



Minimum Requirements to Test for Police Officer

Police Officer- TCOLE Certification (Texas Commission on Law Enforcement) and a Bachelor's Degree from an Accredited College or University. In lieu of a Bachelor's degree either two (2) years paid sworn law enforcement experience or three (3) years active duty prior military experience and sixty (60) semester hours credit from an Accredited College or University at the time of start.

OR

Police Cadet- Bachelor's Degree from an Accredited College or University. In lieu of a Bachelor's degree either two (2) years paid sworn law enforcement experience or three (3) years active duty prior military experience and sixty (60) semester hours credit from an Accredited College or University at the time of start.

TO: Police Officer Candidates
FROM: Town of Addison, Human Resources Department

Thank you for your interest in employment with the Town of Addison Police Department. This packet has been prepared to answer many of the questions you may have about salary, benefits, job duties, and the selection process. Addison is an equal employment opportunity employer and we welcome all qualified candidates.

Starting salary for non-certified cadets is \$51,979.20 annually. Starting salary for certified police officers is \$56,201.60 annually. Top salary for police officer is \$74,484.80 annually. Police officers currently work a flexible schedule with 12-hour days.

The Addison Police Department will offer a higher starting salary for those applicants with up to five years of prior, fulltime, law enforcement experience. This applies to both in and out of state, federal, state and local jurisdictions. Officers hired under this program will not receive department seniority equivalent to their prior experience. Compensation calculations for starting salaries are based on lowest average salary commensurate to a current Addison officer of equal time in service.

Steps in the Application Process

1. Written Examination
2. Physical Fitness Examination (see below for details)
3. Polygraph Examination
4. Oral Interview Board
5. Background Investigation
6. Interview with the Chief of Police
7. Medical Examination/ Drug Screen
8. Psychological Examination

The written examination is scheduled by appointment.

Applicants should bring all required documents listed on page 2 of the Personal History Statement to the written examination. Applicants have up to two and a half hours to take the written examination. The written examination consists of general knowledge questions on reading comprehension, grammar, punctuation, spelling, vocabulary, arithmetic, and decision-making. Those passing the written examination will then take the physical fitness examination the same day.

Physical Fitness Examination

Background

The Addison Police Department, in recognizing the importance of physical fitness status for job performance, has established physical fitness standards for applicants and incumbent officers. The department conducted a validating study to determine what areas of physical fitness are important for doing the job of an Addison law enforcement officer and what level of fitness is necessary to perform the strenuous and essential functions of the job. You will be expected to meet the physical fitness test standards when entering the department and to maintain the position of police officer.

What is Physical Fitness?

Physical fitness is having the physical readiness to perform the strenuous and critical physical tasks of the job. The physical fitness areas that have been determined to be the underlying factors for your capabilities to do the job consist of seven specific and different areas.

- 1. Aerobic power or cardiovascular endurance.** This is having an efficient heart and cardiovascular system so that you can perform physical tasks over a sustained period of time. It is an important area for performing job tasks such as making foot pursuits and long-term use of force situations.
- 2. Anaerobic power.** This is having the ability to make short intense bursts of effort. This is an important area for performing job tasks such as short sprint pursuit situations.
- 3. Upper body absolute strength.** This is having the upper body strength to make maximal efforts against a resistance. This is important for performing physical tasks that require lifting, carrying and pushing.
- 4. Upper body muscular endurance.** This is having the capability to make repeated muscular contractions with the upper body without getting fatigued. This is important for many uses of force job tasks.
- 5. Trunk of abdominal muscular endurance.** This is having the capability to make repeated muscular contractions with the abdominal area without getting fatigued. Your abdomen is the fulcrum of your body and is important in many tasks involving lifting, pulling and dragging.
- 6. Leg explosive strength or power.** This is having the capability to jump with power. This is important for performing many tasks such as jumping over obstacles and running up and down stairs in pursuit situations.
- 7. Agility.** This is having the ability to make quick movements with sprinting. This is important for making movements and changes of direction around obstacles during pursuits.

There are other areas of physical fitness to include: (1) flexibility and (2) body composition of % body fat. Those areas are important for overall fitness; however, they have not been determined to be predictive of how well an individual can perform the duties of an Addison police officer.

Why is physical fitness important?

First, physical fitness is important because the seven physical fitness areas determine an individual's capability to do strenuous job tasks. Physical fitness is a bona fide occupational qualification (BFOQ)

Secondly, physical fitness is important to minimize health risks for health problems such as heart disease, stroke and obesity – all of which can affect job performance capabilities.

How will physical fitness be measured?

There are six physical fitness tests that will be given in one day as a battery of tests. The tests are as follows:

- 1. One Repetition Maximum (RM) Bench Press-** This measures the absolute strength of the upper body. The test consists of lying on a bench and pushing up as much weight as you can one time.
- 2. Vertical jump test-** This measures leg power. The test consists of jumping up on a wall and marking how high you jump from a standing position
- 3. Maximum push-up test-** This measures the muscular endurance of the upper body. The test consists of doing as many push-ups from the front, lean and rest position with no time limit.
- 4. 300 meter run-** This measures anaerobic power or the ability to make an intense burst of effort for a short time or distance. The test consists of sprinting 300 meters as fast as possible.
- 5. 1-minute sit-up test-** This measures the abdominal or trunk muscular endurance. Lying on the ground, you will be given one minute to do as many bent leg sit-ups as you can.
- 6. 1.5 mile run-** This measures aerobic power or cardiovascular endurance (the ability to have stamina over time.) The test consists of running/walking as fast as possible the distance of 1.5 miles.

What are the minimum requirements?

Each test is scored separately and you must meet the standard of each and every test to pass the physical fitness test. The minimum requirements are as follows:

Test	Minimum Requirements
1. 1 Rep Max Bench Press	67% of your body weight
2. Vertical Jump	13 inches
3. Push Ups	20
4. 300 Meter Run	73.8 seconds
5. Sit Ups	32 in 1 Minute
6. 1.5 Mile Run	17:48

There will be rest periods between each event.

Minimum Requirements for Police Officer

- Applicants applying for entry-level positions in the Addison Police Department are required to have a bachelor's degree from an accredited college or university at the time of their start date. Applicants possessing at least three (3) years active duty prior military service or two (2) years full-time, paid sworn law enforcement experience are required to have, in lieu of a bachelor's degree, a minimum of sixty (60) semester hours credit from an accredited college or university at the time of their start date with the Police Department.
- Prefer minimum 12-months uniformed patrol experience.
- Minimum age of 21 years.
- Current and valid Texas driver's license.
- Safe driving record which is defined as no more than 3 moving violations in the past 36-months; no record of DWI, DUI, or license suspension within the past ten years.
- Must be of good character as determined by investigation of criminal history, driving records, past employment, military history, financial history, and general background references verifying applicant conduct consistent with position requirements.
- Vision must be sufficiently correctable, day or night, to 20/20 to ensure safe operation of vehicles and to identify targets for firearms discharged from a distance of up to 50 yards. Must be able to distinguish between colors red, green, and yellow when responding to calls and follow-up investigations.
- Must be able to hear conversational voices, as well as radio communications.
- Must pass initial physical fitness test and maintain fitness throughout tenure as a condition of continued employment. Incumbent officers must pass mandatory annual physical fitness test.
- Will be required to submit to a polygraph examination.
- Must be certified by the Town's appointed physician as able to perform all duties of a police officer in Addison.
- Must be certified by the Town's psychologist as emotionally and psychologically sound and free from any defect, which might adversely affect the safe performance of job.
- Shall not use illegal substances or habit forming drugs and shall not abuse alcohol.
- Must comply with our no smoking environment requirements.
- Must maintain a telephone for emergency calls.
- Must be a United States citizen, as required for TCOLE Certification.

About the Addison Police Department

The police department is currently budgeted for 91 authorized full-time positions including a Chief, 1 Assistant Chief, 1 Captain, 4 Lieutenants, 7 Sergeants, 50 other Sworn Officers, 1 Detention Supervisor, 6 Detention Officers, 1 Public Service Officer, 1 Department Assistant, 1 Investigative Specialist, 1 Supervisor Police Special Services, 1 Records Supervisor/Crime Analyst, 2 Records Clerks, and 2 Animal Control Officers. Reserve Officer positions and part-time Detention Officers supplement our staff. Our annual operating budget is \$9.9 million dollars.

The Town of Addison takes pride in its professional police department and provides state of the art equipment and training. The vehicles used by patrol, which are replaced every two years, are fully equipped with mobile data terminals (MDT's) and digital video equipment. Our motorcycle unit consists of BMW motorcycles. The police department has a six-lane indoor firing range, which is used by other local, state and federal law enforcement agencies.

We are a relatively small department in a highly condensed urban environment; however, there are many opportunities for an officer to be trained in and participate in specialized areas of police assignments. We have a canine officer, motorcycle officers, and crime prevention officers. We have special investigators trained to investigate computer related crimes and various business crimes. We have a highly trained and equipped Special Weapons and Tactics (SWAT) Team. The police department is also responsible for security at our municipal airport, which is one of the busiest general aviation airports in the country. The department has developed, implemented, and enhanced security measures related to terrorism and bio-crime.

The police department is committed to providing the highest level of service to all citizens and patrons of Addison. The mission of the police department is dedicated to a standard of excellence in promoting and maintaining a safe and peaceful community. We serve in a community partnership to preserve order, protect life and property, enforce laws and ordinances, and safeguard individual liberties. We conduct ourselves according to the highest ethical standards, and treat others with fairness, dignity, and respect. We pledge to manage our organization with professionalism, leadership, and integrity.

About Addison, Texas

Addison is a bustling town that is alive with entrepreneurial spirit where small start-ups to major corporations are headquartered including, Mary Kay Cosmetics, and Palm Harbor Homes. Within a compact urban center, Addison has a unique combination of towering office buildings, upscale shopping, beautifully landscaped residential communities, award-winning parks, 22 hotels and more than 170 restaurants, all within a five minute drive from anywhere in town. Addison is located 13 miles north of downtown Dallas, 16 miles northeast of the DFW airport, 11 miles north of Love Field Airport and about a mile from The Dallas Galleria. The Addison Airport is a convenient way to arrive for charter and private planes. World-class shopping, excellent restaurants, friendly people and beautiful spaces make Addison a fun place to live, work, play and visit.

Addison's progressive Mayor and City Councilmembers; professional Town staff; and the business and residential leaders have formed a partnership that is dedicated to making sure future development of Addison remains a step above standard, using quality as the touchstone for development. In geographical area, the Town of Addison is small, approximately 4.5 square miles. Addison residents currently number just over 14,600. Another 100,000 persons come into Addison every day to work and every evening to dine at the Town's more than 170 restaurants.

The Town of Addison is committed to excellence, both in the services we offer our citizens and the benefits we offer our employees. We pride ourselves in our meticulous attention to detail. We have established a reputation for excellence in individualized service to our residents and businesses, and for our beautiful landscaping and attractive surroundings. The Town sponsors a number of special events throughout the year including an authentic Oktoberfest celebration, an exciting Fourth of July with fireworks displays, a Taste Addison celebration in partnership with many of our fine restaurants, special Christmas happenings, and sports events which attract thousands of visitors into our Town. All in all, we think Addison is the most exciting city in Texas and certainly the best place to work.

Job Description- Police Officer

Job Title/ Level: Police Officer (12-P, 12P-1, 12-P2, 12-P3)
Department: Police Department 211

Controls and Summary

Under general supervision of a police sergeant to enforce laws, protect life and property, preserve the peace, apprehend criminals, and investigate traffic accidents. The supervisor usually determines deadlines and priorities. Routine course of action to be followed is generally clear-cut and specific, however, incumbent must be able to act quickly in emergencies and make independent decisions. Position requires constant contact with the public in situations that will require the use of tact, diplomacy, and good judgment.

Essential Functions

Patrols an assigned beat by car, motorcycle, and bicycle or on foot to deter crime and observe law violations. Makes arrests of persons violating laws and ordinances; inspects residential, commercial and other buildings on assigned beat for indications of criminal activity; responds to emergency calls, routine complaints, and alarm system signals; takes action as necessary. Conducts open observation for traffic law violators; directs traffic; writes traffic and parking citations; questions drivers, witnesses or others; takes written statements; checks NCIC and TCIC for information on suspects; accompanies prisoners to jail or court. Conducts preliminary investigations at crime scenes prior to arrival of supervisor; testifies in court; writes required reports; maintains files; answers phones. May be assigned specialized duties as criminal investigator, motor officer, bicycle officer or specialized team member.

Other Job Functions

Performs other related duties as directed. From time-to-time, incumbent may be assigned to perform extra job duties that are directly, indirectly or completely unrelated to their normal job functions in the course of presenting the designated special event(s).

Minimum Qualifications

Education- Applicants applying for entry-level positions in the Police Department are required to have a bachelor's degree from an accredited college or university at the time of their start date. Applicants possessing at least three (3) years active duty prior military service or two (2) years full-time, paid sworn law enforcement experience are required to have, in lieu of a bachelor's degree, a minimum of sixty (60) semester hours credit from an accredited college or university at the time of their start date with the Police Department.

Experience- Prefer twelve month's uniformed patrol experience.

Knowledge, Skills, and Abilities- Good knowledge of criminal laws and ordinances; skill in the use and care of firearms, vehicles, and related equipment; knowledge of first aid; and the ability to gain compliance with the law in a positive manner. Good verbal and writing skills. Ability to establish and maintain harmonious relations with the community, fellow employees, and Town officials. Must maintain appropriate level of physical fitness required for hire as a condition of continued employment. Safe driving record, no criminal history. Must have passing scores on all applicable entrance tests. Clear criminal background check and clear pre-employment drug screen. Minimum age 21 years.

Certification- Basic certification from TCOLE and a Bachelor's degree. Police Cadets must have a Bachelors degree from an accredited college. Completion of the TCOLE certification within one year is a condition of continued employment for Police Cadets. United States Citizenship is required for TCOLE certification. Valid Texas Driver's license.

Attendance Requirements

Work periods generally consist of three and four day work weeks, totaling 80 hours over a two week period. May work varied shifts, holidays, and weekends. May be required to work overtime as needed and with limited advance notice.

Work Environment- Physical Requirements

Duties require exposure to serious physical dangers and extremes in weather and temperature. Sits in vehicle for long periods of time; stands for long periods directing traffic; gets in and out of vehicle repeatedly; stoops, bends, squats, twists upper portion of body, and runs in pursuit of fleeing suspects; may be required to physically overcome suspects. Must maintain appropriate level of physical fitness required for hire as a condition of continued employment.

Revised Date: July 2016

Job Description- Police Cadet

Job Title/ Level: Police Cadet
Department: Police Department 211

Controls and Summary

Under general supervision of a police sergeant to enforce laws, protect life and property, preserve the peace, apprehend criminals, and investigate traffic accidents. The supervisor usually determines deadlines and priorities. Routine course of action to be followed is generally clear-cut and specific, however, incumbent must be able to act quickly in emergencies and make independent decisions. Position requires constant contact with the public in situations that will require the use of tact, diplomacy, and good judgment.

Essential Functions

Patrols an assigned beat by car, motorcycle, or on foot to deter crime and observe law violations. Makes arrests of persons violating laws and ordinances; inspects residential, commercial and other buildings on assigned beat for indications of criminal activity; responds to emergency calls, routine complaints, and alarm system signals; takes action as necessary. Conducts open observation for traffic law violators; directs traffic; writes traffic and parking citations; questions drivers, witnesses or others; takes written statements; checks NCIC and TCIC for information on suspects; accompanies prisoners to jail or court. Conducts preliminary investigations at crime scenes prior to arrival of supervisor; testifies in court; writes required reports; maintains files; answers phones. May be assigned specialized duties as criminal investigator, motor officer, or specialized team member.

Other Significant Tasks

Must successfully complete a basic police academy curriculum, as assigned.
Performs other related duties as directed. From time-to-time, incumbent may be assigned to perform extra job duties that are directly, indirectly or completely unrelated to their normal job functions in the course of presenting the designated special event(s).

Minimum Qualifications

Education- Applicants applying for entry-level positions in the Police Department are required to have a bachelor's degree from an accredited college or university at the time of their start date. Applicants possessing at least three (3) years active duty prior military service or two (2) years full-time, paid sworn law enforcement experience are required to have, in lieu of a bachelor's degree, a minimum of sixty (60) semester hours credit from an accredited college or university at the time of their start date with the Police Department. Minimum age, 21 years. Must have passing scores on all applicable entrance tests. Safe driving record, no criminal history.

Knowledge, Skills, and Abilities- Good knowledge of criminal laws and ordinances; skill in the use and care of firearms, vehicles, and related equipment; knowledge of first aid; and the ability to gain compliance with the law in a positive manner. Good verbal and writing skills. Ability to establish and maintain harmonious relations with the community, fellow employees, and Town officials. Must maintain appropriate level of physical fitness required for hire as a condition of continued employment. Valid Texas driver's license.

Work Environment- Physical Requirements

Duties require exposure to serious physical dangers and extremes in weather and temperature. Sits in vehicle for long periods of time; stands for long periods directing traffic; gets in and out of vehicle repeatedly; stoops, bends, squats, twists upper portion of body, and runs in pursuit of fleeing suspects; may be required to physically overcome suspects. Workweek generally consists of 12-Hour night or day shifts totaling 80 hours in two week pay period. May work various hours and shifts. May be required to work overtime as needed and with limited advance notice.

Physical Requirements for Police Officer

Fine Motor Skills

Must be able to hold and fire weapons, operate hand-held radios, flashlights, radar units, ASP batons, flares, handcuffs, and telephones. Digital dexterity needed to operate computer keyboards, mounted radios, and MDC's.

Environmental

May be assigned to work indoors or out. Regular exposure to physical dangers, as well as extremes in weather and temperature. Probable exposure to mechanical hazards, electrical hazards and possibly explosive materials. Possible exposure to hazardous chemicals, fumes and odors due to chemical spills. Possible exposure to communicable diseases. Workweek consists of 80 hours plus overtime, as required. Incumbents will work varied shifts.

Essential Tools and Equipment

Must be able to operate radar units (mounted and hand-held), radios (mounted and hand-held), computer keyboards (personal and MDC's), firearms (hand and shoulder-held), restraining devices (handcuffs, flex cuffs, leg shackles), police baton (ASP), flares, drug test kit, copier, gas pump, pen and pencils, flashlight, binoculars, telephone, intoxilyzer, tire jack, ticket book, whistle, and protective vest.

Vehicle Operation

Must be able to safely operate full or mid-size sedan or sport utility vehicle under various driving conditions to include heavy city traffic, night time, and at emergency speeds. Must operate vehicle in weather conditions to include rain, snow and ice. May be required to operate auxiliary vehicles such as vans, police motorcycles, or bicycles.

Physical Demands

Must be able to wear 15-20 pounds of equipment for an entire shift (12 hours +) and perform required job duties with such equipment on person; must be able to hold in position firearms, and at the same time, safely manage the recoil produced by the firearm; must be able to lift boxes of flares weighing up to five pounds from a car trunk or from ground level; must be able to lift and carry light (under 25 lbs.), moderate (25-50 lbs.) and move heavy (over 100 lbs.) objects, such as equipment and road debris, and lift, carry and drag to assist in emergency treatment of victims and suspects; must be able to extract victims from automobiles and buildings; must have sufficient overall strength to defend self or others from physical attack, and sufficient strength to restrain violators; must be able to transfer equipment from station to vehicle, to carry equipment as needed (flares, flashlights, etc.), and to carry other objects such as evidence or found property. Must have the explosive leg power for performing pursuit, lifting and carrying and extraction essential functions; must have the agility to perform essential functions requiring quick movements and changes of direction such as pursuits.

Endurance

(Walking, standing, running) - Walking required over all types of terrain, both improved and unimproved surfaces, in order to meet complainants, interview witnesses and suspects, or investigate crime scenes. Must be able to stand for long periods of time carrying full equipment load both indoors and out. Must be able to run sprints and run for sustained periods of time (over two minutes); must be able to retreat from hazardous situations, dodge around obstacles and to apprehend suspects. Must have sufficient endurance to defend self or others from physical attack for at least 45 seconds.

Must have the aerobic power to perform essential pursuit and use of force situations involving sustained effort; must have anaerobic power to perform essential pursuit, extraction and use of force situations involving short intense effort; must have the upper body and abdominal muscular endurance to perform pursuit, lifting, carrying and extraction essential functions.

Pushing and Pulling

Must be able to perform essential pushing and pulling activities such as the following: push car off roadway; push door open; use of force by pushing and pulling in self defense situations for short period of time (less than two minutes); use of force by pushing and pulling in self-defense situations for sustained period of time (greater than two minutes). Must have the upper body absolute strength to perform essential lifting, pushing and pulling essential functions.

Climbing

Must be able to run up and down stairs, to climb ladders in order to meet complainants, conduct investigations, and search for suspects or injured persons. Must also climb fences.

Stooping, Kneeling, Bending, Crawling, Jumping, Twisting Upper Body

Stooping, kneeling and bending are required to perform tasks such as laying flares, arresting suspects, investigating crime scenes, changing tires, performing CPR, and collecting evidence. Must be able to crawl under obstacles. Crawling is required for self-

protection, building searches, and surveillance work. Must be able to jump and vault over obstacles. Twisting of upper body required to enter and exit police vehicles, use ASP baton, and while using force or restraining suspects.

Vision

Applicable to day or night, vision must be sufficiently correctable to 20/20 to ensure safe operation of vehicles and target identification for firearms discharged up to 50 yards. Must be able to distinguish between colors when responding to calls and follow-up investigations.

Hearing

Must be able to hear conversational voice, as well as radio communications.

Speaking

Must be able to verbally communicate in English with complainants, witnesses, suspects and other persons on police related matters, and to testify in court when needed.

Academic Demands of Job

Reading - Must be able to read English. Required to learn and maintain working knowledge of Texas law, and department rules and policies. Must keep current with procedural changes, both within the department as well as the law. Must be able to read and analyze investigative supplements relating to criminal investigations.

Writing - Must be able to write reports in English suitable for use in criminal prosecutions. Required to submit internal reports on some actions related to job duties.