

**\* TEMPLE CIVIL SERVICE ANNOUNCEMENT \***  
**UPDATED**  
**Entrance Examination for Police Officer**

The TEMPLE CIVIL SERVICE COMMISSION announces an open competitive examination to fill position(s) in the Temple Police Department.

**Date:** September 18, 2021  
**Time:** 9:00 AM  
**Location:** Temple College Pavilion  
1903 S 1<sup>st</sup> St  
Temple, TX 76504

**STEPS IN THE HIRING PROCESS**

**Step 1:** Register online at [www.templetx.gov/jobs](http://www.templetx.gov/jobs) by 5 p.m. CST on Monday, September 13, 2021

**Step 2:** Complete the personal history statement no later than 9am on September 18, 2021.

Download the PHS here: [https://www.templetx.gov/Human%20resources/PD%20Recruiting/TemplePD%20PHS\\_7.22.2021.pdf](https://www.templetx.gov/Human%20resources/PD%20Recruiting/TemplePD%20PHS_7.22.2021.pdf)

**Step 3:** Upload the completed personal history statement and the applicable required documents listed on page 2, here: <https://us60.dayforcehcm.com/CandidatePortal/en-US/myhrtempletx/Site/PoliceJobs/Posting/View/354>

**Step 4:** Take the written exam and the rowing test on the date and time listed above

**Step 5:** The Police Department recruiter will contact you to complete the final required hiring steps

**THE ENTRANCE EXAMINATION FOR POLICE OFFICER WILL BE HELD AS FOLLOWS:**

**\* RESIDENCY REQUIREMENT FOR EMPLOYMENT \* MUST BE ABLE TO RESPOND TO A CIVIL EMERGENCY WITHIN A 45-MINUTE TRAVEL RESPONSE TIME**

**BASE SALARY:** \$29.01 hourly, uniforms furnished – (Non-Certified Officers and TCOLE Certified Officers with LESS than one-year prior service as a police officer)

Applicants **certified** by the State of Texas as a police officer with MORE than THREE (3) years of continuous service are eligible for a sign-on incentive and will be evaluated as outlined in the Civil Service Local Rules and placed in the appropriate pay scale.

Upon completion of the required probationary period, police officers receive **pre-set step increases** based on years of service **with the Temple Police Department** through YEAR FIFTEEN (15)

**HOURS OF WORK:** As assigned

**COVID-19 Information:**

**For the safety of all candidates and City staff we are taking the following precautions throughout the testing process:**

1. **Social distancing**
2. **Applicants are encouraged to follow current CDC guidance regarding the wearing of face coverings**
3. **Applicants that pass the exam, are not required to wear a mask while participating in the rowing test, after the exam**
4. **Hand sanitizer will be located throughout the facility for use by applicants and City staff**

**WHO CAN TAKE THE EXAMINATION:** (1) A United States citizen; (2) At least 21 years of age at the time the applicant presents himself / herself to TCOLE for the State licensing exam or has not reached his or her forty-fifth (45<sup>th</sup>) birthday at the time the applicant is certified as eligible for a beginning position

(an applicant is certified when the applicant passes the written exam and the physical assessment/agility testing);

1. An applicant, twenty (20) years of age, may be considered for a vacant position if the applicant meets the following criteria:
  - Will turn twenty-one (21) years of age by academy graduation date; and
  - Successfully completes all phases of the selection process; and
  - Approval of the Chief of Police;
2. never been convicted of a felony offense;
3. of good character and reputation;
4. must have a high school diploma or GED or 12 hours of higher education with at least a 2.0 grade point average; or an honorable discharge from the Armed Forces of the United States after a minimum of 24 months of active duty;
5. have a valid driver's license issued by the state of Texas;
6. must have an honorable discharge (if a veteran) from the appropriate armed service of the United States;
7. be able to proficiently read, write, and fluently speak the English language;
8. be of good moral character;
9. meet all the requirements of the Texas Commission on Law Enforcement for licensing Police Officers.

**OTHER INFORMATION:** An eligibility list is established as a result of this open competitive examination. Applicants that possess an *Honorable Discharge* from any branch of the armed forces of the United States, served in the armed forces for not less than one year on active duty, received an honorable discharge and score a passing grade on the entrance exam will receive an additional five (5) points to their grade (a **copy** of the DD214 Member 4 form must be turned into Human Resources no later than 5:00 PM on the first business day following the exam).

**Any person requesting an accommodation under the Americans with Disabilities Act in taking the entrance exam must request the accommodation in writing and present the documentation to the Director of Civil Services at least three weeks prior to the closing date for registration.**

Applicants who pass the examination and who are certified for appointment are required to pass a physical examination to confirm the applicants ability to perform the essential functions of a police officer.

THE LIST OF ELIGIBLE CANDIDATES ESTABLISHED AS A RESULT OF THIS EXAMINATION are considered for appointment to vacancies that may occur in the Temple Police Department for a period of one (1) year, unless the list is otherwise exhausted.



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Tara Raymore  
Director of Civil Service & Human Resources

I hereby certify that a true and correct copy of this updated Notice of Meeting was posted in a public place at 9:30am, September 7, 2021.



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Jana Lewellen  
City Secretary, TRMC, CMC

**THE CITY OF TEMPLE IS AN EQUAL OPPORTUNITY EMPLOYER.**