

# CITY OF CARROLLTON

**Firefighters' and Police Officers'**

**Civil Service Commission**

**Announces**



**POLICE DEPARTMENT**

**Entrance Examination Test Date: October 17, 2020**

**REGISTRATION ENDS ON:**

**October 17, 2020 at 9:00 a.m.**

**Examination Date: Saturday, October 17, 2020 at**

**9:00a.m. - Written Exam**

To register go to: [Registration Form](#)

Complete the online registration to be submitted electronically to:

Carrollton Police Department

2025 East Jackson Road

Carrollton, Texas 75006

Phone: 972 466 3028

Website: [www.cityofcarrollton.com/police](http://www.cityofcarrollton.com/police)

Email: [policedevelopment@cityofcarrollton.com](mailto:policedevelopment@cityofcarrollton.com)

**City of Carrollton is an Equal Opportunity Employer**

**THE FIREFIGHTERS' AND POLICE OFFICERS' CIVIL SERVICE COMMISSION**  
**EXAMINATION FOR POLICE OFFICER**

This examination will be held in accordance with procedures established by the Firefighters' and Police Officers' Civil Service Commission pursuant to Chapter 143 of the Local Government Code.

**DATE:**           **October 17, 2020**

**TIME:**           9:00 a.m. (Doors open 8:15 a.m. – no one is admitted after 9:00 a.m.)

**LOCATION:** Newman Smith High School (cafeteria-north side of school)

2335 North Josey Lane

Carrollton, TX 75006

**ELIGIBILITY:**     Open to all qualified candidates who meet the State and Carrollton guidelines, are U.S. Citizens, and have registered for the examination.

**EFFECTIVE:**       A minimum of six (6) months or until exhaustion of eligible names

**GENERAL INFORMATION:**

- You must complete the online registration form in order to take the exam.
- Bring your driver license or a government photo ID for identification.
- Applicants arriving after 9:00 a.m. **will not be tested. (strictly enforced)**
- Applicants who served in the military and want to receive five additional points added to their passing score (70), **must bring a copy of Form DD-214**, which states you received an honorable discharge, to the exam.
- **Police applicants may purchase a test preparation guide directly from the test provider by visiting:** <https://www.ipma-hr.org/assessment-services/prepare-for-a-test/order-study-guides>
- Should you require any special accommodations for testing, you must contact the Civil Service Test Administrator at 972-466-3091 by October 2, 2020 to make appropriate arrangements for the exam.
- **COVID-19 safety precautions will be utilized by City of Carrollton staff members and participants, including the following:**
  - All test participants will sanitize their hands at the main entrance point.
  - All test participants will maintain 6 feet social distancing guidelines.
  - All test participants must wear a mask to be granted entry into the facility.

**THE FIREFIGHTERS' AND POLICE OFFICERS' CIVIL SERVICE COMMISSION**  
**EXAMINATION FOR POLICE OFFICER**

**REGISTRATION PROCESSING SYSTEM:**

- Online registration must be completed by 9:00 a.m. on October 17, 2020 in order to be eligible to take the exam. To register go to: [Registration Form](#).

Those applicants who pass the Civil Service Examination are ranked on an eligibility list. Following the test, all applicants will be given a website link to download the Personal History Statement. After submitting the Personal History Statement, the rest of the hiring process is as follows:

- Physical Ability Test
- Screening Interview
- Panel Interview
- Background Investigation
- Polygraph and Psychological Examination
- Physical Examination/Drug Screen
- Chief's interview

**DO NOT BRING OR MAIL ANY DOCUMENTS UNLESS SPECIFIED**

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**DISQUALIFIERS:**

- Any illegal substance usage within the past 24 months and/or excessive illegal substance use, regardless of the date used.
- Any Class B Misdemeanor (within the past 10 years) or higher **conviction** (at any time) including deferred adjudication.

**EDUCATION REQUIREMENTS:**

- An associate degree or 90 hours of college credit; **OR**
- Forty-five (45) hours of college credit in addition to 2 or more, but less than 3 years as a certified Texas peace officer, active duty military personnel (with an honorable discharge), or full time employment with the Carrollton Police Department. **OR**
- Thirty (30) hours of college credit in addition to 3 or more years of service as a certified Texas Peace Officer, active duty military personnel (with an honorable discharge), or full time employment with the Carrollton police Department. **OR**
- All college hours will be waived if the applicant has served at least three years of active duty in the U.S. Armed Forces, been honorably discharged and has not been separated from the U.S. Armed Forces for more than one calendar year. **OR**
- \*All college hours will be waived if the applicant has at least three years law enforcement experience and no more than a six month break in service, as defined by TCOLE ,between their previous department and the date of application with the Carrollton Police Department. The applicant also must receive an honorable discharge (or equivalent for out of state applicants). **OR**
- All college hours will be waived if the applicant has at least three years of Detention Officer experience with the Carrollton Police Department Detention Facility.\*

\*Time served for experience in each of the three categories is exclusive and cannot be combined with time from another of the three categories to qualify for a specific reduction of college hours.

Time served must be continuous and not have breaks in service. Experience level must be accepted as of the date of the Civil Service Exam.\*

**AGE REQUIREMENTS:**

- At least 21 years of age or must not have reached your 45th birthday at the time of receiving their Texas Basic Peace Office License.

## **PHYSICAL ABILITY REQUIREMENTS FOR THE POLICE DEPARTMENT**

*The Physical Ability Test will NOT be completed on the day of the written exam. It will be scheduled for a later date.*

### **Test Components:**

All applicants will be given an orientation and walk through.

To begin the test, the candidate will sit in the driver's seat of a patrol car with the doors closed, seat belt secured and await further instructions. A test monitor will give the candidate verbal instructions to rescue the downed officer. The information will be given over the radio. Finally, the test monitor will tell the candidate to "GO." The applicant must then complete the following physical tasks:

**Run:** The candidate must get out of the car and run with a 20 pound weighted vest. Timing begins when the candidate's foot touches the sidewalk.

**Obstacle Course:** The candidate must maneuver between cones and trees.

**Fence Climb:** Next, the candidate will encounter a wooden fence (approximately 6 feet high). The candidate must climb over the fence. The fence has horizontal wooden beams that may be used to get over the fence.

**Stair Climb:** On the other side of the fence, the candidate will run a short distance to a set of stairs. The candidate will then climb the stairs.

**Elevated Platform Jump:** After climbing the stairs, the applicant will jump down 32 inches to the ground from the elevated surface.

**Jump/Climb over Small Obstacle:** Next, the applicant will run and jump over a simulated ditch (which is a marked area on the ground approximately 4 feet wide).

**Victim Move:** The candidate will then move a dummy weighing approximately 165 pounds to a designated line 25 feet away. Timing of the events stops when the entire dummy passes over the line.

**All applicants must complete the entire series of events successfully, in proper sequence, and in a one minute and fifty seconds (1:50).**

## **CARROLLTON POLICE DEPARTMENT SALARY & BENEFITS**

### **INSURANCE:**

All Carrollton Police Officers become eligible for participation in the city-sponsored insurance programs on the date they are hired. For complete benefit information, see our web site at [www.cityofcarrollton.com](http://www.cityofcarrollton.com).

### **Medical:**

- Each officer has the option to elect the city's medical plan. The City of Carrollton sponsored health insurance is available to officers at low premium and to officers' dependents at a reduced premium.

### **Dental:**

- Each officer has the option to elect the city's dental plan. The City of Carrollton sponsored dental insurance is available to officers at a low premium and to officers' dependents at a reduced premium.

### **Life:**

- Each officer is provided life insurance equivalent to 2 times their annual base salary, as well as Accidental Death and Dismemberment Insurance. Supplemental Insurance is also available for the officers' spouse (\$10,000 policy) and dependents (\$5,000 policy each dependent).

### **RETIREMENT:**

All Carrollton Police Officers are required to be members of the Texas Municipal Retirement System (TMRS). Officers are eligible for retirement benefits at any age with 20 years of service; vesting occurs at five years of service. Officers who terminate employment prior to being eligible for retirement have all their contributions with accrued interest returned to them, however the city's match is forfeited.

### **DEFERRED COMPENSATION:**

You may participate in a Deferred Compensation Program to shelter a portion of your gross annual salary from income taxes. If you contribute at least 4.65% per paycheck, the city will match those contributions at 2.35%. The deferred portion will be placed into investment options of the employee's choice and may be withdrawn at termination or retirement. Roth IRA accounts are also available through payroll deduction.

### **SICK LEAVE:**

All Carrollton Police Officers accrue 120 hours sick leave per year, with unlimited accumulation. Upon retirement or termination, officer will be paid for a maximum accrual of 960 hours sick leave.

### **VACATION:**

All Carrollton Police Officers earn 120 hours vacation per year. Vacation days may be used after 6 months of service. After 20 years employees receive 160 hours vacation per year.

## CARROLLTON POLICE DEPARTMENT SALARY & BENEFITS

### SALARY SCHEDULE-2020:

	<u>HOUR</u>	<u>MONTH</u>	<u>ANNUAL</u>
After 180 months	\$43.11	\$7,472.05	\$89,664.64
After 144 months	\$42.06	\$7,289.98	\$87,479.81
After 120 months	\$41.03	\$7,111.52	\$85,338.24
After 84 months	\$39.83	\$6,904.21	\$82,850.56
After 60 months	\$38.67	\$6,702.32	\$80,427.78
After 36 months	\$37.54	\$6,507.63	\$78,091.52
After 18 months	\$36.10	\$6,257.06	\$75,084.67
After 12 months	\$34.39	\$5,961.42	\$71,537.02
After 6 months	\$32.76	\$5,678.40	\$68,140.80
Beginning Salary	\$31.17	\$5,402.59	\$64,831.10

### INCENTIVE PAY:

- **Education:** All Carrollton Police Officers earn \$50.00 per month for an approved associates degree, \$100.00 per month for an approved bachelors degree, and \$150.00 per month for an approved masters degree.
- **Texas Peace Officer Certification:** All Carrollton Police officers earn \$50 per month for holding an Intermediate Certificate, \$100 per month for holding an Advance Certificate, and \$150.00 per month for holding a Masters Certificate.
- **Longevity:** \$4 per month for each year of service to a maximum of \$1,200.00 per year.
- **Night Shift Differential:** The \$200 per month differential pay is paid to sworn police department employees who are assigned to and regularly work a shift in which more than fifty percent of the time is worked after 6 p.m. and before 6 a.m.

### EQUIPMENT:

Uniforms and equipment are furnished by the department.

### HOLIDAYS:

There are eight (8) paid holidays given annually to each employee.