



CIVIL SERVICE WRITTEN EXAMINATION FOR ENTRY-LEVEL POLICE OFFICER POSITION

COVER SHEET

INSTRUCTIONS:

PLEASE READ ALL INSTRUCTIONS AND DOCUMENTS IN THIS PACKET CAREFULLY!

Your application must be thoroughly completed and submitted by the deadline.

Your application must contain a Release of Liability that must be completed and signed by your doctor. You must obtain medical clearance in order to participate in the Physical Agility/Strength Endurance Examination. Please note that you must first pass the written exam on Friday, June 16, 2023 in order to be eligible to take the physical agility test. The physical agility test will be taking place on TBD.

A **COPY** of the following **MUST** be submitted along with your application via email to lgomez@cityofedinburg.com :

- ☐ Valid Driver's License (State of Texas)
- ☐ Birth Certificate (Proof of Citizenship)
- ☐ TCOLE License (If you are already Peace Officer- Certified only)
- ☐ DD214 Form – Member 4 with an Honorable Discharge (If you are a Veteran only)

*This form is needed in order to qualify for the Veteran's credit points to be added to your passing score.

- ☐ Release of Liability (completed and signed by your doctor)

https://cityofedinburg.com/departments/human_resources_civil_service/police_officer.php

*We recommend that you set-up an appointment with your doctor as soon as possible.

Application Submittal Deadline:

June 13, 2023
No later than 11:59 p.m.

***Applications will not be accepted after this date and time- no exceptions.**

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NOTICE

CIVIL SERVICE

WRITTEN EXAMINATION FOR

ENTRY-LEVEL POLICE OFFICER POSITION

The City of Edinburg will conduct testing for the position of Entry-Level Police Officer.

DATE: Friday, June 16, 2023
TIME: 8:30 a.m. (doors open at 8:00 a.m.)
LOCATION: Activity Center
123 E. Palm Dr.
Edinburg, TX 78539

An Application may be filled out online at the City of Edinburg website:

https://cityofedinburg.com/departments/human_resources_civil_service/employment_opportunities.php

from **May 17, 2023 through June 13, 2023**

Deadline to submit the Application and required documents is June 13, 2023 at 11:59 pm.

As per Local Civil Service Rules:

- 1.) Police Department entry level eligibility lists will expire six months after the date of the entrance examination. A new examination may be given, depending on the needs of the Edinburg Police Department, at the end of the six (6) month period or sooner, if applicable.
- 2.) Law Enforcement Applicants who possess Valid Peace Officer's license through the Texas Commission on Law Enforcement Standards and Education (TCOLE) may be given preference regardless of their position on the eligibility list upon providing evidence of such certifications.

PERSONS WITH DISABILITIES WHO MAY NEED ASSISTANCE ARE REQUESTED TO CONTACT THE HUMAN RESOURCES/CIVIL SERVICE DIVISION AT (956) 388-1873. REQUESTS MUST BE SUBMITTED AT LEAST ONE WEEK PRIOR TO THE EXAM SO THAT ARRANGEMENTS CAN BE MADE ACCORDINGLY.

All applicants will be required to present a valid Driver License for photo identification purposes.

I hereby certify this notice of a Civil Service Entry Level Police Officer Position was posted in accordance with Subchapter B. Classification and Appointment, Section 143.024. Entrance Examination Notice, in the Rules of the Firefighters' Police Officers' Civil Service Commission for the City of Edinburg, Texas, at the City Offices of the City of Edinburg located at 415 W. University Drive main lobby at the entrance outside bulletin board, at the Human Resources Department, the Police and Fire Department of the City of Edinburg, visible and accessible to the general public during regular work hours. This notice was posted on May 16, 2023 at 5:00 p.m.


By: _____
Belinda Torres, Civil Service Director



POLICE HIRING PROCESS

MINIMUM REQUIREMENTS

- I. To be eligible to take the Civil Service Written Examination and the Physical Agility/Strength and Endurance Test for Entry-Level Position Police Officer with the Edinburg Police Department, applicants shall:**
- (1) Be citizen of the United States;
 - (2) Not be less than 21 years of age or older than 44 years of age (*Pursuant to the Texas Local Government Code, Subchapter A. General Provisions, 143.023 Eligibility for Beginning Position (c)*);
 - (3) Be a high school graduate or have passed a general educational development (GED) test indicating high school graduation level;
 - (4) Have completed 30 semester hours credit from an accredited college or university, **or one of the following:**
 - (a) Have a minimum of 2 years of full-time military service with an honorable discharge, or
 - (b) Have 2 years of full-time Peace Officer experience
 - (5) Have a valid Driver License and satisfactory driving record (a valid Texas Driver License and satisfactory driving record is required prior to employment as an Entry-Level Police Officer);
 - (6) Have completed and submitted the enclosed documentation to the City of Edinburg Human Resources/Civil Service Division by the deadline. No applications will be accepted after the deadline.
 - (7) Must be able to intelligently read and write the English language; and
 - (8) Meet the minimum standards set forth in the published notice and established minimum qualifications in the position classification plan as adopted by the Civil Service Commission.
- II.** An applicant may not be certified as eligible for an Entry-Level position with the Police Department unless the applicant meets all legal requirements necessary to become eligible for future licensing by the Texas Commission on Law Enforcement (TCOLE). For more information visit: <http://www.tcole.texas.gov/>
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AUTOMATIC DISQUALIFIERS

- I. Arrests:**
- (1) All felony or Class A misdemeanor convictions or adjudications.
 - (2) Any Class B misdemeanor convictions or adjudications within 10 years of the date of the disposition.
 - (3) Any grade of misdemeanor convictions involving:
 - Domestic Violence (regardless of history & length of time)
 - Theft
 - Moral Turpitude (e.g. corruption, immorality, dishonesty)
 - Excessive convictions for crimes against public order (e.g. disorderly conduct, public intoxication)
 - (4) Assault (within the last ten 10 years and/or severity of act/ injury or class of crime)
 - (5) Intentional concealment of an arrest
 - (6) Currently under indictment for any felony or have a pending misdemeanor charge.
- II. Traffic Violations:**
- (1) Intentional concealment of a traffic offense or crash.
- III. Military Requirement:**
- (1) Applicants with military service must not have less than an Honorable Discharge. (DD-214 required)
- IV. Violation of Nepotism Policy**



PHYSICAL AGILITY/STRENGTH AND ENDURANCE TEST REQUIREMENTS

Test	Males			Females		
	Ages 20-29	Ages 30-39	Ages 40-44	Ages 20-29	Ages 30-39	Ages 40-44
One Minute Sit-Ups	40 Minimum	36 Minimum	31 Minimum	35 Minimum	27 Minimum	22 Minimum
One Minute Push-Ups	33 Minimum	27 Minimum	21 Minimum	18 Minimum	14 Minimum	11 Minimum
1.5 Mile Run (minutes/seconds)	11:58 Maximum	12:25 Maximum	13:05 Maximum	14:15 Maximum	15:14 Maximum	16:13 Maximum
300 Meter Run (seconds)	56 Maximum	57 Maximum	67.6 Maximum	64 Maximum	74 Maximum	86 Maximum

All applicants will be given instructions and a demonstration on how to perform sit-ups and push-ups. Applicants must pass all test categories to be eligible for hire. Applicants that fail one category will not be allowed to continue onto the next category.

**Edinburg Police Department
Training Division
1309 N. Doolittle Rd.
Edinburg, TX 78539
(956)318-8840**

EDINBURG POLICE DEPARTMENT-CIVIL SERVICE

COMPENSATION PLAN - FY 2022-2023

Effective: 10-03-2022

Estimated Population	102,483	
Square Miles	39.00	
NON- EXEMPT/BASE PAY (Entry Pay)	Hourly	Annual
Police Officer 1 (non-certified)	\$18.7719	\$39,045.5378
Police Officer 1 (certified)	\$25.1821	\$52,378.7374
Police Officer 2	\$30.8016	\$64,067.3241
Police Officer 3	\$32.7010	\$68,018.0877
Sergeant	\$37.2586	\$77,497.9646
Lieutenant	\$40.9524	\$85,180.9480
EXEMPT/BASE PAY (Entry Pay)	Hourly	Annual
Assistant Chief	\$45.0535	\$93,711.3249
LONGEVITY PAY	\$54/year of service	
SENIORITY PAY	Annual	Per Pay Period
3 years	\$1,500.00	\$57.6923
4 years	\$2,000.00	\$76.9231
5 - 7 years	\$3,500.00	\$134.6154
8 - 9 years	\$5,000.00	\$192.3077
10 - 12 years	\$5,500.00	\$211.5385
13 - 14 years	\$6,500.00	\$250.0000
15 - 16 years	\$7,500.00	\$288.4615
17 - 19 years	\$9,000.00	\$346.1538
20 years and over	\$11,500.00	\$442.3077
CERTIFICATION PAY	Annual	Per Pay Period
Intermediate Peace Officer	\$900.00	\$34.6154
Advanced Peace Officer	\$1,200.00	\$46.1538
Master Peace Officer	\$1,500.00	\$57.6923
EDUCATION PAY	Annual	Per Pay Period
Associate Degree	\$1,000.00	\$38.4615
Bachelor Degree	\$1,500.00	\$57.6923
Master Degree	\$2,000.00	\$76.9231
ASSIGNMENT PAY	Annual	Per Pay Period
Intoxilyzer Operator	\$1,200.00	\$46.1538
DRE	\$1,200.00	\$46.1538
Fitness Specialist	\$1,200.00	\$46.1538
SWAT	\$1,200.00	\$46.1538
Honor Guard	\$1,200.00	\$46.1538
Criminal Investigation Division	\$2,500.00	\$96.1538
Traffic Investigations	\$2,500.00	\$96.1538
Community Orientated Policing Division	\$2,500.00	\$96.1538
Motorcycle Officer	\$2,500.00	\$96.1538
K-9 Officer	\$2,500.00	\$96.1538
Field Training Officer	\$2,500.00	\$96.1538
SHIFT DIFFERENTIAL PAY	Pay	
Hours worked between 6 p.m. & 6 a.m.	Additional \$1.00 added to Base Pay for hours worked between time indicated	
CLOTHING ALLOWANCE (Non-Uniformed Civil Service)	Up to \$1,200.00 per FY (\$300 per Qtr)	
CLOTHING ALLOWANCE (Uniformed Civil Service)	Up to \$900.00 FY (\$225 per Qtr)	



Exam Procedures

Written Examination Procedure

- When you submit a completed application and required documents for civil service written examination, you will be issued a flyer to access study guide with 1 business day of completion.
- Be at the examination location 30 minutes prior to scheduled time.
- Provide your valid Driver License for photo identification purposes.
- Must have provided his/her Military Form DD214 (stating "honorable discharge" prior to the examination date in order to have Veteran's Credit (five points) added to your passing score, if applicable.
- **Electronic devices such as cell phones, music device, smart watches and baseball caps, hats, bags, purses, books, food/drinks, or documents are not allowed in the examination area.** All necessary materials (exam and pencils) will be provided.
- No person will be permitted into the examination area after 8:30 a.m.
- After exam has begun, you will not be allowed to leave the examination room unless an emergency arises.
- Fraudulent conduct or false statements by an applicant, on any application or examination, shall give cause for exclusion from the examination or removal of the person's name from the Eligibility List.

Post-Examination Information

- Raw scores will be posted on the bulletin board placed by the south entrance of Edinburg City Hall located at 415 W. University, Edinburg, TX and the City of Edinburg Website www.cityofedinburg.com. Raw scores are defined as the score on the written examination without the Veterans Credit added. A score of 70% represented a passing score.
- An applicant's position on the Eligibility List is determined by the total passing score (70 or better) plus Veteran's Points, if applicable. The Eligibility List is in order from the highest score to lowest score.
- Eligibility Lists for entry-level positions in the Edinburg Police Department will remain in effect for not less than six (6) months from the date that the Edinburg Police Officers' Civil Service Commission certify the list, unless all names on the list referred to the Edinburg Police Department have been exhausted. A new examination may be given, depending on the needs of the Edinburg Police Department, at the end of the six (6) month period or sooner, if applicable.
- After being placed on the Eligibility List, in order to proceed with the selection process for an open position, applicants must be able to pass the following:
 - (a) A physical agility examination. **(See date below)**
 - (b) A thorough background investigation.
 - (c) A polygraph examination.
 - (d) A credit history check.
 - (d) An oral interview.
 - (e) A medical/physical examination.
 - (f) A mental examination/psychological evaluation.
- **If you pass the written examination**, you must then take the Physical Agility/Strength and Endurance Test by reporting to: Richard R. Flores Stadium 1800 S. Stadium Drive Edinburg, TX
June 21-23, 2023 (You will be notified via email on your application on scheduled date)

Failure to successfully complete, or failure to receive a passing recommendation on any of these steps is cause for immediate removal from the application process.



The following Release of Liability form must be completed by your doctor and **submitted by the application deadline, June 13, 2023 at 11:59 pm**. If this form is not submitted, you will not be allowed to take the Physical Agility Test even if you pass the written exam as medical clearance is needed in order to participate in this test.

Email completed form to the following:
Lizette Gomez, Assistant Director of Human Resources
lgomez@cityofedinburg.com

We recommend that you make an appointment with your doctor as soon as possible. Be advised that this is at your expense.

Please note that submitting this release does not entitle you to take the physical agility test unless you pass the written exam.

If you pass the written examination, you must then take the Physical Agility/Strength and Endurance Test by reporting to:

Date: June 21-23, 2023
Time: 8:00 am
Location: Richard R. Flores Stadium
1800 S. Stadium Drive
Edinburg, TX 78539

You will be notified via email on your application of confirmed scheduled date and time for physical agility exam.

***ANYONE ARRIVING AFTER THE SCHEDULED TIME WILL NOT BE ALLOWED TO TEST.**



RELEASE OF LIABILITY FORM

PHYSICAL AGILITY/STRENGTH & ENDURANCE TEST REQUIREMENTS 2023

(Print Applicant's Name)

I, the undersigned physician, hereby certify _____,
to engage in a series of battery of procedures for the purpose of determining his/her level of fitness/wellness.

Test	Males			Females		
	Ages 20-29	Ages 30-39	Ages 40-44	Ages 20-29	Ages 30-39	Ages 40-44
One Minute Sit-Ups	40 Minimum	36 Minimum	31 Minimum	35 Minimum	27 Minimum	22 Minimum
One Minute Push-Ups	33 Minimum	27 Minimum	21 Minimum	18 Minimum	14 Minimum	11 Minimum
1.5 Mile Run (minutes/seconds)	11:58 Maximum	12:25 Maximum	13:05 Maximum	14:15 Maximum	15:14 Maximum	16:13 Maximum
300 Meter Run (seconds)	56 Maximum	57 Maximum	67.6 Maximum	64 Maximum	74 Maximum	86 Maximum

I certify that I have examined him/her and find no contraindications that would limit him/her from performing all of the above battery of exercise testing:

Applicant's Name:	* PLEASE PRINT
Physician's Name:	* PLEASE PRINT
Address:	
Office No.:	Fax No.:
Physician's Signature:	Date:

Note to Physician: Should you have any questions regarding the protocol of any exercise, please contact Lieutenant, Robert Vallejo at (956) 289-7700 or Belinda Torres, HR/Civil Service Director at (956) 388-1873.



Job Description

Job Title:	Police Officer 1
Department:	Police
Reports to:	Sergeant
FLSA Classification:	Non-Exempt
Safety Sensitive Type:	Civil Service
Effective Date:	05/01/2022

Job Summary:	The purpose of this position is to enforce the laws of the State of Texas and the City of Edinburg to protect life and property. Other duties include passing physical exams; qualifying with required equipment, and other duties as assigned.
Essential Job Functions:	<p>Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position.</p> <ul style="list-style-type: none">a. Protect life and property through code and law enforcement; patrol the city and perform surveillance; and respond to emergency calls.b. Secure crime scene; investigate suspected crimes; makes arrests and assist in booking suspects; guard and transport prisoners.c. Assist in criminal investigations; interview involved persons and witnesses; collect evidence; and prepare written reports as required.d. Investigate traffic accidents; issue traffic citations; prepare traffic accident reports; direct traffic as needed; and provide police protection at events.e. Provide advice to the public on laws, ordinances and general information.
Conditions of Employment:	<ul style="list-style-type: none">a. Applicant will be subject to a complete background investigation. Incomplete, inaccurate and/or failure to report information will cause the applicant rejection from consideration.b. Applicant must take and pass a pre-employment drug, psychological and physical screening administered by the City of Edinburg appointed physician at the City's expense.c. Must have a current valid class "C" driver's license from the Texas Department of Public Safety with a satisfactory driving record.d. Requires successful completion of specific statutory and/or administrative requirements as directed by the Civil Service Commission as prescribed by the Civil Service Statute.e. Requires Basic State Certification for Law Enforcement Officers.f. Bilingual English/Spanish Preferred.
Required Education:	30 semester hours credit from an accredited college or one of the following: <ul style="list-style-type: none">(a) Have a minimum of 2 years of full-time military service with honorable discharge, or(b) Have 2 years of full-time Peace Officer experience



Job Description

Required Knowledge, Skills, & Abilities	a. Knowledge of state, federal and local laws and regulations. b. Communications skills. c. Judgment and decision-making skills. d. Customer service and public relations skills.
Equipment Materials:	General office and safety equipment/materials to include but not limited to the following: <ul style="list-style-type: none"> • Computer/ Laptop • Telephone • Police Unit • Duty Belt • Handcuffs • Firearm • Baton • Police Radio • Recording and Electronic Equipment
Work Conditions:	Significant exposure to unpleasant environmental conditions and/or hazards. Occasional outside work. Work Holidays as assigned.
Mental Demands:	While performing the duties of this class, the incumbent is regularly required to use written and oral communication skills; read and interpret data, information and documents; use math and mathematical reasoning; perform detailed work, multiple deadlines and concurrent tasks; work with constant interruptions; and interact with staff and the public.

Physical Demands					
Environmental Conditions:					
HEALTH AND SAFETY		ENVIRONMENT FACTORS		PRIMARY WORK LOCATION	
Mechanical Hazards	<input type="checkbox"/>	Respiratory Hazards	<input checked="" type="checkbox"/>	Office Environment	<input type="checkbox"/>
Chemical Hazards	<input checked="" type="checkbox"/>	Extreme Temperatures	<input checked="" type="checkbox"/>	Warehouse	<input type="checkbox"/>
Physical Danger or Abuse – upset customers	<input checked="" type="checkbox"/>	Expressing/Exchanging Spoken Word	<input checked="" type="checkbox"/>	Closed Quarters/Crawl Spaces	<input type="checkbox"/>
Fire Hazards	<input type="checkbox"/>	Noise	<input checked="" type="checkbox"/>	Vehicle	<input checked="" type="checkbox"/>
Explosives	<input checked="" type="checkbox"/>	Wetness/ Humidity	<input checked="" type="checkbox"/>	Outdoor Environment	<input type="checkbox"/>
Communicable Diseases	<input checked="" type="checkbox"/>	Vibration	<input checked="" type="checkbox"/>	Inside Environment	<input type="checkbox"/>
Electrical Hazards	<input type="checkbox"/>	Physical Hazards	<input checked="" type="checkbox"/>	Shop	<input type="checkbox"/>

Visual Acuity:		
Near Visual	<input checked="" type="checkbox"/>	Clarity of vision at approximately 20in or less (i.e., working with small objects or reading small print), including use of computers.
Far Visual	<input checked="" type="checkbox"/>	Clarity of vision at 20ft or more. This is not just the ability to see a person or object, but the ability to recognize features as well.
Peripheral Vision	<input checked="" type="checkbox"/>	Observing an area that can be seen up and down or to right or left while eyes are fixed on a given point.



Job Description

Physical Activities:				
TASK		FREQUENCY	PERFORMANCE	
N = Never (never occurs)	R – Rarely (less than 1 hour a week)	O = Occasionally (up to 1/3 of the time)	F = Frequently (from 1/3 to 2/3 of the time)	C = Continuously (2/3 or more of the time)
Climbing	F	Ascending of descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized.		
Stooping (bending at waist)	F	Bending body downward and forward by bending spine at waist.		
Kneeling (one or both knees)	F	Bending legs at knee to come to a rest on knee or knees.		
Lifting/Carrying	F	Raising objects from a lower to a higher position or moving objects horizontally from position-to-position.		
Keyboarding	O	Entering text or data into a computer or other machine by means of a traditional keyboard. Traditional keyboard refers to a panel of keys used as the primary input device on a computer, typographic machine or 10-key numeric keypad.		
Reaching (at or below shoulder level)	O	Extending hand(s) and arm(s) in any direction.		
Reaching Overhead	O	Extending hand(s) and arm(s) higher than the head and one of these conditions exist: (1) A person bends the elbows, and the angle at the shoulders is about 90 degrees or more, or (2) A person keeps the elbow extended, and the angle at the shoulder is about 120 degrees or more.		
Twisting/Turning (rotation)	O	Rotating one part of the body in a direction away from or opposite to another part. Includes lateral rotation of the trunk and spine.		
Handling (manipulated objects)	F	Seizing, holding, grasping, turning or otherwise working with hands.		
Standing	F	Remaining upright on the feet, particularly for sustained period of time.		
Walking	F	Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.		
Sitting	F	Remaining in a seated position for extended periods of time without being able to leave the work area.		
Grasping (whole hand activities)	F	Applying pressure to an object with the fingers and palm.		
Pushing/Pulling	O	Using upper extremities to press against something with steady force, in order to thrust forward, downward or outward. Using upper extremities to exert force in order to draw, drag, haul or tug objects in a sustained motion.		

Physical Requirements:			
TASK	WEIGHTS	CHECK IF APPLICABLE	PERFORMANCE
Sedentary Work	Up to 10 lbs.	<input type="checkbox"/>	Exerting up to 10lbs of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.
Light Work:	Up to 20 lbs.	<input type="checkbox"/>	Exerting up to 20lbs of force occasionally, and/or up to 10lbs of force frequently, and/or a negligible amount of force constantly to move objects. If the use of arm and/or leg controls require exertion of forces greater than that for



Job Description

			Sedentary Work and the worker sits most of the time, the job is rated for Light Work.
Medium Work:	Up to 50 lbs.	<input checked="" type="checkbox"/>	Exerting up to 50lbs of force occasionally, and/or up to 20lbs of force frequently, and/or up to 10lbs of force constantly to move objects.
Heavy Work:	Up to 100 lbs.	<input type="checkbox"/>	Exerting up to 100lbs of force occasionally, between 2 persons, and/or in excess of 50lbs of force frequently, and/or up to 20lbs of force constantly to move objects.

Authorization:	<p>I have reviewed this description and understand the requirements and responsibilities of the position.</p> <p>_____</p> <p>Date Print Name Signature of Employee</p> <p>The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required. This description is subject to modification as the needs and requirements of the position change.</p>
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