



Abilene Police Department NOW RECRUITING



FOR CERTIFIED TEXAS PEACE OFFICERS (Lateral Entry) – *Revised 3/14/2011*

SALARY

ANNUAL SALARY:

Police Officer (Trainee)	\$40,800
Police Officer (PTO Completion)	\$47,379
Police Officer (2 years)	\$49,913
Police Officer (3 years)	\$51,477
Police Officer (4 years)	\$54,308
Police Officer (5 years)	\$57,597
Police Officer (8 years)	\$60,912

INCENTIVE PAY: (eligible after sworn in) *Monthly*

Approved Associates Degree	\$ 50
Approved Four Year Degree	\$ 100
Intermediate Certification	\$ 60
Advanced Certification	\$ 120
Master Certification	\$ 200
Bi-Lingual Pay	\$ 50
Longevity Pay **	\$ 4

** \$4/mo. for each yr. of service as an Abilene Police Officer (eligible after 1 yr., maximum of \$100/mo.)

Current TCLEOSE Certified Peace Officers, who are accepted for Lateral Entry, will attend a Modified Training Academy and Police Training Officer (PTO) program. The salary during training will be commensurate to the officer's previous term of service as a Peace Officer, not to exceed the **Two-Year Officer's salary step**. After having completed PTO, the employee's salary will be reclassified to reflect their total previous term of service as a Texas Peace Officer, with a maximum upper limit of the **Five-Year salary step**. To advance beyond the Five-Year salary step, the employee must have tenure in that position as an Abilene Police Officer equivalent to the difference in the Five-Year salary step and the next step of the Salary Schedule in effect at the time.

HOW TO APPLY: Apply at the City of Abilene **Employment Information Office**, Room 103, City Hall, 555 Walnut Street, Abilene, Texas 79604. Applications can also be obtained by calling (325) 676-6347 or 676-6392 **or** by e-mailing jobs@abilenetx.com, **or** by printing from our website at www.cityofabilene.jobs. **Reminder: Completed applications must include a copy of your college transcript** (unofficial copy can be submitted with application), a copy of your **DD-214** or other official verification of military service, if applicable, and verification of TCLEOSE certification. Also the attached Additional Information Questionnaire regarding Law Enforcement Experience must be submitted with your application. (Page 14 of the Employment Application.) Your Employment Application will be processed by the Employment Information Office in Human Resources, then forwarded to Abilene Police Administration for review and assessment of your eligibility to be considered for the lateral entry program.

Please keep pages 1 through 7 for your records and submit all other pages.

Visit our web sites at www.cityofabilene.jobs or www.abilenepolice.org
Phone (325) 676-6347 or (325) 676-6392

AN EQUAL EMPLOYMENT/ADA EMPLOYER



City of Abilene Police Department



Minimum Standards for Admission to Modified Training Academy

An applicant must meet the following minimum standards **by the date of hire** unless a different date is indicated:

1. Must be a TCLEOSE Certified Peace Officer and have been previously employed as a Peace Officer in a position with responsibilities comparable to that of a Patrol Officer with the Abilene Police Department.
2. Is a U.S. Citizen.
3. Maximum Age: No more than 35 years of age by **date of hire** – **OR** –
No more than 44 years of age by **date of hire** and **preferably** have **either** 5 years full-time, **cumulative** qualified law enforcement experience, **or** 5 years cumulative active military service. – **OR** –
If 45 years of age, but will not reach 46 years of age by **date of hire**, must have **either** 5 years full-time, **continuous** law enforcement experience **or** 5 years cumulative active military service.

**Please
notice
revisions
3/14/2011**

If required to meet the standards for age: **qualifying law enforcement experience must be documented on the application form; or cumulative active military service must be verified by submitting a DD-214 or other official military documentation with the application.**

4. Has ability to meet physical requirements of the job.
5. Has graduated from high school or completed G.E.D. test.
6. Has completed 30 college-level hours.
Preference will be given to applicants meeting the 30 hour college requirement. If the college requirement is not met by date of hire, college requirement must be completed no later than the end of the one year probationary period as a condition of continued employment. Please see Educational Requirement Information Sheet for more information. The college hours must be reflected on a transcript from a degree granting college or university that is accredited and recognized by the American Council on Education. A copy of the college transcript showing the college hours completed is required with the application. If currently enrolled in college courses which will meet the education requirement, a statement of explanation and/or verification of course enrollment should be included.
7. Has the ability to fluently read, write and speak the English language.
8. Has visual acuity in each eye no worse than 20/200 uncorrected, corrected to 20/20 in each eye. Uncorrected acuity worse than 20/100 must be corrected with contact lenses. Normal color vision.
9. Possesses a valid Texas operator's license without restrictions other than eyeglass restrictions.
10. Is not addicted to narcotics and does not indulge in excessive use of intoxicants.
11. Has not been convicted of a class A misdemeanor or any felony at any time.
12. Is not under indictment for any criminal offense.
13. Has never executed at any time a confession to a felony offense, such confession being admissible as evidence against the person in any criminal proceeding in any state or federal court.
14. Has not been convicted of D.W.I. within the last ten (10) years or determined to be a habitual traffic violator.
15. Has not been convicted of family violence. *Family violence includes any act by a member of a family or household against another member of the family or household that is intended to result in physical harm, bodily injury, assault, or sexual assault or that is a threat that reasonably places the member in fear of imminent physical harm, bodily injury, assault, or sexual assault, but does not include defensive measures to protect oneself; or a member of the family or household toward a child of the family or household; whether Class A or C misdemeanors.*
16. Has not been convicted or been on court ordered community supervision for any class B misdemeanor within the last ten (10) years.
17. Has not been discharged from military service under less than honorable conditions.



Abilene Police Department



EDUCATIONAL REQUIREMENT INFORMATION SHEET

This information will apply to you if you do not currently have all of the college hours to meet the requirement of the Abilene Police Department.

As an applicant for lateral entry, the following explains the educational requirement from a college or university accredited by the American Council on Education:

- Completion of 30 college-level hours

These educational requirements must be completed no later than the end of the one year probationary period (**1 year from date of employment**) as a condition of continued employment, if you are hired to attend the Modified Training Academy to become an Abilene Police Officer.

If you do not currently meet the educational requirement listed, you will be required to provide the following information when submitting your Personal History Statement which will be provided to you after meeting the standards for the physical agility test and a preliminary interview:

- Signature on the Acknowledgement and Agreement form that you understand the requirement to complete the educational requirement no later than the end of the one year probationary period.
- A written explanation of how you plan to meet the educational requirement within the designated period. For instance, if you possess 24 hours of college level hours, you must have 30 hours to meet the requirement. Therefore, you must explain how you will fulfill this requirement no later than the end of your probationary period.



ABILENE POLICE DEPARTMENT

APPLICANT INFORMATION SHEET

The Abilene Police Department is accepting applications for qualified TCLEOSE Certified Peace Officers previously employed as a Texas Peace Officer in a position with responsibilities similar to those of a Patrol Officer with the Abilene Police Department. There will be no written examination. Applicants will complete their initial employment application packet and submit to the City of Abilene Employment Information Office. Complete and verified Employment Applications will be reviewed by Abilene Police Administration. Applicants who are determined to be eligible to be considered for the lateral entry program will be contacted to participate in the physical agility testing.

The physical agility testing will be conducted at the Abilene Police Department Training Facility located at 4551 East Lake Road. Directions to the Training Field are provided within this packet. Applicants should bring or wear apparel appropriate for physical activity and present weather conditions. Also, be sure to have your driver's license. Physical agility testing includes job-related activities, such as climbing, running, jumping, etc. A brief description of the physical agility testing process is included in the applicant packet.

Applicants are advised not to eat a heavy meal or drink a large quantity of beverages at least four (4) hours before taking the physical agility test.

After successfully completing the Physical Agility Testing and Preliminary Interview, you will be given a **Personal History Statement** which must be completed and returned to the Abilene Police Department **within one week**.

You will be required to provide copies of the following documents with your completed **Personal History Statement**. Additionally, your background investigator will need to view the **original or certified copies** of the documents when you are contacted for a preliminary interview. **Due to the required timeliness of obtaining these documents, we ask that you start compiling these items to avoid any delays during a background investigation.**

The following documents must be submitted with your employment application:

- Verification of your TCLEOSE certification
- Copy of your DD-214 or other official verification of military service, if applicable
- College transcript (unofficial copy accepted with application)
- Additional Information Questionnaire(s) regarding Law Enforcement Experience

The following documents must be submitted with your Personal History Statement:

- Official, unopened college transcripts
- High school transcript, if available, and/or high school diploma or GED certificate
- Certified copy of Birth Certificate
- Certified copy of Marriage License
- Copy of Divorce Decree(s)
- Copies of civil documents or personal suits, if applicable, and
- Any letters of commendation or recommendation.

Other documents may be requested by your background investigator.

APPLICANT INFORMATION SHEET

(continued)

Applicants selected to proceed in the hiring process will be contacted to meet with a background investigator. For applicants meeting the standards of a thorough background investigation, as determined by review of Abilene Police Administration, a conditional job offer will be extended.

Abilene Police Administration will review applicants after each of the following steps in the hiring process to determine if the applicant has successfully completed and met the standards established by the Abilene Police Department. Successful candidates will be scheduled to continue in the hiring process.

- polygraph testing and psychological examination,
- an interview with the Oral Interview Board,
- a medical physical examination, which includes vision and hearing assessments,
- drug screening

The Oral Interview score will establish the ranking of applicants on the Lateral Entry Eligibility List.

All applicant processing will be coordinated through the Training Division of the Abilene Police Department. When necessary, contact a member of the Training Staff by calling (325) 676-6537, 6538 or 6539 or 6591.

Lt. Scott Rowley
Director of Training
Abilene Police Department



Abilene Police Department

Physical Agility Test



The following information is supplied so that you may be aware of what to expect at the Abilene Police Department Physical Agility Test.

Before you can participate in the Physical Agility Test you will be required to complete a liability release form exempting the City of Abilene from liability for any injury you may receive resulting from participation in the Physical Agility Test. This liability release form must be signed by you and notarized before you take the test.

Applicants must complete the entire course; failure to complete an individual exercise will automatically disqualify you. If your first attempt at any one exercise is unsuccessful you may try again starting at that particular exercise. There is no limit on the number of attempts, but you should remember the time restriction for completion of the entire test.

Applicants that require a reasonable accommodation when taking the physical agility test should contact the Human Resource Manager of the City of Abilene at (325) 676-6392 several days before the test so that appropriate arrangements can be made.

APPLICANTS WILL WEAR THE FOLLOWING DURING TESTING

Weighted belt weighing 15 lbs., which is supplied by the Department

ASSUMPTIONS

1. Sport shoes are recommended. Shorts are not recommended for safety reasons (i.e., they do not provide adequate coverage of the skin which could be damaged severely in a fall).
2. Timing of the exam will begin when the car door opens. The test monitor(s) will activate two stopwatches simultaneously.
3. There will be an orientation and walk-through for all applicants. No one will be allowed to take the test unless they fully understand what is expected of them.
4. The Applicant must complete testing in the exact sequence listed and within the proscribed time limit.

EVENTS

1. **Patrol Car:** Wearing a weighted belt, the applicant will sit in the driver's seat of a patrol car with the doors closed, secured by a seatbelt and await further instructions. Timing begins when the applicant opens the car door.
2. **Fence Climb:** The applicant will run to the 6-foot wooden fence and climb over it.
3. **Jump Down:** After jumping over the obstacle, the applicant will run to and up a ramp (loading dock simulation), and jump down approximately 3 feet to the ground.
4. **Stair Climb:** The applicant will proceed to a set of stairs (8 steps high) and run/climb up and down the stairs twice before proceeding to the next component.
5. **Ditch:** The applicant will run to a ditch simulation approximately three feet wide and jump over it.
6. **Window:** The applicant will proceed to and crawl through a simulated window.
7. **Zig-Zag:** The applicant will proceed to a series of five wooden posts spaced equally apart and offset from each other, and maneuver around them in a prescribed manner.
8. **Duck Under:** After jumping over the ditch, the applicant will run to another obstacle (bar suspended approximately 4 feet off the ground) and duck underneath it. If applicants knock the bar off its stand, they must wait for a test monitor to reset the bar and then successfully duck under the obstacle before proceeding to the next component.

PHYSICAL AGILITY TEST

9. **Small Obstacle:** The applicant will run to a small obstacle resembling a 2 foot fence and jump it without touching the obstacle.
10. **Take Down Simulator:** The applicant will then proceed to the take down simulator. A weighted dummy is suspended from a frame. Applicants must grab the dummy and bring the shoulders in contact with the ground.
11. **Suspect/Victim Move:** The applicant will move to the prone dummy. The applicant will drag the dummy from a prone position for a distance of about 21 feet. The entire dummy needs to cross the marked line before the applicant is finished.
12. **Finish Line:** The timing will be stopped when the applicant pulls the dummy across the finish line.

The total distance of the course is approximately 440 yards.

UNTIMED EVENT (This event must begin within twenty (20) seconds of completing the timed event)

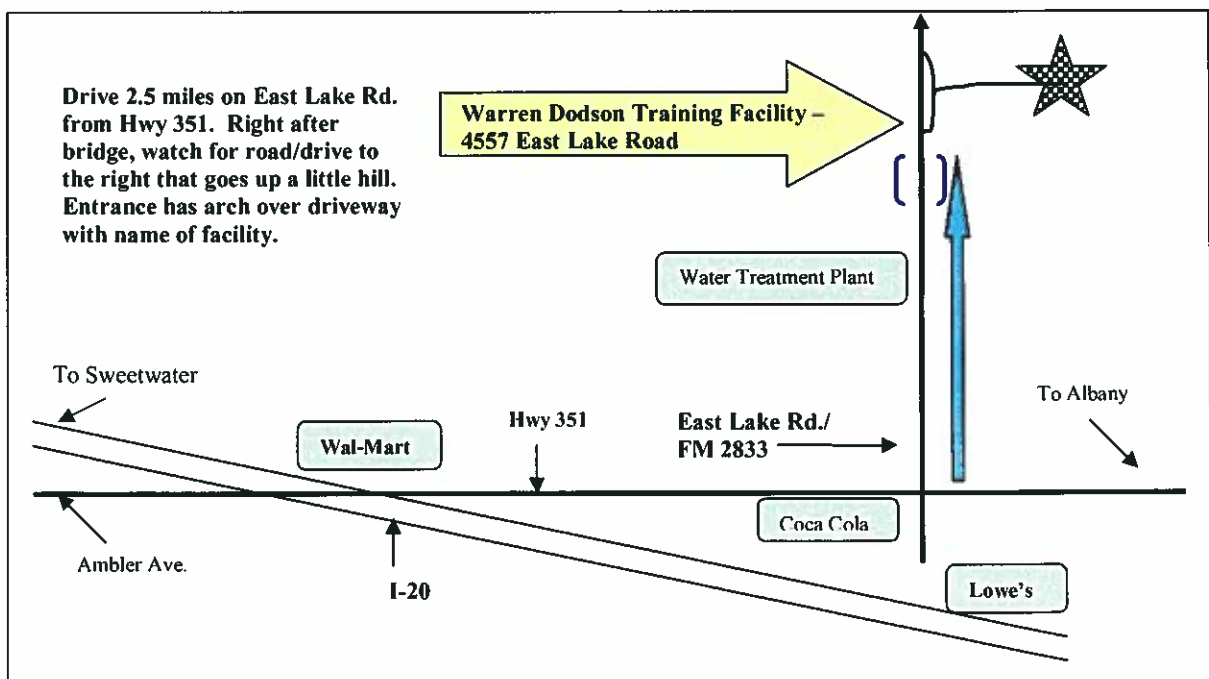
Trigger Pull: With arms and hands extending straight outward from the chest, the applicant will dry-fire an unloaded service weapon 5 times with each hand. Applicants must keep the gun barrel in a circle approximately 6 inches in diameter. If the barrel of the weapon touches the edge of the circle once when using his/her dominant hand, or twice using his/her non-dominant hand, the applicant is disqualified.

CRITERIA FOR PASSING THE EXAM

1. Applicants must complete all timed events in 267seconds or less (4 minutes 27 seconds) and in the required sequence, or they fail the examination.
2. Applicants must successfully complete the un-timed event.
3. Upon completion of the test, applicants will be told their time and will be informed of their pass/fail status.

IF YOU FEEL THAT YOU WOULD HAVE DIFFICULTY PERFORMING THE REQUIREMENTS OF THE ABOVE EVENTS, IT IS RECOMMENDED THAT YOU CONSULT YOUR PHYSICIAN PRIOR TO TAKING THE PHYSICAL AGILITY TEST.

APPLICANTS MUST REPORT TO THE ABILENE POLICE DEPARTMENT TRAINING ACADEMY (WARREN DODSON TRAINING FACILITY), 4551 EAST LAKE ROAD, NO LATER THAN THE ASSIGNED TIME. TARDINESS OR FAILURE TO APPEAR FOR YOUR SCHEDULED PHYSICAL AGILITY TEST WILL BE CONSIDERED AS EVIDENCE THAT YOU NO LONGER DESIRE TO PURSUE YOUR APPLICATION WITH THE ABILENE POLICE DEPARTMENT.





EMPLOYMENT APPLICATION

An Equal Opportunity Employer

Visit us on the Web at www.cityofabilene.jobs
Job Line: (325) 676-6247; Phone: (325) 676-6347



Instructions: Please read the instructions before completing the application. All applications for employment with the City of Abilene must be made on this form and a separate application is required for each position. You may make copies of this application and enter different position titles, but each copy must have an original signature. **A resume may be attached, but you must complete all spaces on the application to be considered for employment.** All information submitted is subject to verification. **A false or misleading statement may result in your disqualification.** If you are in need of an accommodation to complete this application, please contact Human Resources at the address and phone number above. Return your application to the Human Resources Employment Information Office according to one of the options on Page 4 under Application Return Process. *Please clearly print or type all answers.*

DATE AVAILABLE

POSITION TITLE: ABILENE POLICE OFFICER/LATERAL ENTRY **FOR WORK:** _____

PERSONAL DATA

NAME: _____
Last First Middle **SOCIAL SECURITY NUMBER** _____

CURRENT ADDRESS: _____
Number & Street City State Zip

List any other names used if different from name given on application: _____

PHONE: Home (____) _____ Work (____) _____

E-MAIL ADDRESS: _____

EDUCATION & TRAINING

Circle Highest Grade Completed 1 2 3 4 5 6 7 8 9 10 11 12 **High School Diploma or G.E.D.** Yes No

Type of School	Name & Location of School	Sem/Clock Hours Completed	Graduated		Expected Graduation Date	Type of Diploma or Degree	Major/Minor Field of Study
			Yes	No			
Colleges or Universities							
Technical, Vocational or Business Schools							

If a license, certificate or other authorization is required/related to position for which you are applying, complete the following:

License/Certification (PE, R.N., Attorney, CPA, etc.)	Date Issued	Issued By (state or other authority)	License Number	Location of Issuing Authority (city & state)

SPECIAL TRAINING: List any special training program or courses you have attended which you feel may add to your qualifications. List course, date and institution (including military training).

COURSE TITLE

DATE

GRANTING INSTITUTION

SPECIAL SKILLS/QUALIFICATIONS: List special skills or qualifications (not listed above) you possess which you believe further qualify you for the position for which you are an applicant (include computer languages, types of computers and computer software, word-processing, typing speed, 10-key calculator, specialized equipment or machines, tools, vehicles, heavy equipment or memberships).

GENERAL INFORMATION

DRIVER'S LICENSE: State: _____ Number: _____ Expiration Date: _____

Type of Driver's License:

Class A Class B Class C Class M Class A Commercial Class B Commercial Class C Commercial

CDL Endorsement(s):

Tank Vehicle Double/Triple Trailer Hazardous Materials Passenger

If the position requires a commercial driver's license, please complete additional information on the Commercial Driver's License Supplement.

DISMISSALS AND/OR FORCED RESIGNATIONS: Have you ever been fired or forced to resign from any position?

(Check one) Yes No If answer is Yes to either or both of these questions, please explain below.

Have you ever been convicted of a **MISDEMEANOR** or **FELONY** and/or placed on probation, fined or given a suspended sentence such as deferred adjudication in court? List all cases other than minor traffic violations. PLEASE NOTE: A full disclosure by you is to your advantage as your record does not constitute an automatic bar to employment. Factors such as, but not limited to, age at time of offense(s) and recency of offense(s) as well as the relationship between the offense(s) and the job(s) for which you apply will be taken into account. **HOWEVER, FAILURE TO ADMIT CONVICTIONS WILL RESULT IN DISQUALIFICATION OF YOUR APPLICATION FOR ONE YEAR.**

(Check one) Yes No If Yes, please provide the following:

Date: ___/___/___ Charge: _____ City/State: _____

Disposition: _____

Date: ___/___/___ Charge: _____ City/State: _____

Disposition: _____

(If you need additional space, please attach a sheet listing information in the same format. Include your printed name and signature.)

Have you ever been employed in any capacity by the City of Abilene? (Check One) Yes No If yes, please indicate:

Title of Position: _____ Department: _____

Dates of Employment: _____

Are you related to any person employed by the City of Abilene? (Check One) Yes No If yes, please indicate:

Name: _____ Relationship: _____

Department: _____ Position: _____

EMPLOYMENT HISTORY

In the space provided below, give your employment history beginning with your present or most recent employer. List each position held (even those with the same employer), including military, part-time, summer, volunteer work, and any periods of unemployment. **An explanation of any period of unemployment should be included on page 4.**

Employer: _____	Start Date	End Date
Address/City/State: _____		
Phone: (____) _____ Job Title: _____		
Supervisor: _____ Title: _____	Starting Salary	Final Salary
Reason for Leaving: _____		
Briefly Describe the Nature and Duties of Your Position		

Employer: _____	Start Date	End Date
Address/City/State: _____		
Phone: (____) _____ Job Title: _____		
Supervisor: _____ Title: _____	Starting Salary	Final Salary
Reason for Leaving: _____		
Briefly Describe the Nature and Duties of Your Position		

Employer: _____	Start Date	End Date
Address/City/State: _____		
Phone: (____) _____ Job Title: _____		
Supervisor: _____ Title: _____	Starting Salary	Final Salary
Reason for Leaving: _____		
Briefly Describe the Nature and Duties of Your Position		

Employer: _____	Start Date	End Date
Address/City/State: _____		
Phone: () _____ Job Title: _____	Starting Salary	Final Salary
Supervisor: _____ Title: _____		
Reason for Leaving: _____		
Briefly Describe the Nature and Duties of Your Position		

Explanation of any periods of unemployment between jobs:

GENERAL INFORMATION

I, the undersigned, certify that I have *read* and *fully understand* this form in its entirety and that the information provided is true and complete to the best of my knowledge. I understand that should any statement I have made prove false, misleading, or erroneous, it may result in the rejection of my application or discharge from the City of Abilene service. In submitting this application, I authorize the City of Abilene to verify all data needed to support this application and to obtain references from my present and past employers. I further understand that this application becomes the property of the City of Abilene and will not be returned.

I also understand that I will have the right to terminate my employment with the City of Abilene at any time without notice and for any reason. I understand that the City of Abilene has the same right. If required for the position, I also understand that as a condition of employment I will be subject to one or more of the following: driving record check, criminal history investigation, medical examination and/or a pre-employment drug-alcohol screening test. An employment offer received from the City is contingent upon information received.

Signature of Applicant

Date Signed

WE THANK YOU FOR YOUR INTEREST IN EMPLOYMENT WITH THE CITY OF ABILENE.

AN EQUAL OPPORTUNITY EMPLOYER

APPLICATION RETURN PROCESS

You may return your application as follows:

- 1.) Bring it to 555 Walnut Street, Abilene, Texas, Room 103
- 2.) Mail it to Human Resources, P.O. Box 60, Abilene, TX 79604-0060
- 3.) Fax it to (325) 676-6212, and mail the original to the address in #2.



CONFIDENTIAL

EMPLOYMENT APPLICATION SUPPLEMENT FORM

TO THE APPLICANT: The commitment of the City of Abilene to a policy of equal employment opportunity requires that certain information be gathered and documented for statistical purposes. The following information is requested for Human Resource Office use only in order to assist us in complying with EEO reporting guidelines. Since this information will **NOT** be considered for employment purposes, this page will remain separate from your Employment Application and will not be available for review at any time during the applicant selection process. In addition, upon employment this information will not be used for any subsequent personnel decision.

PLEASE COMPLETE THE FOLLOWING:

- 1. Name: _____ 2. SSN: _____
- 3. Address: _____ City: _____ State: _____ Zip: _____
- 4. Position for which you are an applicant: Abilene Police Officer/Lateral Entry
- 5. Date of Birth: _____ 6. Sex: Male Female

7. Please indicate source from which you learned of this position. (Check One)

- Newspaper _____ Radio _____ Television _____
Name of Newspaper Name of Station Name of Station
- Billboard _____ Referred by City Employee _____
Location Name of Employee
- Career Fair _____ Saw Poster _____ Received Flyer _____
Location Location Location
- City's Job Line Publication _____ City's Web site Read City's Job Announcement
Name of Publication
- Other Computer/Internet Location _____ City's Bulletin Board
Name of Location
- College Recruiting Station _____ Military Recruiting Station _____
College Location
- Other Recruiting Station _____ College Placement or Professor _____
Location College

PLEASE CHECK THE PROPER RESPONSE (* Note below)

- 8. Race: Native American African American White Hispanic Asian American Other
- 9. Americans With Disabilities Act status: Disabled Non-Disabled

MILITARY SERVICE STATUS (Please check all that apply & attach your DD-214)

- 10. Veteran Non-Veteran Active Duty Reserves/Guard
- 11. Discharge Date: _____
Month Day Year

*** NOTE:** For purposes of EEO statistical tabulation, the following categories are used:

NATIVE AMERICAN – Includes persons who identify themselves or are known as such by virtue of tribal association.
AFRICAN AMERICAN – Includes persons of African descent as well as those identified as Jamaican, Trinidadian, and West Indian.
WHITE - Includes persons of Indo-European descent, including Pakistani and East Indian persons.
HISPANIC – Includes persons of Mexican, Puerto Rican, Cuban, Latin American, or Spanish descent.
ASIAN AMERICAN – Includes persons of Japanese, Chinese, Korean, or Filipino descent.
OTHER - Includes Eskimos, Malaysians, Thais, and others not covered above.

Signature of Applicant _____

Date Signed _____



DISCLOSURE AND AUTHORIZATION FORM

This disclosure is being provided to you pursuant to the Federal Fair Credit Reporting Act (“FCRA”), 15 U.S.C. 1681 and Federal Trade Commission Regulations contained in 16 C.F.R. Part 601, Appendix C.

By this document, the City of Abilene discloses to you that a consumer report, which may include your criminal history, driving record and other background information, may be obtained for employment purposes as part of the pre-employment background investigation to evaluate your eligibility for hire and at any time during your employment.

I voluntarily and fully authorize the City of Abilene to obtain a consumer report as part of the hiring process. If hired, this authorization shall remain on file and shall serve as an ongoing authorization for the City of Abilene to obtain consumer reports at any time during my employment period.

Please sign below to signify that this information has been disclosed to you and that you provide authorization to the City of Abilene.

Signature of Applicant

Date Signed

Please Print Name



**ABILENE POLICE DEPARTMENT LATERAL ENTRY PROGRAM
 ADDITIONAL INFORMATION QUESTIONNAIRE
 REGARDING
 LAW ENFORCEMENT EXPERIENCE**



(Submit a completed questionnaire for each law enforcement agency in your employment history with your employment application.)

The following responses will be considered by Abilene Police Administration to assist in determining an applicant's eligibility for continuation in the lateral hiring process. The City of Abilene's Local Civil Service Rules and Regulations state that an applicant must have been employed in a position with responsibilities similar to those of a Patrol Officer for the Abilene Police Department. To determine if your law enforcement experience is of similar responsibility to an Abilene Patrol Officer, please answer these questions: *(if extra space is needed to explain your responses, please attach additional pages.)*

1. Please list the name and population of the city or town you have served as a law enforcement officer. _____
2. How many sworn employees does your agency employ? _____
3. Are you currently or have you been assigned to Patrol in your department? _____ If so, how long have you worked on your own in this capacity? _____
4. If you are assigned to Patrol, or have been in the past, how many calls did you receive during an average shift? _____ What is the maximum number of calls you would have received during a busy shift? _____ Number of hours worked per shift? _____
5. When you are on duty, how many other sworn officers are also on duty providing Patrol services? _____
6. Describe a typical shift on Patrol. In this description, please also describe the normal calls you respond to regularly. Please attach either a handwritten or typewritten sheet to respond to Question 6.
7. How often do you investigate motor vehicle collisions? _____
8. Do you routinely respond to family violence or neighborhood dispute calls? Routinely is defined as three or more per shift. _____
9. Do you routinely conduct traffic stops and issue citations? Again, routinely is defined as three or more per shift. _____
10. What is your current TCLEOSE certification? (Master, Advanced, Intermediate, or Basic) _____
11. Please list any advanced law enforcement classes you have attended. _____

Remember to submit a separate questionnaire for each agency in your law enforcement employment history.

Name (please print) _____ Signature _____