



LEWISVILLE

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Human Resources

**CITY OF LEWISVILLE POLICE OFFICER
(TCLEOSE Certification Preferred)
SELECTION PROCESS**

GENERAL INFORMATION

The selection process for Police Officer consists of several steps and is intended to produce the most current list of candidates who are qualified to become Lewisville Police Officers. *The City of Lewisville does not fall under State Civil Service Law.*

The starting annual salary for Police Officer is \$51,850 increasing to \$53,907 after completion of the Field Training Program (approximately four months after completion of the police academy). The top of range salary for a police officer is \$65,508. The City provides a full complement of benefits: TMRS, 457 Deferred Compensation Plan with a City match, Medical, Dental and Vision Insurance, Life Insurance, Accidental Death and Dismemberment Insurance and Long Term Disability Insurance, three weeks paid vacation, fifteen days paid sick leave, and nine paid holidays. Officers are also eligible for up to \$150 a month for education/certification pay after successful completion of the training program and \$50/month for Spanish bilingual pay.

An application MUST be submitted through the City of Lewisville website using the on-line application, or to the Human Resources Department before you may take the written test. If you were referred to the City of Lewisville by a current City of Lewisville employee, you may name that employee on the application under Recruitment Source and that employee will receive an incentive if you are hired by the City of Lewisville.

Written Test

TEST DATES: November 19, 2010

**Test Address: Hilton Garden Inn
785 SH 121 Bypass
Lewisville, Texas 75067
972-459-4600**

Test Check-In: 8:00 a.m. – 8:15 a.m. No one will be admitted after 8:15 a.m. --Test begins promptly at 8:30 a.m.

**** Applicants will not be admitted to the Test Site without an official picture ID (driver's license, Texas state-issued ID card, or military ID). The following ID's will not be accepted: Employer ID's (including police and sheriff ID's), Student ID's, and other state ID's other than driver's license.

**** Any applicant requesting an accommodation for the written examination must submit this request in writing to the Human Resources Director a minimum of five days prior to the examination.

Physical Ability Test -- The physical ability test is administered following the Written Exam. **The physical ability will be CANCELLED if it's raining on the day of the test. Please check the weather.**

2010 Test Dates: **November 19, 2010**

Test Checkin: 12:30 p.m. – 12:45 p.m.

(Applicants will NOT be admitted to the Test Site after 12:45 PM)

And/or November 22, 2010

Test Check in: 8:30 AM

(Applicants will NOT be admitted to the Test Site after 9:00 AM)

Test Site Address: **701 Treatment Plant Road**
 Lewisville, TX 75057

Qualified applicants may take the physical ability at any scheduled time after they have completed the written exam. *Applicants will be added to the eligibility list after they have successfully completed the physical ability test.*

REQUIREMENTS

In order to qualify for the position of Police Officer, applicants shall:

- Be at least twenty-one (21) years of age at the time of the written entrance examination.
- Be a high school graduate or
- Have obtained a GED with 12 hours of college and a 2.0 GPA on a 4.0 GPA scale or 2 years of active duty military service with an honorable discharge.
- Must be a US Citizen
- Be fingerprinted and subjected to a search of records to disclose a criminal record.
- Not be on probation for a criminal offense.
- Driving record in compliance with City of Lewisville Driving Policy.
- Be able to identify license plate numbers of automobiles at 6 car lengths while traveling 60 mph. This requires vision correctable to 20/20 binocular.
- Possess ability to distinguish between red, green, and yellow in order to accurately describe suspects and vehicles and to identify traffic lights and sign colors.
- Be able to successfully pass a validated physical ability test.
- Be able to pass a background investigation (See attached)
- Be able to pass post-offer physical, psychological, and drug test.

DOCUMENTS REQUIRED

1. Employment Application - All applicants must complete and return a City of Lewisville application form to the Human Resources Department for the Police selection process.
2. Driver's License or State-Issued Identification Card (with picture) - **Admittance to the written examination is gained by presenting your driver's license, Texas state-issued identification card, or military ID. Your license must be a picture identification card. Applicants will not be admitted to the Test Site without an official picture ID (driver's license, Texas state-issued ID card, or military ID). The following ID's are not accepted: Employer ID's (including police and sheriff ID's), Student ID's, other state ID's other than driver's license.**

SELECTION PROCESS

Written Examination: The written examination is given to all applicants. All exam materials and pencils are provided. The written exam is designed to measure applicants' abilities related to the following content areas:

- Observation and Memory
- Written Communication/Report Writing
- Reading and Understanding Written Information
- Reasoning/Analytical Ability
- Understanding Written Information
- Written Communication
- Analytical Ability

The written examination takes 2 hours. Applicants will have 10 minutes to review information they will be tested on prior to the test. Applicants must score a 70 or above on the written exam to proceed to the physical ability test. Calculators, cellular phones, or pagers will not be allowed in the examination room. Written examination results will be available in the Human Resources Department at 12:00 pm on the day of the written test.

Applicants may take the written exam a maximum of three times within a six month period. Candidates will remain on the eligibility list for a twelve-month period from the date their name is placed on this list (after successful completion of the written test and physical ability test.

Applicants who are bilingual in Spanish and English and score 70 or above on the written exam are eligible to test for five additional points added to their written score. In order to qualify for the additional five points, applicants who score 70 or above on the written exam should call 972-219-3450 to schedule the bilingual proficiency test.

Physical Ability Test: This test includes various events designed to determine overall physical ability to perform the duties of a Police Officer. The score on the physical ability test will be pass/fail only and will not affect the order of the eligibility list, but only determines if an applicant remains on the list. Passing or failing the physical ability test is based upon the applicant's aggregate score over all six events, not an individual event.

PLEASE NOTE: These tests are strenuous. If you have had a recent illness, surgery or are under medication, ask your doctor if it is safe for you to take the physical ability test. This is for your own safety. **We suggest that you wear some form of athletic footwear. Elevated footwear will not be permitted.**

PHYSICAL ABILITY PRACTICE REGISTRATION

Any police officer applicant with the City of Lewisville Police Department that wishes to attend a practice session for the physical ability must register for this service. You can register on-line during the application process.

Available practice dates are tentatively scheduled for the following dates:

October 13, 2010 - 9:00 a.m.

November 10, 2010 - 9:00 a.m.

These practice sessions will be CANCELLED IF it is raining on the day of the practice.

Recommended attire includes sweat pants and rubber-soled shoes.

Background Investigation: Based on the position on the eligibility list, candidates will complete a Personal History Statement, and a background investigation will be conducted by the Police Department.

Polygraph: All candidates are required to take a pre-employment polygraph and may be subject to a conditional offer of employment polygraph and be fingerprinted to verify accuracy of information provided during the background investigation.

Medical and Psychological Examination: After a conditional offer of employment, each candidate is required to undergo a thorough medical examination that is provided by the City of Lewisville. Each candidate must also be examined by a licensed psychologist after a conditional offer of employment. Candidates will be required to pass a post-offer drug test.

Please direct any questions concerning the above information to the following:

**Human Resources Department
151 W. Church Street
Lewisville, Texas 75067
(972) 219-3450**



LEWISVILLE POLICE DEPARTMENT INSTRUCTION SHEET FOR PHYSICAL ABILITY TEST (PAT)

LEWISVILLE

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TO TEST APPLICANT: This instruction sheet is designed to provide detailed information to the applicant regarding the Lewisville Police Department's Physical Ability Test. You will find information regarding necessary clothing and a detailed description of the entire test. Any questions regarding the test will be answered on test day. **DO NOT CALL HUMAN RESOURCES TO ASK QUESTIONS ABOUT DETAILS OF THE TEST.**

UNIFORMS AND CLOTHING

Because testing is outdoors, each test applicant should wear clothing appropriate for temperature conditions the day of the test. The Lewisville Police Department recommends applicants wear sweatpants, jeans or other long pants, a T-shirt with short or long sleeves (sweatshirts are permitted, but not required) and athletic shoes suitable for court activity or cross training (distance running shoes are not recommended). Once the applicant has registered at the test site, a test administrator will outfit the subject with a weighted belt used to simulate the Lewisville Police Department's duty belt and a protective body armor vest (net weight ~12 pounds). Test applicants will wear this equipment while taking the PAT. To minimize tripping hazards, subjects will wear athletic shoes (running shoes are not recommended) in lieu of service boots. There are several sizes of weighted belts on hand to ensure every subject has properly fitting equipment.

PHYSICAL ABILITY TEST (PAT) DETAIL

The Lewisville Police Department's Physical Ability Test (PAT) consists of six tasks. All six tasks must be completed. Each task is detailed in the description below and a schematic of the test is provided on the last page.

All applicants will have an opportunity to visit the test site prior to the test date in order to become familiar with the various tasks. See practice session dates and times above.

TASK 1

Sprint & Barrier Surmount: From the starting position (kneeling weapon-fire ready position), subject sprints or runs 50' to the barrier. For this task the subject is required to surmount a 6-foot solid-faced, wood barrier using his/her hands, arms and legs to lift and pull himself/herself over the wall. Subject then sprints or runs another 50' through a second set of cones and moves to the Stair Climb task.

Subjects may not use the barrier side supports or have any other assistance. They will be allowed three attempts to clear the barrier. If they cannot surmount the barrier in three tries, they will be disqualified and the test terminated

TASK 2

Stair Climb: For this task the subject climbs and descends three stories on the outside stairwell of the Fire-Training Tower. When ascending the stairs, the subject may skip steps and may use the handrail. However, subject must use every step while descending and must also use the handrail.

TASK 3

Physical Restraint: On completing the stair climb task, subject moves to the controlled-force task utilizing the PTM 1000 force-training machine. Subject completes three semi-circles while pulling on the force-training machine handle, followed by three semi-circles while pushing on the handle. At the completion of the Controlled Force task, the subject moves to Task 4.

In each semi-circle traversed, the subject must have one foot cross (not touch, but completely cross) a line extending from and in line with the support stanchions of the PTM 1000.

The force-training machine will have a 50-pound load. The subject must maintain the load in the raised position (past the grey tape mark on the handle shaft or maintaining the weighted carriage elevation above the grey tape marks on the side rails) throughout all semi-circle sweeps to the right and left. Should the load fall below either of the indexed marks, the subject must stop moving until the weight is sustained at or above the marks. Once the weights are above the mark again, the subject may continue traversing the semi-circle.

Overall performance time does not stop while the subject is repositioning the weight. The subject must complete all 6 semi-circular traverses with the weight properly suspended to complete this evolution.

TASK 4

Pursuit Run: For this task the subject runs/jogs in a "V" pattern around a set of three traffic cones a total distance of approximately 475 feet (five excursions of 80 feet each between cones placed 80' apart). Upon completion of the Pursuit Run task, subject jogs/walks to Task 5.

TASK 5

Victim Rescue: Subject jogs/walks through the cones marking the entrance to the victim rescue task in the center of the drag area and approaches the 176-pound mannequin for the victim rescue

drag of 30 feet (*). The subject squats at the mannequin's head, places his/her hands under the mannequin's head/neck, and raises the mannequin's torso into a seated position. The subject grasps the mannequin by hooking both arms under the mannequin's armpits and clasps his/her hands in front of the mannequin's chest, if possible. Subject then lifts the mannequin using a "squat" type of lift involving his/her legs and maintaining the natural curve of the back in a safe lifting motion. Once the subject has elevated the mannequin, he/she begins a rearward walking movement keeping the torso of the mannequin at chest level (with the mannequin's "feet" dragging on the ground) until the mannequin's feet cross the end line. Once the mannequin's feet are across the line, the subject drops the mannequin and runs/walks to Task 6.

(* **Note:** The key discriminator for the Victim Rescue is the requirement to "lift and carry" the mannequin. It is vital to assess the potential to rescue/extricate and move a fellow officer or civilian to safety, to assess potential to manage the grab/wrestle/restrain functions, or to manage the lift/carry functions defined in the survey responses. Applicants are provided an alternative method of dragging the entire mannequin by the collar rather than the "lift and carry" method. This method will be demonstrated for each test applicant prior to the test.

The victim rescue course is designed so that after each subject drags the mannequin, reset is accomplished by merely turning the mannequin around so that its head is pointing down the dragging course.

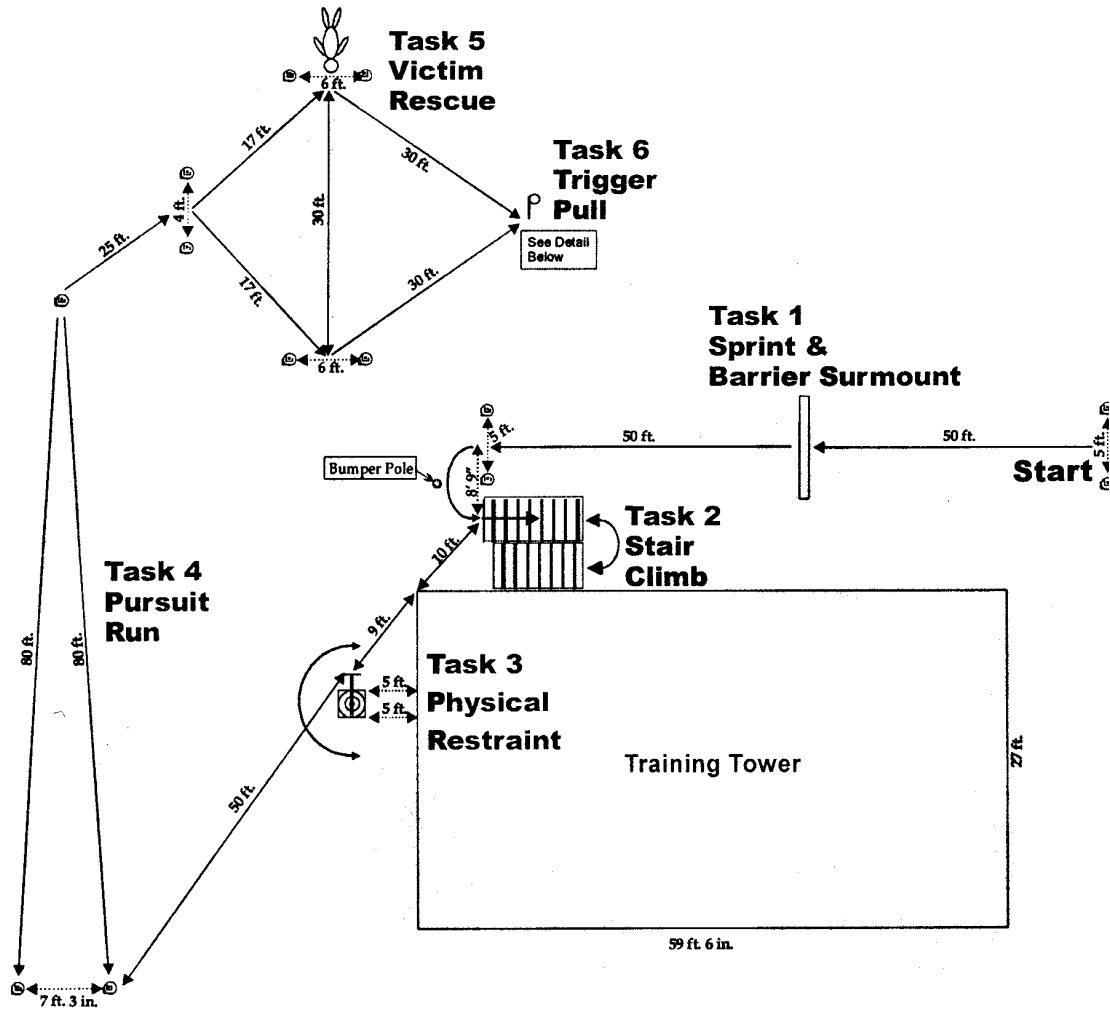
TASK 6

Trigger Pull: Subject walks/jogs about 30 feet from the finish of the victim rescue to the trigger pull stand. Subject picks up the unloaded/cleared weapon from the weapon holster and pulls the trigger 13 times with each hand. Test time stops with the 26th trigger pull. Once finished, the subject replaces the weapon in the holster. While pulling the trigger, the subject should have the barrel of the weapon inside of the ring. The barrel is not allowed to touch the ring. If it does so once, a warning will be issued. If it does so a second time, the subject will be disqualified. Prior to the test, the weapon should be placed in the holster mounted on the ring stand. The 9" pie ring (stovetop trim ring) should be taped on a vertical pole or equivalent such that the base of the ring is 54" from the ground (see schematic).

HYDRATION

The Lewisville Police Department believes all applicants will have more success if they are properly hydrated prior to taking the PAT. The Lewisville Police Department recommends all applicants consume at least one 8-ounce cup of water immediately after completing the test and another 8 ounce cup of water approximately 20 to 30 minutes afterwards to re-hydrate themselves. The Lewisville Police Department will provide water and cups for all applicants. Applicants may bring other non-alcoholic beverages of their own choosing.

TEST SCHEMATIC



Legend:

⊙ Traffic Cone

Trigger Pull Detail



BACKGROUND CHECK

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The Lewisville Police Department employment standards are such to identify candidates who have demonstrated high ethical principles and sound judgment in their life decisions.

The following guidelines have been adopted to assist the department in evaluating a candidate's overall personal and work history in order to obtain a comprehensive picture of the applicant's ability to perform the job.

CAUSES FOR REJECTIONS:

1. Applicant cannot meet the licensing/certification requirements for position sought.
2. Applicant cannot intelligently read, write, or communicate effectively in English. The candidate will be disqualified until the deficiency is corrected. *(Results in a temporary rejection)*
3. Applicant is found to lack any of the minimum qualifications set forth in the published notice of examination and established as minimum qualifications in the classification specification. The candidate will be disqualified only until qualifications are met. *(Results in a temporary rejection)*
4. Applicant is physically or mentally unable to perform the essential functions of the position, and for which a reasonable accommodation is not available, as measured by the Physical Ability Test, Physical, and Psychological Examination. *(May result in a temporary or permanent rejection)*
5. Applicant has demonstrated a failure to pay contractual debts including failure to pay court-ordered child support. Factors which will be considered include the 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 re-qualification. *(Results in a temporary rejection)*
6. Applicant has been convicted or pled to a felony or a Class A misdemeanor. *(Results in a permanent rejection)*

Applicants, who have been convicted or pled to a Class B misdemeanor within ten years will result in a temporary rejection (except for **admission** to possession or use marijuana use within five years). The exception being misdemeanor DWI or DUI, or violations listed under items 10 and 12 which result in a permanent rejection.

(Note: The exception applies only to police officers or applicants required to drive as part of the duty assignment and do not apply to applicants for police dispatcher.) Cases will be considered in their entirety. A candidate will not be considered for employment while charges are pending for any criminal offense.

7. Applicant has made any false statements; intentionally withheld information, practiced or attempted to practice any deception or fraud in his/her application, examination, or appointment. *(Results in a permanent rejection)*
8. Applicant has failed to complete or satisfactorily meet the employment process requirements of the Lewisville Police Department, including missed appointments, failure to return necessary paperwork, failure to notify the department of changes in address or telephone numbers, or who otherwise failed to complete the application process. *Candidate will be temporarily disqualified for one year.*
9. Applicant has failed to score satisfactorily at the interview. Candidates will be disqualified for failure to verbally communicate effectively and appropriately; and failure to demonstrate an understanding of the roles and responsibilities of the position. *(Results in a temporary rejection)*
10. Applicant has an unsafe driving record as determined by the following guidelines:

Candidates will be temporarily disqualified who have violations exceeding those as defined by City Policy:

- .1 More than three (3) vehicle accidents on the candidate's Department of Public Safety driving record during the preceding thirty-six (36) months.
- .2 More than three (3) traffic convictions resulting from separate incidents on the candidate's Department of Public Safety driving record during the preceding thirty-six (36) months. Parking, registration, and equipment convictions are excluded.
- .3 Final conviction (including exhaustion of the appeal process) or a plea of guilty or no contest resulting in a probated sentence or deferred adjudication within the preceding five years for the following or similar offenses:
 - .1 Driving While Intoxicated (D.W.I.)/Driving Under the Influence of Drugs (D.U.I.D.)
 - .2 Driving with License Suspended (D.W.L.S.)
 - .3 Failure to comply with duties following an accident in accordance with the Transportation Code Section 550.021 (involving injury to a person).

- .4 Conviction of any one of the following offenses will result in permanent disqualification:
 - .1 Criminally Negligent Homicide
 - .2 Aggravated assault (involving a motor vehicle);
 - .3 Intoxication Manslaughter;
 - .4 Intoxication Assault;
 - .5 Failure to give information and render aid; or
 - .6 Using a motor vehicle for commission of a felony.

In addition, lesser, but excessive violations and behaviors which tend to indicate driving habits that are not compatible with the operation of emergency vehicles and present potential liabilities to the City of Lewisville will be disqualifications.

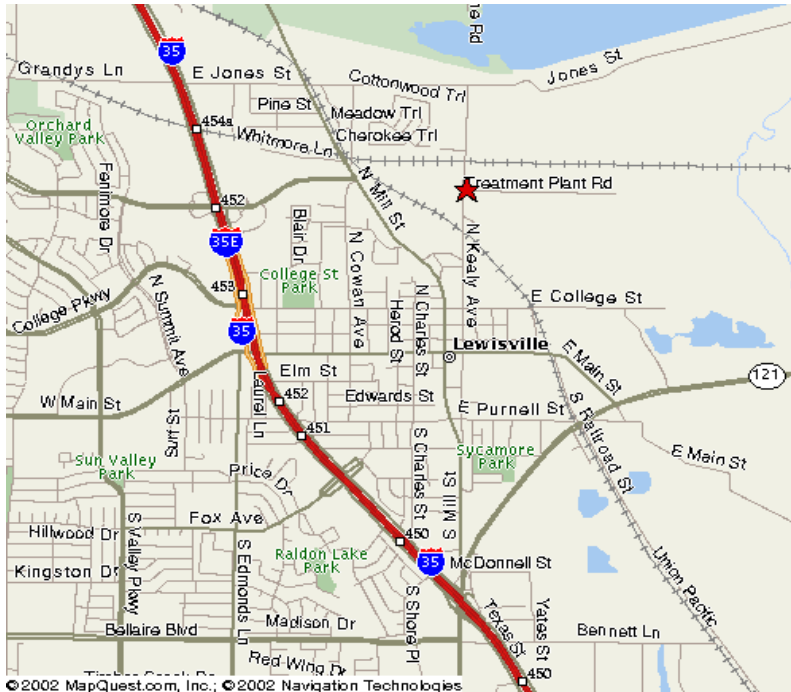
Reapplication will be permitted when the candidate can meet the above standards.

11. Applicant has a history of unstable work including short terms of employment over the candidate's employment history. Rejection under this provision will be temporary in nature and candidates will be eligible for reapplication after a two year period.
12. Applicant has a history of employment in an illegal occupation. This is a permanent disqualification.
13. Applicant's history indicates bad character; questionable integrity or moral character; or poor decision making skills. Cases will be considered in their entirety.

Call Officer Todd Cooper at 972-219-3616 to register for a *Physical Ability Practice*.

PHYSICAL ABILITY PRACTICE DIRECTIONS

Test Site: 701 Treatment Plant Road, Lewisville, Texas



Directions:

East on Main

Left on Kealy

Right on Treatment Plant Rd.

.8 miles to Obstacle Course.

Course is on left side of the road

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