

**CITY OF NEW BRAUNFELS CIVIL SERVICE COMMISSION**  
**BE IT ORDERED BY THE NEW BRAUNFELS CIVIL SERVICE COMMISSION**

**CERTIFIED POLICE OFFICER/CADET ENTRY LEVEL EXAM**

Notice and appropriate action regarding the approval of the CERTIFIED POLICE OFFICER ENTRY LEVEL Examination. The hiring process has been approved in accordance with City of New Braunfels Firefighters and Police Officers Civil Service Commission Rules and Regulations (Local Rules).

**ANNOUNCEMENT OF EXAM:**

The next approved written examination will be administered on the following date and time:

**Date: Saturday, November 16, 2019**  
**Time: 8:00 A.M.**  
**Place: Canyon High School, Cafeteria**  
**1510 North I.H. 35**  
**New Braunfels, Texas 78130**

**Check-in will begin at 7:15 a.m. Late arrivals will not be admitted and are considered disqualified. Photo identification through your current State-issued driver's license will be required at time of check-in for the examination.**

**PURPOSE:**

The purpose of this examination is to establish an eligibility list to fill new and future vacancies. The eligibility list will be valid for a period of twelve (12) months from the date it is approved by the Commission, or until the list is exhausted.

**QUALIFICATIONS:**

The following list includes the minimum qualifications for taking the written examination:

1. Must be at least twenty-one (21) years of age at the time and date of the written examination.
2. Must not have reached forty- five (45) years of age prior to the date of the written examination.
3. Must submit proof of a High School Diploma or transcripts, G.E.D., or Home School transcript indicating completion.
4. Must hold your Certified Texas Peace Officers License OR proof that you have successfully passed the TCOLE State Licensing Exam through a copy of the TCOLE letter that reflects the date and score/grade; or
5. If non-certified, must show proof of minimum of thirty (30) college hours from a regionally accredited university and/or college which are accepted and/or recognized by TCOLE (copied transcript) OR two (2) years of active military service (official government document showing honorable discharge, general discharge with honorable service) OR six (6) years of reserve status with the Armed Services or National Guard (official government document showing honorable discharge, general discharge with honorable service, or a copy of leave and earnings statement (LES) accompanied by a copy of current/active military identification , at time of application.
6. Must provide proof of your current valid Driver's License and cannot be prohibited from operating a motor vehicle by any other State or Federal law.
7. Must provide proof of a valid Social Security Card.
8. Must be a U. S. citizen.
9. Must be able to read, write and converse in English fluently.
10. Must not be prohibited from purchasing or carrying a firearm or possessing ammunition.
11. Must not have any of the disqualifying items listed in the attached "Additional Suitability Factors."

**HIRING PROCESS:**

Prior to being hired, applicants must successfully complete all steps below:

1. Complete and submit an Online Employment Application;
2. Receive an invitation to test and overview of the hiring process (sent via email);
3. Pass a written examination;
4. Pass a physical agility and swim test;
5. Receive a conditional job offer;
6. Complete a Personal History Packet
7. Pass a physical examination, including pre-employment drug screen & vision requirements;
8. Pass an oral interview board;
9. Pass a polygraph examination;
10. Pass a comprehensive background investigation;
11. Pass a psychological examination;
12. Be reviewed and appointed by the City Manager.

**PAY AND INCENTIVES:**

CURRENT STARTING ANNUAL BASE PAY FOR CERTIFIED POLICE OFFICER: \$52,500.00  
 PROPOSED FY 2019-2020 ANNUAL BASE PAY FOR CERTIFIED POLICE OFFICER: \$54,075.00  
 CURRENT STARTING ANNUAL BASE PAY FOR NON-CERTIFIED POLICE OFFICER: \$42,000.00  
 PROPOSED FY 2019-2020 ANNUAL BASE PAY FOR NON-CERTIFIED POLICE OFFICER: \$43,260.00  
 \$3,000 Sign-on and Retention Incentive for Certified Police Officer (paid out in three \$1,000 annual lump sum payments)  
 Additional pay for TCOLE Intermediate Peace Officer Proficiency and higher  
 Additional pay for TCOLE recognized regionally accredited degree (Associates through Masters)  
 Additional pay for specified certifications  
 Additional pay for bilingual ability (Spanish or German only, test required)

**BENEFITS:**

Vacation	Military Leave
Sick/Bereavement Leave	Retirement Medical,
Vision, Dental and Life Insurance	Longevity Pay
Twelve (12) Paid Holidays	Employee Assistance Program
Certification Pay Available	Uniforms, Footwear, Equipment, Weapons
Assignment Pay Available	Tuition Reimbursement

\*Note: All insurance products are offered and effective on the first day of the month following 30 days of employment.

For position information, please contact Sergeant Tom Scheuermann or Officer Mike Burton at the City of New Braunfels Police Department at (830) 221-4139, or by email at [joinnbpd@nbtexas.org](mailto:joinnbpd@nbtexas.org).

**Please complete an online application at:** <https://newbraunfels.hyrell.com>

*The City of New Braunfels is an Equal Opportunity Employer*

**DEADLINE FOR APPLICATIONS:**

Applications for this examination will be accepted until **5:00 p.m. on Friday, October 25, 2019.**

APPLICANTS MUST ALSO PASS THE PHYSICAL AGILITY STANDARDS AND MEET ALL OF THE ADDITIONAL ELIGIBILITY REQUIREMENTS LISTED IN THE “ADDITIONAL SUITABILITY FACTORS,” WHICH CAN BE FOUND ON OUR CITY WEBSITE AT:

<http://nbtexas.org/1804/Civil-Service>.



## **POLICE OFFICER/CADET**

Department:	<b>Police</b>	Class Code:	<b>16509/16511</b>
Revised Date:	<b>August 2019</b>	FLSA Status:	<b>Non-Exempt</b>
		Safety/Security Sensitive:	<b>Yes</b>

**GENERAL PURPOSE:** Under general supervision, provides responsive and courteous police services in the protection of life and property through the enforcement of laws and ordinances, generally consisting of routine patrol, interventions, investigations and traffic regulation duties. The City of New Braunfels Department operates under Chapter 143 of the Texas Local Government Code and the City of New Braunfels Firefighters and Police Officers Civil Service Commission Rules and Regulations.

### **PRIMARY DUTIES AND RESPONSIBILITIES:**

The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.

- Preserves the peace of the community through mediation, investigation, intervention, documentation, and arrest; utilizes all lawful means to improve the quality of life by reducing the fear and incidence of crime, recognizing and resolving problems, and meeting the public safety needs for the City of New Braunfels (City).
- Enforces local, state and Federal laws, and enforces compliance with local regulations and ordinances, according to policies, procedures and regulations.
- Patrols the City to respond to citizens' requests for assistance, enforce traffic regulations, detect crime, apprehend violators, and assure public safety.
- Patrols and provides security for assigned areas, looking for unusual or suspicious activities or persons; responds to emergency and non-emergency calls for service; communicates with victims, witnesses and suspects in cases; provides scene security and protection for Fire and medical personnel.
- Investigates crimes and accidents; secures and processes crime and accident scenes and identifies and collects evidence within scope of authority.
- Arrests law violators; transports and processes suspects, victims and prisoners.
- Completes detailed reports and required documentation; serves warrants and court documents.
- Maintains vehicle and equipment in accordance with Department guidelines.
- Represents the Police Department at court hearings; prepares reports and testifies in court cases.
- Assists and coordinates with other emergency services personnel, public organizations and businesses, and Federal, state and local law enforcement organizations.
- Presents education and information programs for community and school awareness projects; teaches and counsels residents on law enforcement activities and referral resources.
- Performs specialized functions in areas of expertise, including patrol and shift management, training, K-9, SWAT/SRT, and other special enforcement, intervention and investigative teams.
- Maintains the integrity, professionalism, values and goals of the City by assuring that all rules and regulations are followed, and that accountability and public trust are preserved.
- Participates in and performs field training duties and assignments as required.
- May be assigned to additional assignments or divisions as determined by Management.
- Performs other duties as assigned or required.

## **MINIMUM QUALIFICATIONS (ELIGIBILITY REQUIREMENTS):**

### **Education and Experience:**

High school diploma or GED equivalent.

### **Required Licenses or Certifications:**

- Must have Peace Officers License from Texas Commission on Law Enforcement (TCOLE) and/or have passed the TCOLE State License Exam no later than the time and date of the written examination. Applicants will receive a preference if certified.
- **If non-certified** on the date and time of the written examination, must have thirty (30) college hours, at the time of application, from a regionally accredited university and/or college which are accepted and are recognized by TCOLE **OR** two (2) years of active of military service **OR** six (6) years of reserve status with the Armed Services or National Guard.
- Must have a valid Texas Driver's License (or **must** be able to obtain as required by Texas State law if current driver's license is from another licensing state within the United States) **AND** cannot be prohibited from operating a motor vehicle by any State or Federal law.

### **Required Knowledge:**

- Police Department guidelines, policies and procedures.
- City, county, state and federal laws, regulations, codes and ordinances.
- Texas criminal justice and court systems and the principles of criminal justice records management.
- Law enforcement methods, practices, and procedures.
- Basic criminal procedures on the apprehension, arrest, and custody of persons committing misdemeanors and felonies, including preservation and presentation of evidence in traffic and criminal cases.
- Basic criminal procedures on the rules of evidence, probable cause, use of force, and search and seizure.
- Investigative and interrogative procedures and protocols for observation of critical details.
- Available local community issues and regional community resources available to citizens.
- Geography, roads, and landmarks of City and surrounding areas.

### **Required Skills:**

- Exercising controlled discretion in situations requiring diplomacy, fairness, and sound judgment.
- Recognizing suspicious behavior patterns, mediating difficult situations, and using effective arrest and control techniques.
- Interacting effectively with people of different socioeconomic and ethnic backgrounds.
- Remaining alert at all times and reacting quickly and calmly in emergency situations.
- Operating motor vehicles and special police equipment during emergency situations.
- Interpreting laws and regulations, making decisions, maintaining composure, and working effectively under stressful conditions and emergency situations.
- Evaluating facts and evidence, drawing logical conclusions and making proper recommendations.
- Identifying, collecting and preserving crime scene evidence.
- Working as a team member with other law enforcement agencies.
- Care, maintenance and safe operation of a variety of law enforcement vehicles, equipment, weapons and tools.
- Operating a personal computer using a variety of business software.
- Effective communication, both verbal and written.

**Physical Demands / Work Environment:**

- Work is performed indoors and outdoors with exposure to inclement weather; includes ability to stand and sit for long periods while maintaining alertness and rapid response; must be able to safely climb, crawl, bend, jump, balance, and run with minimal to no notice; and the ability to safely lift, drag and/or carry in excess of one hundred (100) pounds occasionally, and frequently lift and/or carry a minimum of fifty (50) pounds; may be exposed to physical attacks, hazardous chemicals, drugs, infectious and communicable diseases; required to physically restrain persons; subject to extended periods of intense concentration in review of crime scenes, special investigations and law enforcement report preparation; will be subject to working in and around water; may be required to ride a bike.
- Must be able to work in uniform, with duty belt, issued weapons, and a bulletproof vest.
- Must be able to work irregular hours that will include evenings, weekends, nights and holidays on any assigned shift.
- May be required to work immediately before, during or immediately after an emergency or disaster.
- Must maintain a level of physical fitness to meet Police Department standards.
- NOTE: This position is designated safety and/or security sensitive.

I have read and understand this Position Description.

---

Employee Signature

---

Date