



HIRING POLICE OFFICERS

\$7500 SIGN-ON INCENTIVE & \$2500 RELOCATION INCENTIVE

The Keller Police Department is a community-driven, State recognized and Nationally Accredited organization committed to excellence and partnering with the community to make Keller a better place to live, visit and conduct business. Other communities are proudly partnering with the City of Keller for their policing, 9-1-1 NETCOM Communications, detention and animal control efforts. We are looking for quality candidates to apply for our Police Officer open positions and to become part of a longstanding and proud history of partnerships and a professional law enforcement careers that establish a standard of excellence. Below is a recap of the starting officer pay, lateral officer program, and minimum position requirements.



Police Officer Step Pay Plan:

Police Officer	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	STEP 10	STEP 11	STEP 12
Hourly	\$34.64	\$35.33	\$36.04	\$36.76	\$37.50	\$38.25	\$39.02	\$39.80	\$40.60	\$41.41	\$42.24	\$43.09
Annually	\$72,051	\$73,486	\$74,963	\$76,461	\$78,000	\$79,560	\$81,162	\$82,784	\$84,448	\$86,133	\$87,859	\$89,627

New Hire Incentive Pay:

The City of Keller Police Department offers new hires two incentive pays.

- Lateral Officer Program - Based on TCOLE experience and internal equity, lateral officers who are selected for employment may be eligible for a \$7,500 "sign-on" incentive. In addition, the officer will be placed on the Step Plan based on their years of experience as a certified peace officer.
- Relocation Pay - Candidates who are selected for employment may be eligible for a \$2,500 relocation stipend for living further than 75 miles from Keller Police Department.

JOB SUMMARY:

Under general direction of the Police Sergeant, the Police Officer is to perform law enforcement and crime prevention duties to maintain citizen safety, protection of life and property, and compliance with City, State, and Federal laws.

ESSENTIAL JOB FUNCTIONS:

1. Patrol an assigned area via foot or vehicle to ensure law compliance and investigate suspicious activities, individuals, vehicles, or conditions.
2. Make arrests of individuals who violate the law and/or ordinances.
3. Subdue violent individuals.
4. Enforce City, State, and Federal Laws.
5. Respond to calls for assistance and provide the necessary police protection.
6. Issue traffic citations or warnings to individuals violating traffic laws.



7. Investigate traffic accidents and direct traffic.
8. Conduct preliminary investigation of crimes and crime scenes to uncover and collect/document relevant evidence and/or testimony.
9. Conduct searches according to due process procedures.
10. Interact with the community to establish a close working relationship.
11. Provide general public safety services during emergency conditions such as inclement weather and traffic accidents.
12. Testify in court as required.
13. Respond to reports of sick, injured or demented persons.
14. Conduct proactive police patrol in an assigned area.
15. Investigate suspicious vehicles and persons.
16. Respond to and investigate causes of mechanical alarms.
17. Prepare cases and reports for court.
18. Transport prisoners to County or local facilities.
19. Check the security of business establishments in this jurisdiction.
20. Conduct targeted patrols of school areas and municipal parks.
21. Assist in the recovery and control of animals in this jurisdiction.
22. Direct and control vehicular and pedestrian traffic at emergency fire scenes.
23. Maintain and inspect department vehicles and equipment.
24. Complete assignments as directed.
25. Arrive at work on time every day, in good physical and mental condition.

OTHER JOB FUNCTIONS:

1. Promote the designated organizational culture in actions, behavior and performance of duties.
2. Conduct follow-up investigations.
3. Process prisoners into jail facility.
4. Conduct and document vehicle and equipment inspections.
5. Attend training sessions for professional and personal growth.
6. Perform undercover investigative work as needed.
7. Utilize safety equipment as provided by the city.
8. Acquire / maintain knowledge of accepted police best practices as standardized by CALEA and TPCA accreditation programs.
9. Perform other duties as assigned or directed by a supervisor.

MINIMUM QUALIFICATIONS:

1. TCOLE certified, preferred but not required.
2. High School diploma or a GED equivalent.
3. A minimum of thirty (30) college hours with a minimum GPA of 2.0 from a TCOLE accredited college or university, OR be honorably discharged from the military within one year of initial pre-employment test date after completing two or more years of active duty, OR currently certified Texas Peace Officer.
4. Twenty-one (21) years of age at time of hire.
5. Valid current driver's license and ability to obtain Texas Drivers' License within 30 days of hire.
6. Must meet minimum hiring standards as outlined in G. O. Recruitment Policy 200.03.



7. **Uncorrected vision with not less than 20/200 (Snellen) and corrected 20/20 in one eye and at least 20/40 in the other eye, binocular vision/depth perception required. All applicants must pass a color vision test.**
8. Good moral character.
9. Ability to pass a physical assessment and written test.
10. Must pass a thorough, comprehensive background investigation.
11. Physically and mentally sound as determined by the City physician and psychologist.
12. Knowledge of City, State, and Federal Ordinances/Laws, and approved practices, principles, and procedures of police work.
13. Good verbal, interpersonal, and written communication skills. Ability to establish and maintain a positive working relationship with fellow employees and the community.
14. Capability to follow law enforcement rules and procedures, memorize and retain information, evaluate information of an uncertain or conflicting nature, and make appropriate decisions with regard to the law.
15. Ability to maintain emotional control and resolve routine, stressful or emergency situations.
16. Honorably discharged from the military, if applicable.
17. Physically fit and remain physically fit to perform duties of a Police Officer.

WORK ENVIRONMENT:

Work performed indoors in climate-controlled facilities and outdoors in all weather and temperature extremes. Officer subject to extensive travel throughout an assigned patrol area on foot or in a vehicle, and will be exposed to stressful, hostile and dangerous situations/conditions. Incumbent must be able to run, jump and climb on various inclines, terrain and surfaces, and lift, carry, push, and/or drag objects or persons weighting up to 150 pounds unassisted (except by mechanical or stationary self-contained objects). Job requires the ability to drive in all weather conditions and read license plates, tags, street signs, and addresses from long distances at various speeds, day and night. Hours include nights, weekends, holidays, and overtime, as required.

Application Process:

- **Deadline to Apply: Open Until Filled**
- All candidates interested in applying must complete an online application (<https://www.cityofkeller.com/jobs>), even if attaching a cover letter and resume.
- All applicants **must** successfully complete the following:
 - Personal History Statement (PHS) (Download [Personal History Statement Form](#)) All candidates must complete a Personal History Statement, bring it with them at the time of testing. The document must be notarized with all supporting documentation attached.
 - Testing:
 - Study Guide for written exam is available for purchase [here](#) (link).
 - All candidates are required to take and pass a written examination. Candidates must achieve a minimum passing score of 70% on the written test in order to be considered for employment.
 - Fitness Assessment: Candidates who successfully pass the written test and preliminary review will be scheduled for the fitness assessment immediately following the written exam. This is comprised of a 2,000 meter row. See [Rowing Techniques](#). (link)
 - Preliminary Interview including Personal History Statement review
 - Oral Board Interview
 - Following a conditional job offer, pre-employment requirements include but are not limited to:
 - Background Investigation (includes, but not limited to Polygraph, Psychological, Medical (Fit for Duty Physical) w/Drug Screen)



- Interview with Chief of Police
- Credit Check
- Job related hiring documents, if selected for employment.
- Expected duration of process: approximately 6-8 weeks after the posting announcement close date.
- Re-application period: unless advised of an ineligibility to meet hiring / TCOLE licensing requirements, candidates are welcome to apply for any currently posted job opportunity.

Testing Dates/Times:

Test Date/Time and Location: Candidates will be notified of testing information via email.

Applicants are also required to bring a change of clothes for the physical fitness assessment test (rowing test).

The City of Keller is an **Equal Opportunity Employer**. If you need an accommodation, please call the Human Resources Department at 817-743-4040. For all other inquiries, please contact Sergeant Austin Clark at 817-743-4546.