 - ❖ Any other characterization of service indicating bad character.
8. Applicants must not have been convicted or have ever been on court-ordered community supervision, probation or deferred adjudication for any criminal offense of the grade of Class B misdemeanor within the last ten (10) years from the date of court order.
 - ❖ The applicant must not have been convicted or have ever been convicted on court-ordered community supervision, probation, or deferred adjudication for any criminal offense **above** the grade of Class B misdemeanor.
 - ❖ The applicant must not be currently under indictment for any criminal offense.
 - ❖ The applicant must not have been convicted of any family violence offense.
 - ❖ The applicant must not ever have been convicted at any time of a felony offense.
 - ❖ The applicant must not have been convicted of the offense of driving while intoxicated or driving under the influence of drugs within twenty-four months prior to making application.
 - ❖ The applicant must possess a valid Texas driver's license and not have two or more traffic violation convictions within 24 months preceding the closing date for the position desired. The applicant must also not be prohibited by State or Federal law from operating a motor vehicle.

To be eligible for appointment as a police officer, the applicant must meet the following additional standards prior to appointment.

- Following a conditional offer of employment, the applicant must be examined by a licensed physician as selected by the City of Alamo Heights and declared able to perform the essential functions of the job; and the applicant is required to pass a drug screen.
- If the applicant has a one (1) year break in service or has successfully completed a Basic Peace Officer's course but does not have an activated Texas peace officer's license, the applicant, following a conditional offer of employment, must be examined by a licensed psychologist, psychiatrist, or registered professional as selected by the City of Alamo Heights and be declared to be in satisfactory psychological and emotional health appropriate to the position of police officer.

All applicants must meet the minimum standard for licensing of a peace officer pursuant to the provisions of Texas Occupations Code, Chapter 1701, and the rules of the Texas Commission on Law Enforcement Officer Standards and Education. All employees are required to meet all job standards and training requirements to maintain employment.

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SALARY AND BENEFITS SUMMARY

Salary: \$33,324.36 - \$49,986.54 annual depending on qualifications and experience.

Longevity Pay: The city values retaining good employees. As a result, the city will pay \$3.00 per month for each year worked.

Overtime / Holiday Compensation: Overtime pay for non-exempt employees is administered in compliance with state and federal laws and regulations. Overtime is paid at the rate of one and one half for hours worked in excess of 86 hours in a pay period. Non-exempt employees receive eight (8) hours compensation for city holidays in addition to any hours worked on the holiday.

Education & Proficiency Incentive (Annual):

DEGREE OBTAINED	ASSOCIATE	BACHELOR	MASTER
	\$600.00	\$900.00	\$1,200.00
CERTIFICATE LEVEL	INTERMEDIATE	ADVANCED	MASTER
	\$600.00	\$900.00	\$1,200.00

Health: The City of Alamo Heights pays 100% of employee group health coverage. Dependent insurance is available at a cost to the employee.

Dental Insurance: The City of Alamo Heights pays 100% of employee group dental coverage. Dependent insurance is available at a cost to the employee.

Vision Insurance: The City of Alamo Heights pays 100% of employee group vision coverage. Dependent insurance is available at a cost to the employee.

Life Insurance: The City of Alamo Heights pays life insurance for the employee at the amount of one (1) year annual salary. Dependent insurance is available at a cost to the employee.

Uniforms and Equipment: The Alamo Heights Police Department provides its officers with their uniforms, raincoat, traffic vest, ballistic vest, firearm (w/retention holster), ammunition, pepper spray (w/holder), baton (w/holder), Taser, flashlight (w/carrier), other duty equipment as well as any specialized equipment and uniforms. The Department provides a boot allowance (up to \$75.00/yr).

Retirement: The City of Alamo Heights participates in the Texas Municipal Retirement System (TMRS) and has elected the 20 year retirement plan at the current contribution rate of 6% / 2:1 match.

Leave: The City of Alamo Heights offers paid vacation and personal leave as well as other approved leaves of absence. Personal leave is accrued quarterly based on the employee's years of service. After one year of continuous service, employees are eligible to accrue annual leave bi-weekly based on the employee's years of service.

Training Opportunities: Paid leave, tuition, approved travel expenses to include room/board and transportation, and training supplies (including ammunition) will be the City's expense for all approved training.

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**CITY OF ALAMO HEIGHTS
JOB DESCRIPTION**

POLICE OFFICER

**EXEMPT STATUS: Non-Exempt
SALARY RANGE: \$35,990.31-\$53,985.46**

JOB SUMMARY:

Under supervision of superior officers, the Police Officer is responsible for performing general duty police work in protecting life and property and enforcing laws and ordinances. Maintains law and order for the prevention of crimes and for protecting life and property within the City. Work methods are developed and demonstrated in detail by superior officers, much of the work is of a routine nature, incumbents must be able to exercise sound and independent judgment in emergency situations where danger to life or property may be involved. All assignments involve responsibility for recognizing the social importance of police functions, for tactful and courteous treatment of the public, and conscientious and efficient performance without immediate supervision. Exercises no supervision. Police Officers report to their assigned Police Sergeant.

ESSENTIAL JOB FUNCTIONS:

- Patrol the City proactively in furtherance of the Police Department Mission, Vision, Values and Goals; works in furtherance of developing community partnerships; actively engages and dissuades criminal activity and dangerous conduct.
- Enhance interaction and communication with the citizens and business representatives by means of increased patrol presence, stop & talk (business checks), and other strategies (bicycle patrol program, foot patrol)
- Respond to calls for police services in a timely manner without unnecessary delay; assists other City departments when a need is recognized or when on assignment.
- Make arrests for violations of laws or ordinances and testify in court.
- Provide an exceptional response and management of calls for service; develop and implement an appropriate course of action; prepares detailed offense and case reports.
- Enforce traffic and parking regulations proactively and reactively in furtherance of safe vehicular and pedestrian movement, directs traffic when necessary; participates in traffic enforcement initiatives promoted by the Department; aggressively pursues DWI and DUI Minor offenders.
- Investigate all reports of accidents involving vehicles or pedestrians as required by the Texas Transportation Act; make detailed reports of traffic accident investigations.
- Accurately document, obtain, and process evidence in accordance with Police Department standards.

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- Perform courtesy security checks on residential property when requested by residents who are out of town.
- Check doors and windows of business establishments; investigates any suspicious conditions.
- Maintain good working relationships with others and always provide a positive example for others to follow.
- Performs duties as assigned.

EDUCATION AND EXPERIENCE:

- Graduation from high school or a General Education Development (GED) Certification
- Meet the minimum requirements for licensing as enacted by the Texas Commission on Law Enforcement Officer Standards and Education.

LICENSES OR CERTIFICATES:

- Valid Class "C" Texas Driver's License.
- Current and valid Texas Peace Officer License.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of applicable Federal, State and local laws and ordinances.
- Knowledge and application of the Alamo Heights Police Department Mission Statement, Values Statement, and Goals/Objectives during the course of duties.
- Knowledge of the rules, regulations, policies and procedures in the Alamo Heights Police Department General Manual; knowledge and adherence to all General and Special Orders issued or authorized by the Chief of Police.
- Knowledge of law enforcement techniques and procedures.
- Knowledge of standard broadcast procedures of a police radio system.
- Ability to maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include effecting arrest, subduing resisting individuals, chasing fleeing subjects and running, walking, crouching or crawling during emergency operations.
- Ability to maintain firearms proficiency with all authorized and assigned firearms as prescribed by TCLEOSE rules, to include the issued duty sidearm, the police shotgun, the patrol rifle, and any other firearm issued in the furtherance of a specialized police response.
- Ability to meet certification requirements and maintain proficiency with all Department issued intermediate weapons.
- Ability to move equipment, injured/deceased persons and climb stairs/ladders.
- Ability to perform life-saving and rescue procedures.
- Ability to walk, stand or sit for extended periods of time.
- Ability to operate assigned equipment and vehicles safely and within prescribed procedures.
- Ability to effectively deal with personal danger which may include exposure to armed/dangerous persons, dangerous animals, communicable diseases, hazards of emergency driving, hazards associated with traffic control, working in and near traffic and natural and man-made disasters.
- Ability to maintain effective audio-visual discrimination and perception needed for making observations, communicating with others and reading and writing.
- Ability to recognize dangerous situations; take measures to notify others or abate the situation.
- Ability to maintain mental capacity that allows the capability of exercising sound judgment and rational thinking under dangerous circumstances.
- Ability to evaluate various options and alternatives and choose an appropriate and reasonable course of action.
- Ability to demonstrate intellectual capabilities during training and testing processes.

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PHYSICAL DEMANDS AND WORKING CONDITIONS:

Work in a highly stressful emergency environment, under intense life-threatening conditions. Work includes exposure to dangerous persons, firearms, bodily fluids and noise. Working conditions include inclement weather conditions.

Police officers may be assigned varying shifts and days off as necessary to maintain adequate staffing of shifts. Additionally, police officers may be required to work overtime to meet service demands and/or to maintain operational efficiency. **Police officers must be prepared to work any shift, and assume scheduled days off if required.**

**This job description is not an employment agreement or contract.
Management has the exclusive right to alter this job
description at any time without notice.**

Revision Date: April 2010

Mission Statement

The mission of the Alamo Heights Police Department is to positively impact the quality of life throughout the community. To achieve our mission, the Department is committed to developing a partnership with the community which includes a goal setting process aimed at resolving problems, reducing fear, preserving the peace and enforcing the law; thus providing a safe community environment. Together we will accomplish this with emphasis on integrity, fairness, and professionalism.

Vision Statement

A community environment where the public has full faith and confidence in its police department; it is an environment wherein citizens of the community believe that they are safe and secure in their homes and businesses; it is an environment wherein the criminal element does not feel safe and secure in its activities.

Core Values

- ⊕ Integrity – We are committed to uphold our positions of trust by maintaining the highest ethical standards as set forth in the law enforcement code of ethics.
- ⊕ Community Safety – We are committed to public safety through community partnerships, public education, community watch strategies, and the steadfast enforcement of violations of the law.
- ⊕ Service – We are committed to prompt, professional and courteous service, unbiased and effective in our response to community concerns.
- ⊕ Quality – We are committed to the highest standards of excellence through recruitment, training, teamwork, leadership, innovation, technology and accountability.

Goals

- Maintain positive interaction with the public and a high degree of visibility within the community.
- Educate the public to the community's role and responsibility in the prevention, detection, and resolution of crime.
- Develop and improve internal systems which assure high quality service to our community while increasing the Department's efficiency.
- Use innovative technology to maximize performance.
- Recruit and retain a diverse, highly skilled and motivated law enforcement workforce.
- Provide a rewarding work environment and invest in personnel development.