



Application & Document Deadline: March 4, 2025, at 5:00 p.m.
Civil Service Physical Fitness Test: March 8, 2025, at 9:00 a.m.
Civil Service Written Entrance Exam: March 8, 2025, at 1:00 p.m.

Apply at www.JoinTeamKyle.com

Or visit www.JoinKylePD.com for more information.

Questions? Email KPDrecruiting@cityofkyle.com

- No experience required.
- Non-Sworn/Cadet pay: \$55,872/year
- Police Officer starting pay: \$71,591/year
- Lateral entry pay up to \$91,596/year
- Top Police Officer pay: \$98,694/year
- ***\$10,000 sign on bonus for qualified TCOLE certified police applicants***
- ***\$5,000 relocation incentive for qualified applicants***
- Enjoy working in the impressive new 2 story, 64,000 square foot Public Safety Center!



Requirements

- U.S. citizen.
- Valid driver's license.
- High School Diploma/transcript OR GED certificate with college transcript(s) indicated at least 12 hours completed credits.
- Age 21-47 years old. **Exception:** Applicants with 10 or more years of service from a law enforcement agency may be hired if the applicant has not attained the age of 56 by the date the applicant submits a written application to the Kyle Police Department.
- Copy of TCOLE license, diploma, or passing test scores (*if applicable*).
- DD-214, (*if applicable*), HR must approve DD214 and honorable discharge before testing date.

Hiring Process

1. Online Application, www.jointeamkyle.com then HR must accept all requirements are met.
2. Fitness test:
 - a. 30 sit ups in one minute
 - b. 300-meter spring in 66 seconds
 - c. 25 pushups in one minute
 - d. 1.5 mile run in 15:54 minutes
3. Written Exam:
 - a. Must pass with at least a 70.
 - b. Military applicants who have served at least 2 years of active military service (and passed written exam) may receive 5 points to their score.
 - c. This exam creates the order for the hiring process.
4. Background Investigation
5. Oral Board Interview
6. Polygraph
7. *Conditional Job Offer*
8. Psychological Exam
9. Medical Exam
10. Drug Test
11. Start Date Issued

\$10,000 Hiring Bonus

Requirements:

- TCOLE certified Peace Officers
- No minimum experience required (may be straight out of the academy)
- This is available while temporary funds last.

Up to \$5,000 Relocation Incentive

Requirements:

- The Applicant must live further than a 60-mile radius away from the city limit and covered moving expense reimbursements include:

- First month's rent for home or apartment (not deposit).
- Rental truck.
- Moving company.
- Fuel for rental vehicle.
- First-month storage unit.
- Applicant must move to Kyle or a surrounding city within the 10-mile radius, no later than 30 days after being sworn in as a commissioned Kyle Police Officer.
- For the Applicant to receive moving reimbursements they will be required to provide receipts. Receipts must be turned into the Finance Department within 45 days of moving, with time and date stamps, to be compensated.

Benefits

- A Chapter 143 State Civil Service Employer
- **Modified-Lateral Entry Pay** (if qualified)
- Guaranteed Yearly Step Pay Raises
- **Bi-Lingual Pay** (Spanish or Sign Language): \$75/per bi-weekly pay period (approx.. \$1,900/year)
- FTO Pay (\$40/day spent completing documented training)
- Shift Differential Pay (\$75 per pay period when regular scheduled shift begins between 1500-0000)
- Stand-by Pay (2 hours of pay per day when on call)
- Longevity Pay (a check in December for an amount determined by the city, which is multiplied times each month, of each full year of continuous service)
- Five Year Vestment
- 7/14 TMRS Retirement System (2 to 1 match) and retirement available at 20 years
- Vacation: Accumulate 120 hours per year (400 accrual maximum with 240 hours eligible to be paid out upon separation)
- Sick Leave: Accumulate 120 hours per year (unlimited accrual with 720 maximum eligible payout)
- Holidays: 14 city holidays plus 2 floating holidays
- **Premium Holiday Pay** (paid time and a half rate for working on Thanksgiving, Christmas, New Year's Eve, New Year's Day, Memorial and Independence Day)
- Medical, Dental, Vision & Life Insurance
- Health Insurance Incentive Program
- Promotion Eligibility After Three Years (Previous Law Enforcement Agency service years may apply)
- Option for Health Savings Account
- Option for Flex Spending Account
- Guaranteed Minimum OT hours for Call-Out and Court
- **Specialty Unit Pay** - per bi-weekly pay period:
 - SWAT: \$50
 - Crisis Negotiation Team: \$32.50
 - Crash Team: \$32.50
- **Education Certification Pay** (Bachelor's Degree \$65 per bi-weekly pay period, Master's Degree \$85 per bi-weekly pay period)
- **TCOLE Certification Pay:**
 - Intermediate: \$30 per bi-weekly pay period

Advanced: \$45 per bi-weekly pay period
Masters: \$60 per bi-weekly pay period

Police Officer Job Posting:

The City of Kyle is currently offering a \$10,000 hiring incentive designed to attract fully qualified TCOLE certified applicants.

Lateral Entry Program for licensed peace officers with prior law enforcement experience in a recognized law enforcement agency with a minimum of two years of service as a certified, full-time, paid peace officer in a first responder patrol or detective/investigator capacity. Eligible prior experience allows the new hire to be slotted in the appropriate Police Officer pay step for up to 10 years for the applicant's prior experience.

Police Officer (Starting Pay for TCOLE Certified): \$71,591 | Recruit: \$55,827.00

Notice of Police Officers' Civil Service Examination

The Kyle Police Officer Entrance Examination is governed by the Local Government Code Chapter 143, the Civil Service Commission Rules, and the Meet & Confer Agreement with the Kyle Police Association.

Notice is hereby given that the Police Officers' **Civil Service Examination** for the City of Kyle, will take place on **March 8, 2025, at 1:00 p.m. at the Kyle Public Safety Center**, located at 1700 Kohler's Crossing, Kyle, Texas 78640. The purpose of the examination is to establish an eligibility list to fill current and future vacancies for the Civil Service position of Police Officer with the Kyle Police Department. This eligibility list will be valid for a year from October 5, 2024, or until it is exhausted, whichever comes first.

Interested candidates must complete an application through the City of Kyle's website at <https://jointeamkyle.com>. All required supporting documentation listed online must be attached through the online application process no later than 5 p.m. on March 4, 2025 - NO EXCEPTIONS.

Candidates must first pass the Physical Fitness Test to qualify for the written examination.

Steps needed to be completed to take the Civil Service Physical Fitness Test and Written Exam:

Step One: Candidates must complete an application through the City of Kyle's website at www.jointeamkyle.com. All required supporting documentation must be attached through the online application process by the application deadline - no exceptions will be made to the deadline.

What supporting documentation must be attached to the online application by the deadline?

- A copy of a valid Driver's License
- High School Diploma/Transcript or a GED certificate with college transcript(s) indicating at least 12 completed credit hours
- A copy of TCOLE license, diploma, or passing test scores - if applicable
- DD-214, Member 4 page (type of discharge and reenlistment code must be indicated on the form) - if applicable

***Applicants wanting to receive Military Service Credit of five (5) points added to their passing written examination score of 70% or better, must also attach a copy of their DD-214 (Member 4 page) showing a minimum of 2 years active duty military service with an honorable discharge from the United States Military Armed Forces. Any discharge other than an honorable discharge is not creditable for this purpose. The DD-214 will not be accepted after the application deadline - no exceptions.

Step Two: The Human Resources Department will send a confirmation email to all applicants that have successfully completed Step One. The confirmation email will provide information regarding the date, time, and location of the Physical Fitness Test and Written Civil Service Examination which will be administered on the same date. The application process is not considered complete until the applicant receives a confirmation email.

Step Three: Applicants must first pass the Physical Fitness Test in order to qualify for the Written Civil Service Exam that will be administered later in the day. Candidates with a score of 70 or above on the written exam will be placed on the eligibility list in the highest final score order. Candidates will be contacted in their order on the eligibility list to complete the remaining steps in the pre-employment process.

Candidates with additional questions regarding the hiring process may contact the Civil Service Director, Rosie Truelove, at (512) 394-4138 or via email at rtruelove@cityofkyle.com.

Upon request, accommodations will be provided to an applicant in accordance with the Americans with Disabilities Act. An applicant who needs special arrangements shall submit a request in writing, five business days prior to the testing date, to the Civil Service Director.
Qualifications, Experience, and/or Certifications Required

Must be (a) at least twenty-one years of age and not more than forty-seven (47) years of age at the time of the testing date unless applicants have 10 years or more of service as a licensed peace officer from a law enforcement agency and if the applicant has not attained the age of 56 by the date the applicant submits a written application.

Must have a valid Texas Driver's license and must be licensed as a peace officer or be eligible to be licensed by the Texas Commission on Law Enforcement (TCOLE), as well as meet all other requirements of Texas Statue 143.023, City of Kyle Civil Service Rules and Regulations.

Must be eligible for coverage under the City of Kyle vehicle insurance provider; meet the physical and age limitations established by the City of Kyle Civil Service Rules and Regulation; pass an extensive person background check; maybe required to pass a physical

fitness exam; pass a physical examination including drug screening and psychological evaluation. Anyone who poses a direct threat to the health and safety of himself/herself or to others in the workplace will be deemed not qualified for this position.

REQUIRED DOCUMENT INSTRUCTIONS: All documents need to be named or titled as indicated below and should be saved as a PDF reduced file prior to uploading. *(Please note that the maximum file size for each uploaded document is 2 MB and must be combined in a single file per upload box.)*

REQUIRED Documents

1. High School Diploma or GED
2. Driver's License Copy

OPTIONAL Documents (If document is provided it will be used for tie-breakers)

3. A copy of the DD-214 showing a minimum of (2) two years of active military service with an Honorable discharge from the United States Armed Forces. Eligible candidates will receive five (5) points to the passing score of 70 or better on the entrance examination.
4. Unofficial college transcript *(Note: College transcript will be used to verify college degree and or number of college hours in case of a tie occurs in the score of the entrance examination between candidates. An official transcript will be required during the background check process.)*
5. TCOLE - Texas Commission of Law Enforcement Certification *(Note: A copy of the TCOLE certification stating the certification level. The certification level will be used in case a tie occurs in the score of the entrance examination between candidates.)*

Name/Title Documents and Upload as follows:

1. Upload High School Diploma or GED Certificate - Title the document "First & Last Name_diploma or GED"
2. Upload Copy of Valid Driver's License - Title the document "First & Last Name_driverslicense"
3. Upload DD214 *(military discharge if applicable)* - Title the document "First & Last Name_DD214"
4. Upload Unofficial College Transcript - Title the document "First & Last Name_collegetranscript"
5. Upload TCOLE Certification stating level - Title the document "First & Last Name_TCOLE"

UPLOAD INSTRUCTIONS: After you select the first file and upload the first document, you will be asked if you want to add another file. Continue to add, select and upload additional files till all documents have been submitted.

NOTE: You will be required to provide original documents during the background check process.

Employment with the City of Kyle is contingent upon the outcome of record checks and verifications including, but not limited to, criminal history, driving records, education records, employment verifications, reference checks, and employment eligibility verifications. Selected candidates for positions will be subject to a background investigation and to pre-employment drug screen, depending on the position, may require a physical assessment upon a conditional job offer.

Police Officer Job Description

GENERAL STATEMENT:

Under direction of a Sergeant, Acting Sergeant, or higher-ranking officer, the Police officer is responsible for maintaining law and order, investigating crimes and accidents, and protecting life and property throughout the city.

ESSENTIAL FUNCTIONS OF POSITION:

- Enforces laws; patrols area in patrol vehicle and on foot; issues warnings and citations for minor traffic and criminal offenses; apprehends and arrests suspected violators of the law; transports and books prisoners; testifies in court; makes business and residential security checks; directs traffic; watches for stolen property and wanted or missing persons.
- Investigates crimes and accidents; responds to domestic disturbances and reports of criminal activity or accidents; interviews witnesses, victims, and suspects; secures crime and accident scenes; searches scenes for clues and evidence; security of evidence and submits to property room officer; takes photographs; lifts latent fingerprints; prepares investigative reports; prepares affidavits and obtains search warrants; conducts searches; communicates with the public, property owners, and complainants to notify of property recovery, case dispositions, or to notify next-of-kin; prepares and maintains information of a confidential or sensitive nature.
- Responds to calls for assistance; assists with crowd control at festivals, etc.; receives and responds to routine inquiries in person or via telephone; provides assistance to general public, motorists, etc.; prepares daily activity logs; demonstrates regular and predictable attendance.
- Maintains required certifications and licenses; meets the minimum training hours required by TCOLE.
- Testifies in civil, traffic, and criminal court proceedings, ALR and Evidentiary hearings, parole Board hearings and gives depositions.
- Must be able to work rotating shift assignments as required, which may include weekends and holidays.

Community Relations:

- Assists and participates in the resolution of conflicts.
- Maintains desired working relationship with Chief of Police and City Manager.
- Maintains a professional working relationship with other Federal, State, and local law enforcement agencies.

OTHER DUTIES AND RESPONSIBILITIES: • Performs all other duties as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of departmental policies and procedures; local and state ordinances and laws; traffic laws; arrest procedures; criminal apprehension techniques; self defense techniques; crime prevention techniques; court procedures; civil disobedience control techniques; and first aid.
- Ability to interpret and apply local and state laws and ordinances. • Maybe required to demonstrate physical agility. • Arrest violent offenders
- Ability to define problems, collect data, establish facts and reach conclusions, deal with problems involving several variables.
- Ability to communicate effectively in oral and written form • Demonstrate firearms proficiency annually
- Works in adverse weather conditions
- Develops and maintains effective working relationships with the public, officials, co-workers and supervisor.
- Remain calm in emergency situations.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT: The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the

essential job functions.

Environment:

Exposure to: extreme heat and humidity working outdoors, extreme cold of walk-in coolers; temperature swings from indoors to outdoors; extreme noise of traffic, sirens, crowds, firearms; mechanical hazards of factory environments, equipment; electrical hazards of traffic accidents, power lines; explosive hazards of fireworks, traffic collisions, weapons, chemicals; radiation hazards of industrial accidents, traffic collisions; fumes, odors, dust of drug labs, industrial accidents, traffic collisions, fires; toxic substances of fires, drug labs, traffic collisions, industrial accidents. Work is performed both indoors and outdoors and in offices, buildings, automobiles. Work hours may consistently require overtime, holiday and weekends.

Physical:

CONTINUOUS transporting up to 25 lbs.; working outdoors;
FREQUENT reaching at shoulder height; upward and downward flexion of neck; side-to-side turning of neck; lifting up to 10 lbs. below and at waist level; strong or power grasp of evidence, property, suspects; tight grasp, wrist and arm movement to manipulate baton; fine manipulation of paperwork; light grasp and finger control of radio and telephone; moderate grasp, reach and manipulation of steering wheel;
OCCASIONAL walking, standing, sitting, bending and stooping, squatting, crawling, climbing, reaching above shoulder height, kneeling, pushing/pulling, twisting at waist; lifting of items weighing from 11 to over 100 lbs. below and at waist level, either with or without assistance; transporting items weighing 26-50 lbs. for distances up to 50 yards without assistance; transporting items weighing from 51 to over 100 lbs. for 30-50 yards with or without assistance; reach, grasp, finger strength and manipulation to operate firearms;
INFREQUENT balancing above ground; lifting of items weighing from 11 to over 100 lbs. from chest to above shoulder level, either with or without assistance;
COMMUNICATION: In addition to specific vision and hearing requirements detailed above, the position requires
SPEAKING using telephone, radio and personal contact; WRITING of reports, citations, field interview forms; READING of reports, legal material, court orders.

QUALIFICATIONS, EXPERIENCE AND/OR CERTIFICATION REQUIREMENTS

Must be (a) at least twenty-one years of age and not more than forty-four (44) years of age at the time of the testing date unless applicants have 10 years or more of service as a licensed peace officer from a law enforcement agency and if the applicant has not attained the age of 56 by the date the applicant submits a written application.

Must have a valid Texas Driver's license, and must be licensed as a peace officer or be eligible to be licensed by the Texas Commission on Law Enforcement (TCOLE), as well as meet all other requirements of Texas Statue 143.023, City of Kyle Civil Service Rules and Regulations.

Must be eligible for coverage under the City of Kyle vehicle insurance provider; meet the physical and age limitations established by the City of Kyle Civil Service Rules and Regulation; pass an extensive person background check; maybe required to pass a physical fitness exam; pass a physical examination including drug screening and psychological evaluation. Anyone who poses a direct threat to the health and safety of himself/herself or to others in the workplace will be deemed not qualified for this position.

This position description has been prepared to assist in defining job responsibilities, physical demands, and skills needed. It is not intended as a complete list of job duties, responsibilities, and/or essential functions. This description is no intended to limit or modify the right of any supervisor to assign, direct, and control the work of employees under supervision. The City of Kyle retains and reserves any or all rights to change, modify, amend, add to or delete, form any section of this document as it deems, in its judgment, to be proper.