



City of Palestine

March 3, 2011

Applicant:

A Civil Service Exam for Entry Level Patrol Officer will be given April 16, 2011 at 9:00 a.m. at the Carnegie Building at 502 North Queen Street (located next to City Hall). The test will start promptly at 9:00 a.m. and you will need a PHOTO ID in order to sit for the exam. If you pass the written exam, you will take the physical agility test (see information enclosed – also note that the Waiver must be signed and notarized when returned) immediately following the exam on this same date at Fire Station #4 on Highway 287.

Please contact our office to receive an application packet and return to the following address by Friday, April 8, 2011, no later than 5:00 p.m. Sending in your completed application confirms that you are scheduled to take the exam and no further notices will be sent to you:

Donna Thornell, Administrative Assistant
City of Palestine Public Safety Department
504 N. Queen St.
Palestine, Texas 75801

Attach to your application a copy of your TCLEOSE certificate, if you are certified and if you have served in the military include a copy of your DD214. The two waiver forms must be signed, notarized and returned with your completed application.

If you have any further questions, feel free to contact Susie Streb at (903)731-8421 or Donna Thornell at (903)731-8436.

Sincerely,

Susie Streb
Civil Service Director

PALESTINE POLICE DEPARTMENT

Working twelve (12) hour shifts

Shift Differential will be paid for officers working night shifts, \$100.00 per month.

Bilingual Pay \$100.00 per month.

No training or experience is needed to apply.

We will pay for your tuition and salary while attending the academy.

A person appointed to an entry-level position in the Police Department who must attend a basic training academy after appointment, shall serve a probationary period of eighteen (18) months.

Longevity Pay - 6.00 per month per number of years of service

TMRS - Texas Municipal Retirement System – Twenty (20) year Retirement plan.

Insurance - Employees are provided with health insurance coverage. Dependent coverage is available for employees to purchase. Two (2) life insurance policies of one (1) times annual salary is provided at no cost.

Uniforms - The City furnishes basic uniform, leather gear and handgun (except footwear). All uniforms and equipment are provided at no charge to you by the department.

Training - The Department provides continual training in all areas of in-service and specialized training and meets all State training requirements. Tuition Reimbursement is included on any college courses taken that pertain to the law enforcement field.

Vacation - Civil Service employees earn fifteen (15) days vacation effective after one (1) year of continuous service and ten (10) holidays per year.

Sick Leave - Sick leave accrues at ten (10) hours per month with no maximum amount of accrued with a maximum of ninety (90) days sick leave pay upon separation from service.

PALESTINE POLICE DEPARTMENT

POLICE ENTRY LEVEL PHYSICAL AGILITY TEST

PASS OR FAIL/TIMED EVENTS

(You will have to run through the course)

- (1) 43” Fence – Over the top vault, hands may touch, feet may touch top only.**
- (2) 43” Wall – Over the top vault, hands may touch, feet may touch top only.**
- (3) 70” Wall – Free Climb, may use hands and feet, must go over the top.**
- (4) 48” Drain Pipe – Work through the entire length.**
- (5) Balance Beam – Walk the length of two sections, restart if you fall.**
- (6) Stair Climb – Run to the top, turn, run to the bottom.**
- (7) Rescue Drag – Drag 165 lbs. Dead weight 30 ft.**

Cumulative time, event #1 through #7, maximum of 2 minutes and 18 seconds.

CITY OF PALESTINE

PRE-EMPLOYMENT INQUIRY RELEASE

In connection with my application for employment with the City of Palestine, I understand that inquiries will be made concerning my employment and criminal and driving records and other related matters. Accordingly, I hereby authorize all former employers and all other public and private concerns including (but not limited to) consumer reporting agencies to release any and all information maintained by any such employer, concern, agency or entity concerning my personal history. I understand, if employment with the City is denied wholly or partly because of information contained in a consumer report obtained from a consumer reporting (or similar) agency, that I will be entitled to receive from the City only the name and address of the consumer reporting agency or agencies from which the report was obtained.

In consideration of the City's acceptance and consideration of my application for employment, I hereby, and by these presents do for my heirs, agents, executors, administrators and assigns, release and forever discharge the City and all affiliated entities from all claims, demands, damages, actions and causes of action pertaining to or arising out of the City's consideration of my application for employment and use, so long as not malicious, of all information obtained in the course or as a result of all inquiries made into my personal history, and release and forever discharge all former employers from all liability arising out of disclosure to the City of information pertaining to my personal history.

Applicant

Print Name _____ Soc. Sec. No. _____

Current Address _____

City, State, Zip Code: _____

Signature: _____ Date: _____

Date of Birth: _____ Texas DL# _____

SUBSCRIBED AND SWORN TO BEFORE ME, this the _____ day of _____, 20_____.

Notary Public in and for the State of Texas

CITY OF PALESTINE POLICE DEPARTMENT
POLICE ENTRY-LEVEL PHYSICAL AGILITY TEST
WAIVER OF LIABILITY

By affixing my signature to this document, I acknowledge that I fully and completely understand that my failure to **successfully** complete **any one segment** of the Physical Agility Test will result in my failure to pass the test and will further result in my being unconditionally disqualified as candidate for employment in the capacity of police officer with the Palestine Police Department.

By affixing my signature to this document, I further, without **any** condition or reservation whatsoever release the City of Palestine, the City of Palestine Civil Service Commission, its Police Department, agents, and employees, separately and collectively, in both their public and private capacities, from **any** and **all** liability, claims, suits, demands or causes of action for any damages which may arise from **any** condition, aggravation injury or death which may result from my participating in the said Police Department Entry Level Physical Agility Test. I also understand that I have the opportunity to consult with a physician of my choice **prior to my scheduled test date.**

I further agree that in taking this test, I do so of my own free will, free of duress, and of sound mind and competent to give this waiver of liability. I further agree that while taking this test **I am not an employee or servant of the City.**

Signature

Type or Print Name

SUBSCRIBED AND SWORN TO BEFORE ME, this the _____ day of _____, 20_____.

Notary Public in and for the
State of Texas
My Commission Expires _____

City of Palestine
Minimum Qualifications for Police Applicants

1. United States Citizen.
2. High School graduate. If not a high school graduate and not currently certified by the Texas Commission on Law Enforcement Standards and Education, must have G.E.D. and 12 college hours from an accredited college with a minimum 2.0 (“C”) average.
3. Good moral character and reputation.
4. Stable past employment and financial responsibility (credit) history.
5. Applicants must possess a DD214, which documents an *Honorable Discharge* if he or she has served in the United States military.
6. Applicant must be at least 21 years of age on the date the written examination is given or 18 years of age if the applicant has received an associate’s degree or 60 semester hours of credit from an accredited college or university or has received an honorable discharge from the armed forces of the United States after two years of active service. A person who has reached his or her 45th birthday at the time of the Civil Service examination is not eligible for employment.
7. Applicants must be certified by the Texas Commission on Law Enforcement Officers Standards and Education, or if not certified, meet *all legal requirements* for future licensing and certification as required by the Texas Commission on Law Enforcement Officers Standards and Education (T.C.L.E.O.S.E.).
8. Free from disease of physical/mental defects that would prevent the individual from performing all of the essential duties of a peace officer.

9. Applicants must possess eyesight correctable to **20/30** acuity in each eye, and possess appropriate color vision. Applicants must possess normal hearing.
10. Applicants must possess a valid Texas Driver's License on the date of appointment and have a good driving record. Applicants with more than three events (moving violations or at-fault accidents) in the preceding 36 months from the date of the Civil Service test will not be eligible for employment.
11. Prior criminal record:
 - a. A person who has ever been adjudged guilty of a Felony or a Class A misdemeanor anywhere at any time is not eligible for licensing.
 - b. A person currently under indictment for any criminal offense is not eligible for licensing.
 - c. A person who has ever been on court ordered probation or community supervision for an offense above the grade of "Class B Misdemeanor" is not eligible for licensing.
 - d. A person who or has been adjudged guilty of a Class B Misdemeanor within 10 years prior to the date of the Civil Service examination is not eligible for licensing.
 - e. A person who is currently on court ordered probation or deferred adjudication for any offense other than Class C traffic offenses is not eligible for licensing.
 - f. A person who has at any time been adjudged guilty of any Family Violence offense is not eligible for licensing.

City of Palestine Police Applicant Processing

After successful completion of the Civil Service examination (minimum score of 70%), applicants are processed in the following manner:

1. Physical agility testing.
2. Interview with a background investigator.
3. Thorough background investigation.
4. Polygraph examination.
5. Review by the Chief of Police.
6. Conditional job offer.
7. Psychological evaluation by a licensed Psychologist or Psychiatrist designated by the City of Palestine. The cost of examination will be paid by the City of Palestine.
8. Medical examination including drug screening by a physician designated by the City of Palestine. The cost of this examination will be paid by the City of Palestine.

Applicants must pass each phase of the process in order to proceed to the next phase. Failure at any stage of the process will eliminate the applicant from further processing.

Applicants must keep the designated official informed of any changes of address, telephone number, and place of employment during the application process. Any of these changes must be reported in writing or by telephone communication within three (3) calendar days of the change. Failure to do so will result in disqualification of the applicant.

PALESTINE POLICE DEPARTMENT

504 N. QUEEN

PALESTINE, TEXAS 75801

(903) 731-8436

pdadmin@palestine-tx.org

MISSION STATEMENT:

The mission of the Palestine Police Department, together with the community of Palestine, is to make our city a place where all people can live, work and visit safely without fear. This mission is attained through sincere commitment to public service based upon high ethical and professional standards.

The Department is committed to the philosophy of community and neighborhood policing. Our commitment is to provide professional services to our citizens, residents and visitors.

The Palestine Police Department offers career opportunities for T.C.L.E.O.S.E. Certified Police Officers as well as those eligible for certification.

The Department consists of 38 sworn officers and serves a population of approximately 18,000. The Department offers advancement opportunities through promotions and the following lateral movements within the Department:

**Patrol Division
Criminal Investigation Division
Narcotics Task Force**

CITY OF PALESTINE, TEXAS

Voluntary Disclosure Statement

IMPORTANT: The City of Palestine is an Equal Opportunity Employer and does not discriminate against any individual on the basis of race, color, sex, religion, national origin, age or disability. You are invited to complete the following information to assist us in complying with federal record keeping requirements. Your response shall remain confidential, will be kept separately from your application, and shall in no way affect a decision regarding your employment.

NAME: _____ SS # _____

AGE: Under 40 Over 40 SEX: Male Female

RACE/ETHNIC IDENTIFICATION

- | | | |
|--------------------------|----------------------------------|---|
| <input type="checkbox"/> | White | Includes persons having origins in any of the original peoples of Europe, North Africa, or Middle East. |
| <input type="checkbox"/> | Black | Includes persons having origins in any of the black racial groups of Africa. |
| <input type="checkbox"/> | Hispanic | Includes persons of Mexican, Puerto Rican, Cuban, Central, or South American, or their Spanish culture or origin, regardless of race. |
| <input type="checkbox"/> | Asian or Pacific Islander | Includes persons having origins in any other original peoples of the Far East, Southeast, Asian, the Indian Subcontinent, or the Pacific Islands. This area includes: China, Japan, Korea, The Philippine Islands, and Samoa. |
| <input type="checkbox"/> | American Indian or Alaska Native | Includes persons having origins in any original peoples of North America and who maintain cultural identification through tribal affiliation or community recognition. |

VETERAN STATUS

- None (includes those with insufficient military service to qualify for Veteran Status)
- Non-Disabled Vietnam-era Veteran
- Non-Disabled Veteran other than Vietnam Conflict
- Disabled Veteran-era Veteran
- Disabled Veteran

AMERICAN WITH DISABILITIES ACT (ADA) STATUS

Do you have a disability under ADA? Yes No
(Physical or mental impairment that substantially limits one or more life activities, record of such an impairment, or regarded as having such an impairment.)

SOURCE OF REFERRAL:

How did you find out about us/this position?

- Walk-in City Employee Job Line Cable Television Internet Web Page
- Radio _____ Professional Journal _____
- Newspaper _____ Recruiting Drive _____

Job Fair _____

Other _____



CITY OF PALESTINE

Human Resources

504 North Queen Street

Palestine, Texas 75801

Telephone: (903) 731-8421

Fax: (903) 731-8486

www.cityofpalestinetx.com

City of Palestine, Texas Employment Information Page

An Equal Opportunity Employer

Thank you for your interest in employment with the City of Palestine. The City of Palestine is an equal opportunity employer and does not discriminate in employment practices based on race, color, sex, religion, national origin, age, or disability. Reasonable accommodation for persons with disabilities will be made upon request. Please provide at least 48 hours advance notice of your need for an accommodation.

Information for Applicants (Please Read Carefully)

- The City of Palestine requires all individuals who wish to be considered for employment to **complete and sign a City of Palestine Employment Application Form**. A resume may be attached to the application but not substituted for the application. Incomplete applications will not be processed.
- Completed application **must** be received in the Human Resource Office by 5:00 p.m. on the date of the deadline to apply. Application forms postmarked by the date of the deadline to apply may be accepted if received in a timely manner.
- The application form and all attachments become the official property of the City of Palestine. Any questions, concerns, and/or complaints regarding the application process should be directed to the Human Resources Department.
- The process takes a **minimum** of 2-3 weeks from the date of the deadline to apply; however, some positions may take longer. The Hiring Department will contact applicants selected for interviews and will make the final hiring decision.
- For information concerning the status of your application, please call the Human Resources Department at (903) 731-8421.
- All information on the application form and any attached resume you submit is subject to verification by the Hiring Department or Human Resources Department. As a condition of employment, applicants will be subject to a criminal background check, drug test, and verification/review of driver's license record. Applicants refusing to cooperate, failing to show up for a scheduled appointment or failing to successfully pass required tests will be disqualified for consideration for employment with the City of Palestine for a one year period.