

**\* TEMPLE CIVIL SERVICE ANNOUNCEMENT \***  
**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:** Wednesday November 29, 2023  
**Exam Time:** 6:00pm  
**Location:** Temple Police Department  
209 E Avenue A  
Temple, TX 76501

**STEPS IN THE HIRING PROCESS**

**Step 1:** Register online at [www.templetx.gov/jobs](http://www.templetx.gov/jobs) by 5:00 p.m. CST on Thursday November 23, 2023

**Step 2:** Complete the personal history statement no later than 6:00pm, Wednesday November 29, 2023

**Download the PHS here:**

<https://cms9files.revize.com/templetx/Human%20resources/PD%20Recruiting/TemplePD%20PHS%206.15.2023.pdf>

**Step 3:** Upload the completed personal history statement and the applicable required documents listed on page 2, here: <https://us62e2.dayforcehcm.com/CandidatePortal/en-US/myhrtempletx/Site/PoliceJobs>

**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:** \$33.8943/hourly – Effective 9/29/2023, uniforms furnished – (Non-Certified Officers and TCOLE Certified Officers with LESS than one-year prior service as a police officer)

**HIRING INCENTIVE**

No Law Enforcement experience - **\$5,500**

3+ Years of Law Enforcement - **\$7,500**

In-State TCOLE Certified Officer - **\$15,000**

**RELOCATION INCENTIVE**

In-State - **\$3,000**

Out-of-State - **\$5,000**

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 Meet & Confer Agreement between the City of Temple, TX and the Temple Police Association 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 SEVEN (7); one year below highest step per Meet & Confer Agreement.

**HOURS OF WORK:** As assigned

## **WHO CAN TAKE THE EXAMINATION:**

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 and not be forty-five (45) years of age at the time the applicant passes the written exam and the physical assessment/agility testing, or 56 years of age for lateral hire and re-hire candidates (see additional information below).

- 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 and
- Never been convicted of a felony offense and
- Be of good moral character and reputation and
- Education Requirement: a high school diploma or a high school equivalency certificate or an honorable discharge from the armed forces of the United States after a minimum of 24 months of active duty
- Valid driver's license issued by the state of Texas; and
- An honorable discharge (if a veteran) from the armed service of the United States
- Proficiently reads, writes, and fluently speak the English language
- Meets all the requirements of the Texas Commission on Law Enforcement for licensing Police Officers.

## **LATERAL ENTRY PROGRAM:**

***To be eligible an applicant must:***

1. have a current TCOLE Peace Officer license or challenge the TCOLE exam and complete the required training within 6 months from the date of hire.
2. be no more than 56 years of age on the date they apply for employment with the Department.
3. be currently employed with a law enforcement agency or have been substantially engaged in law enforcement duties within the twenty-four (24) months immediately prior to application with the Department.
4. have an honorable standing within their previous department.
5. not be under any type of investigation with their previous department.
6. have two (2) or more years of work experience as a sworn state or federal law enforcement officer.
7. take and pass a Civil Service entrance examination.
8. complete and pass a background investigation, and the City of Temple and Temple Police Department hiring process.
9. successfully complete a Field Training Program of not less than eight (8) weeks at the discretion of the Department Head, and
10. successfully complete a twelve (12) month probationary period.

## **RE-HIRE PROGRAM:**

***To be eligible an applicant must:***

1. have a current TCOLE license
2. be no more than 56 years of age on the day they apply to be re-hired
3. be in good standing with their current employer
4. have been previously employed as a Temple Police officer for at least two (2) years
5. have been in good standing with the Temple Police Department at the time of separation
6. apply for re-hire no more than:
  - a. six (6) months after the applicant's date of separation from the Temple Police Department, or
  - b. twelve (12) months after the applicant's date of separation from the Temple Police Department on the condition that the officer has maintained their TCOLE license, or

- c. twenty-four (24) months after the applicant's date of separation from the Temple Police Department on the condition that the applicant was employed by another law enforcement agency in Texas during the entire 24-month period.
7. have separated from the Department no more than once during their law enforcement career at the time of application,
8. complete and pass a background investigation and the City of Temple and Temple Police Department hiring process, and
9. successfully complete a twelve (12) month probationary period.

**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 applicant's 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 notice was posted in a public place on, **September 29, 2023** at 3:20 p.m.



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Jana Lewellen, City Secretary

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