WOODWAY PUBLIC SAFETY DEPARTMENT

OFFICER APPLICATION A

Name: _____

Date Issued: _____

Complete and Return By: March 31st, 2015

I am applying for:

☐ Peace Officer

☐ School Resource Officer

☐ Both

- ***Please note: This application needs to be notarized; See page 18.***

Woodway Public Safety Department
Public Safety Officer
Applicant Information Sheet

LAST NAME: _____ FIRST NAME: _____ MIDDLE NAME: _____

MAIDEN NAME (IF APPLICABLE): _____

MAILING ADDRESS: _____

PHYSICAL ADDRESS: _____

TELEPHONE NUMBER(S): _____

BEST TIME(S) TO CALL*:* _____

EMAIL ADDRESS: _____

YOUR PACKET SHOULD INCLUDE THE FOLLOWING:

- APPLICANT INFORMATION SHEET - **PG 1 (TO BE COMPLETED & TURNED IN)**
- TESTING SCHEDULE: TBD
- REQUIREMENTS
- NEPOTISM CLAUSE AND CERTIFICATION – **PG 9 (TO BE SIGNED & TURNED IN)**
- FACT SHEET
- PHYSICAL AGILITY INFORMATION
- JOB DESCRIPTION AND CERTIFICATION – **PG 17 (TO BE SIGNED & TURNED IN)**
- NON-TOBACCO CONDITIONS OF EMPLOYMENT AGREEMENT - **PG 18 (TO BE SIGNED, NOTARIZED & RETURNED)**
- POLICE OFFICER SELECTION TEST STUDY GUIDE (Located at Dispatch window when you turn in this packet) – **Must be returned before Physical Agility test. If you don't return the test guide, you will not move forward to the Physical Agility Test.**
- APPLICANT INTERNET USE QUESTIONNAIRE **-PG 19 (TO BE SIGNED & TURNED IN)**

A PRELIMINARY BACKGROUND INVESTIGATION WILL BE CONDUCTED FOR THIS PROCESS, PLEASE LIST:

DRIVERS LICENSE #_____ STATE:_____

RETURN Applicant Information sheet, Testing Schedule, Nepotism Certification, Job Description Certification, the Non-Tobacco Conditions of employment agreement and Personal History Statement completed to Assistant Chief Bret Crook.

IF ANY PART OF THIS IS MISSING, OR IF THERE ARE ADDITIONAL QUESTIONS, PLEASE CONTACT ASSISTANT CHIEF BRET CROOK AT (254)-772-4470.

TESTING SCHEDULE – NAME: _____ DATE: _____

There will only be one testing date available. The date available is listed below. Please write your name and date at the top portion of this form.

1. PHYSICAL AGILITY TEST

   April 11th, 2015 / 8:00am

   Note: You must pass the Physical Agility Test to continue to the Written Test.

   WRITTEN TEST

   April 11th, 2015 / 10:00am

WOODWAY PUBLIC SAFETY DEPARTMENT REQUIREMENTS

We are a Public Safety Department. This means our officers are cross-trained as both Police Officers and Fire Fighters and First Responders. Although we do not require applicants to be certified in either field to be hired, both certifications must be obtained by successfully completing the Police Academy, the Fire Academy, all state testing, and all field training. Physical requirements must be accomplished in both academies. It is the responsibility of the employee to make certain that these requirements are met (i.e. - mile and a half run in 14 minutes or less).

- **AGE:**

Applicant must be (21) years of age at the time of testing or may be (18) years of age and have attained one of the following:

1) An Associate's Degree or 60 hours of college credits from an accredited college or university, or
2) Has received an honorable discharge from the armed forces of the U.S. after at least 2 years of active service.

- **CITIZENSHIP:**

Must be a citizen of the United States.

- **BACKGROUND:**

✓ Must have not ever been on or currently on court-ordered community supervision or probation for a criminal offense.
✓ Must not currently be under indictment for any criminal offense.
✓ Must have not been convicted of a Class A misdemeanor or its equivalent within the last 10 years.
✓ Must have not been convicted of a Class B misdemeanor or its equivalent in the last 10 years.
✓ Must have not been convicted at any time of a felony offense.
✓ Must have not been arrested on any family violence offense.
✓ Must have not been arrested for the offense of Driving While Intoxicated or Driving under the Influence.
✓ Must have not been discharged from any military service under less than honorable conditions at any time.
✓ Must not have had a license issued by any law enforcement Commission (from any state) denied by find order or revoked, or have an involuntary surrender of a license currently in effect.
✓ Must not be prohibited by state or federal law from operating a motor vehicle.
✓ Must not be prohibited by state or federal law from possessing firearms or ammunition.

- **DRUG USE:**

Will be dealt with on an individual basis. (Any prior chemical use is not acceptable)

- **TOBACCO USE:**

Woodway Public Safety Department is a *tobacco free environment* that helps create a safe and healthier environment for all employees. As leader in the community, The City of Woodway is committed to providing a safe and healthy environment that is in accordance with federal, state and regulatory agency

requirements to everyone who works within and / or visits our facility. It is understood that the use of tobacco or tobacco products at any time during an employee's length of service with the City of Woodway is prohibited on or off the City of Woodway property and may result in termination of employment.

- **EDUCATION:**

High school diploma or GED required. Completion of at least thirty (30) hours of college level coursework preferred. Military experience may be substituted for college hours.

- **HEALTH:**

Applicant's vision must be correctable to 20/20 in both eyes. No color blindness.
Must have normal hearing in both ears. Must pass a complete physical. Height/Weight proportional. Properly restored or filled teeth are acceptable. Appearance of mouth must be normal.

- **DRIVING RECORD**:

An applicant must have a valid Texas Drivers License. The applicant must be eligible to obtain a Class B license during fire training. May have no more than three (3) moving violations in any two year period. For our records, a Defensive Driving Course taken for the purpose of dismissing a citation will count as a moving violation. Accidents will be reviewed on an individual basis.

- **RESIDENCE:**

All members of the Department shall reside within twenty (20) minutes normal travel time of the Public Safety Department.

- **POLYGRAPH:**

Applicants may be required to successfully pass a polygraph.

- **NEPOTISM:**

Relatives of the first, second and third degree (consanguinity or affinity) shall not be employed by, appointed or promoted into any position (including full-time, part-time, regular, and temporary) within the City. If employees become related after employment, it will be the responsibility of the employees affected to immediately notify their supervisor(s) and to come into compliance with this policy within sixty (60) days.

No person may be employed by, appointed or promoted into any position (including full-time, part-time,

regular, and temporary) within the City who is related within the second degree by marriage (affinity) or by the third degree by blood (consanguinity), to any member of the City Council.

Relatives are defined as follows:

1. Consanguinity (Blood Relationships) -

1st Degree	*2nd Degree*	*3rd Degree*
Father	Grandfather	Great Grandfather
Mother	Grandmother	Great Grandmother
Brother	Grandson	Great Grandson
Sister	Granddaughter	Great Granddaughter
Son	Uncle	Great Uncle
Daughter	Aunt	Great Aunt
	Nephew	Great Nephew
	Niece	Great Niece
	1st Cousin	2nd Cousin

2. Affinity (Marriage Relationships) -

1st Degree	*2nd Degree*
Spouse	
Father-in-law	Grandfather-in-law
Mother-in-law	Grandmother-in-law
Brother-in-law	Grandson-in-law
Sister-in-law	Granddaughter-in-law
Son-in-law	Uncle-in-law
Daughter-in-law	Aunt-in-law
Stepfather	Nephew-in-law
Stepmother	Niece-in-law
Stepbrother	Spouse of any of the above
Stepsister	
Stepson	
Stepdaughter	

CITY COUNCIL MEMBERS

Donald J. Baker *– Mayor*

Gill Lillard *– Council Member*

Bob Howard *– Council Member*

Jane Kittner *– Mayor Pro Tem*

Barbara Grandy *– Council Member*

Mike Tamberella *– Council Member*

Scott Giddings *– Council Member*

DEPARTMENT HEADS

Yost A. Zakhary *- City Manager / Public Safety Director*

Donna Barkley *– City Secretary*

Randall Riggs *– Director of Community Services and Development*

Mitch Davison *- City Engineer*

William Klump *– Director of Finance*

Janet Schaffer *– Arboretum / Family Center Manager*

Assistant Chief Bret Crook *– Public Safety Personnel and Training*

Larry Adams *- Public Safety Captain of Patrol*

Barney Witt *– Public Safety Captain of Investigations Department*

Sandy Bickel *– Public Safety Communications / Records Supervisor*

Malia Elkins *– City of Woodway Court Administrator*

Rod Goble *– City of Woodway Municipal Court Judge*

Vikram Deivanayagam *– City of Woodway Municipal Court Alternate Judge*

David Bass *– City of Woodway Municipal Court 2nd Alternate Judge*

CITY EMPLOYEES 1/30/15

Carleen Bright Arboretum
Dolores Canavati
Oralia Hernandez
Domingo Miramontez
Janet Schaffer
Bobby Sparks
Holly Liles

City Hall
Veronica Banks
Donna Barkley
Lauren Beavers
Tracy Becker
Carrie Crane
Natalie Edwards
Russell Sones
William Klump
Keith Lowrey
Yost Zakhary

Community Svs & Development
Donald Barnett
Dean Conner
Mitch Davison
Rodney Dieterich
Nathan Donnell
Terry Drake
Dale Glass
Victor Gutierrez
Charles Hinkley
Michael Jackson
Jordan Meyer
John Norman
Amy Novak
Brandon Olivarez
Kasia Redden
Jessie Resendez
Randall Riggs
Robert Starnes
James Stefka
William Tucker
Cory Turnmire
Gordon Voges
Walter Will

Public Safety
Larry Adams
James Aguilar
Michael Arnold
Kayla Bankhead
Nathan Bauer
Ernest Bauman
Pamela Beralik
Sandy Bickel
Michael Brummett
Edward Caldera
Cheryl Cook
Bret Crook
Ruben DeLeon
William Dudley
Dylan Eckert
Khalil El-Halabi
Malia Elkins
Sean Fallon
Justin Fulp
Todd Gill
Steven Gonzalez
Jason Graves
LaKenya Greathouse
Mark Harter
William Hitch
Stephanie Lander
Albert Lopez
Terry Mason
Jennifer Mathews
Andrew McGee
James Mitchell
Ryan Murry
Jennifer Niemeier
Kelly Painter
Miriam Rodrigues
Karen Rucker
Nolan Schaffer
Derek Wall
Jacob Williams
Barney Witt
Yost Zakhary
Justin Zang

Woodway Family Center
Tyler Masaichy
Janet Schaffer
Sileshi Smith

Woodway
Public Safety Department

920 ESTATES DR. WOODWAY, TEXAS 76712 254/772-4470 FAX 254/772-9219

I, _____ have reviewed a current list of members of the Woodway City Council, the City Manager's Office, and Woodway City Employees. After careful review of these lists, I certify that I am not related in any manner described previously to any of these persons.

_____

Signature

_____

Date

Woodway Fact Sheet:

This fact sheet is provided to answer the many commonly asked questions concerning the Woodway Public Safety Department. We hope this will adequately answer questions you may have. If not, please contact Assistant Chief, Robert Smith. Thank you.

What will my salary be?

Salary for Public Safety Officer I position begins at $39,084 per year during Police Academy. After completion of the Police Academy, salary is subject to increase based on merit evaluation. Upon certification as a paid Fire Fighter, salary increases $2.16\hr.

Current 2 year officer- Range $43,431.00 per year - $56,826.00 per year
Current 5 year officer- Range $51,272.00 per year - $64,792.00 per year
Amounts are based on annual evaluations.

Certificate/Education will be paid annually by separate check in mid-late November. Employees will only be paid for highest certificate/degree held.

EDUCATION	RATE PER MONTH
Master	100.00
Bachelor	75.00
Associates	25.00

PUBLIC SAFETY CERTIFICATES	RATE PER MONTH
Master Peace Officer	60.00
Advanced Peace Officer	40.00
Intermediate Peace Officer	20.00
Basic Peace Officer	0.00

LONGEVITY PAY	RATE PER MONTH
Officer	6.00

Example:
5 yr. Officer = 360.00
10 yr. Officer = 720.00
20 yr. Officer = 1440.00

What benefits will I receive?

- **VACATION:** You will receive 80 hours paid vacation every year for the first five years. During the next five to fifteen years, you will receive fifteen days paid vacation.
  At fifteen years and over, you will receive twenty days paid vacation.

- **HOLIDAYS:** Employees receive 13 paid holidays per year. It is not always possible to take the day off on the actual holiday. Holiday time may be reserved for up to 90 days following the holiday. Vacation and holiday time may be taken upon approval of written request.

- **SICK LEAVE:** You will earn six hours of sick leave each month. Sick leave may be used after the first six-month period of probation. This time may accumulate and be carried over to the next year.

- **INSURANCE:** You will be provided life, health and dental insurance. Presently, the premium for the employee is paid by the City of Woodway. The spouse and family may be covered by the City policy as well, but the employee must pay part of the premium. This amount may vary with annual changes in coverage.

- **UNIFORMS:** Police uniforms, fire gear and various equipment will be provided by the City. Uniform cleaning is also provided.

What are the normal working hours?

Currently, officers work four (4) 12 hour shifts with rotating days off. No shift has Saturday and Sundays off constantly, although these 2 days may be off as part of the rotation. Shifts are scheduled as 7AM-7PM and 7PM-7AM and 3:00PM to 3:00 AM - Assignment is by bid and based on seniority.

Is my schedule subject to change?

Yes. This is an emergency department, open 24 hours a day, seven days a week. To provide such continuous service, it may be necessary to rearrange personnel. Every attempt is made to provide as much advance notice as possible, but sometimes illness or family emergencies make it necessary to make changes on short notice.

Am I subject to on-call?

Yes, all personnel are expected to carry a pager on off duty time and respond to emergency call-outs. Annual evaluations include response to Fire/Rescue calls off duty. Emergency situations such as SWAT call-outs, major fires, or extended rescues can result in the entire department being called in.

Will I be paid Over-Time?

Over-time or Comp-time is paid at a rate of time and a half.

What kind of people will I deal with?

Part of the challenge of being a Public Safety Officer is the continual variety of situations and persons to be dealt with. They can range from calm and polite to hysterical and irate. This diversity is what keeps the job interesting.

What are the steps in the hiring process?

1. Pick up a packet from the department and review all the information provided.
2. Sign up for the written and physical agility tests.
3. Provide your driver's license information. Review must be within departmental guidelines.
4. Complete and return the full application.
5. Complete and pass both written and physical agility tests.
6. Pass review board.
7. Pass background investigation.
8. Job will be offered, pending successful results from the physical and psychological screening.

The City of Woodway has a City Council-City Manager form of government.
Public Safety Personnel include:

29 Authorized sworn paid personnel
3 Reserve personnel
15 Volunteer Fire personnel
10 Civilian personnel

PUBLIC SAFETY OFFICER PHYSICAL AGILITY APPLICANT INFORMATION SHEET

The following information is supplied so that you may be aware of what is expected at the Woodway Public Safety Department Physical Agility Test. Before you can participate in the tests, you will be required to sign a liability release form which exempts the City of Woodway from liability for any injury you might receive as a result of your desire to become a Public Safety Officer. This form will be provided by WPSD Administrative staff.

The Agility Test is divided into four (4) parts.

I. 1.5 mile run in 14 minutes or less
II. Obstacle Course
III. Suspect Identification/Firearm Operation
IV. Ladder Climb

A description of each task and the order in which the tests are done is provided below:

I. 1.5 mile run

This must be completed in 14 minutes or less to continue to the next phase. This time is a requirement for the Fire Academy.

II. Obstacle Course

Each obstacle has been given a value in points. For each successfully completed obstacle, you will get that number of points. You may have **three** attempts to accomplish each obstacle. If you do not complete the obstacle after the third attempt, you get 0 points for that obstacle.

You must acquire a minimum of 75 points to move on to Phase III.

Although the obstacle course is not timed, a continuous pace must be maintained. Any break in this

pace will end the course at that point. A description of each obstacle with the point value of each is listed below.

OBSTACLES

POINTS FOR COMPLETION	
2	A. Low obstacle or hurdle (30") 2 1/2 foot jump You must jump this barrier.
3	B. Fence surmount or short wall (48") 4' wall You may use your hands to vault over this barrier or you may jump over it.
15	C. High wall surmount (72") 6 foot climb This is a free climb. You may use hands, body, and feet to go over the barrier.
10	D. Run and dodge on serpentine You must be able to successfully maneuver through a series of poles.
15	E. Culvert or tunnel (42") duck walk or crawl with face mask You will be required to travel through a 42" drain pipe after donning a fire face mask. Mask may be removed after completing tunnel.
15	F. Balance beam You will be required to walk the entire length of the beam without falling.
15	G. Hose Carry You will be required to move several rolls of hose 100', simulating frequent fire fighter tasks.
10	H. U-Ladder Mount You will be required to pick up a ladder from the ground and mount it on the side of a fire truck (approximately 35 lbs.)
15	I. Hose Drag You will be required to drag a 1 ¾ inch charged hose line 75 feet.

TOTAL 100

Your total of points for the obstacle course must be at least **75** to continue to the next phase.

III. Suspect Identification/Weapon Operation

A. You will be required to look through a partition and identify a described suspect.

B. You will be required to work the slide and then "dry-fire" a provided semi-automatic weapon twice using the right hand and then the left hand.

These are both Pass/Fail exercises.

IV. Ladder Climb

You will be required to climb an extended, raised 60 foot ladder. This is not timed. However, it is a Pass/Fail exercise. Only one attempt may be made.

* We recommend loose, comfortable clothing such as sweat suits and some type of tennis shoe or running shoes for all phases except the 1.5 mile run. Shorts may be worn for the run, but are not recommended for the rest of the exercises. You may put sweat pants on over your shorts after the run. There are no dressing rooms or restrooms. Gloves will be provided.

JOB TITLE: PUBLIC SAFETY OFFICER I
DIVISION: PATROL
DEPARTMENT: PUBLIC SAFETY CLASS CODE: ____

EXEMPT:___ NON-EXEMPT: _X__ EMPLOYEE:_____

FULL TIME:_X__ PART TIME: _____ SUPERVISOR: _____

DIRECTOR: _____ DATE: _____

DESCRIPTION OF WORK

General Definition: Performs law enforcement, crime prevention, fire suppression, fire prevention, and rescue duties on an assigned shift, and performs related other duties as assigned by the Department Head or designee.

Supervision Received: Work is performed under general supervision of a Public Safety Captain and lead of a Public Safety Sergeant.

Supervision Exercised: Only as assigned by departmental policy.

Examples of Duties: Patrols an assigned area to prevent crime, accidents, and fires and to enforce laws and ordinances. Responds to emergency calls, fire calls, rescue calls, and routine calls and complaints and takes actions as necessary. Makes arrests, issues citations, directs traffic, investigates traffic accidents and crimes against persons and property. Gathers and labels evidence and other property, takes photographs and finger prints. Questions witnesses and suspects and takes statements and depositions. Guards and transports prisoners and persons unable to care for themselves, such as mentally ill or disturbed. Testifies in court. Connects and carries fire hoses, carries and sets up ladders; directs water and chemicals on burning structures, vegetation, vehicles, and other objects; ventilates buildings, conducts salvage operations, effect rescue, administers emergency medical aid. Operates fire suppression equipment and devices. Keeps records of activities and makes reports concerning crimes, fires, complaints, accidents and investigations. Performs maintenance on vehicles, equipment and facilities. Addresses and works with community groups to promote good public relations, crime prevention and fire prevention; participates in crime and fire prevention inspections and educational programs. Participates in and performs duties in civil defense/preparedness activities as assigned by the City Emergency Preparedness Plan.

MINIMUM QUALIFICATIONS

Knowledge: Knowledge of the principles, methods, and practices used in crime prevention, patrol activities, and criminal investigation; knowledge of federal, state, and local law as it relates to municipal public safety; knowledge of departmental policies, rules and regulations; knowledge of emergency medical procedures; knowledge of basic medical terminology; knowledge of fundamentals of water hydraulics; knowledge of human anatomy, pathology and physiology principles; knowledge of interviewing techniques and methods; knowledge of safety regulations applicable to the operation of motor vehicles; knowledge of basic firefighting techniques; knowledge of basic self-defense techniques; knowledge of weapon handling techniques.

Skills: Skill to communicate in writing; skill to communicate orally; skill in reading and interpreting maps; skill in performing work requiring strength and agility in all weather conditions; skill in preventative and minor maintenance repair on equipment; skill in interpreting statues, ordinances, codes and policies; skill in operating pneumatic power tools and equipment; skill in driving emergency vehicles; skill in assessing patient's condition through vital signs, patient appearance and patient self-reporting; skill in recognizing and responding to complications associated with accidents, cardiac arrests, etc.; skill in using hand tools to perform manual labor tasks; skill in maintenance and operation of air and oxygen breathing equipment.

Abilities: Ability to analyze public safety problems and to plan corrective policies and procedures; establish and maintain effective working relationships; prepare accurate, detailed reports; and to communicate effectively with the public. Ability to respond to call-backs and remain on-call; perform extensive physical activities; ability to lift weight in excess of 150 pounds; work in all types of weather conditions; and to perform highly hazardous work; ability to obtain approval for bonding. Shoot a pistol, rifle, shotgun, or other weapon; discharge tear gas canisters when needed and demonstrate competent weapons proficiency. Clean and maintain duty weapons. Use a baton to control hostile subjects. Perform defensive and/or other hand-to-hand combat tactics. Display proficiency in officer survival and safety tactics. Physically restrain individuals in the following circumstances; mutual combat, pushing or shoving (crowd control), those under the influence of hallucinogens or other behavior altering drugs, those suffering from psychosis or

other violent mental disorders. Wrestle with hostile subject. Physically hold unwilling subjects until help arrives. Apply handcuffs to unwilling subjects. Physically take away knives, guns, clubs, or other weapons from aggressive subjects. Physically assist drunks in walking, entering police car. Forcefully grab subjects by the arm to lead them away. Search persons/vehicles for weapons, evidence and contraband. Search buildings in dark or low-light conditions. Search storm sewers, tunnels for suspects/missing persons. Use forced entry techniques such as breaking down doors. Conduct foot patrol. Chase suspects for extended distances (over 100 yards) over adverse terrain e.g., rugged fields, alley ways, over fences, etc. Run up and down flights of stairs to assist other officers or apprehend subjects. Break up fights between/among prisoners; citizens at bars, restaurants, athletic events, other public places and events. Carry or drag injured persons, reluctant protesters and sit-down strikers from protest area. Climb buildings, crawl through windows, climb ladders, walk on rooftops to search for criminal entry, evidence or suspects. Walk door to door and long distances (over ¼ mile) to search for missing persons/suspects/evidence; may include searching difficult areas, e.g. woods, creeks, constructions sites, etc. Participate in stakeouts in confining or uncomfortable areas e.g. in trees, bushes, on ledges, etc. Physically assist seizure victims to prevent injury. Administer CPR/first aid and AED in emergency medical situations. Assist ambulance attendants in carrying victims under adverse conditions, e.g. up/down stairs, over rough terrain, out of creeks, etc. Direct or control traffic with a flashlight or hand signals for more than one hour at a time. Stand on hard surfaces for long periods of time (over 1 hour) performing guard/security duties. Enter and exit a police vehicle quickly. Operate speed detection radar, video camera, mobile radio, and other equipment in an assigned vehicle. Drive safely under adverse conditions, e.g. rain, snow, sleet, ice, dark, etc., even at high speeds. Engage in safe high-speed driving while pursuing suspects or responding to calls. Operate a motor vehicle for extended periods of time (several hours). Work in congested traffic in and out of a police vehicle. Set up roadblocks using traffic barriers other than cars, e.g. cones, sawhorses, signs, etc. Search the area of an accident to determine the cause. Type on a computer. Physically push vehicles off roadways. Use force to open jammed vehicle doors, free fenders from tires. Remove from roadway objects posing traffic hazards, e.g. debris, tree limbs, loose livestock, dead animals. Change car tires. Fight vehicle fires. Observe gruesome sights, e.g. deceased persons, battered children, etc. without losing composure. Perform duties acceptable after long hours (over 24) without sleep during emergency situations. Attend all courts as scheduled or requested. Verbally articulate testimony in court. Work in all weather conditions, inside and outside, in light and/or dark. Work any day of the week, any hour of the day, extra assignments as needed. Communicate effectively via police radio, telephone, and in person with citizens, coworkers, supervisors, and instructors, including persons of diverse backgrounds without bias or prejudice. Behave in a manner conducive to high morale; express enthusiasm for work assignments, environment, personnel, and management. Use and maintain departmental equipment safely, and properly, including all police and fire gear and equipment. Maintain appropriate uniform and acceptable personal hygiene. Carry/wear appropriate extra equipment other than a gun belt, e.g., bulletproof vest, shotgun, bunker gear, air packs and firefighting equipment. Must not pose a threat to the health and safety of self or others. Input, retrieve, and maintain information, reading from both computer screens and printouts. Maintain various card/paper files. Prepare monthly statistical reports by hand and by computer. Operate a motor vehicle with occasional overnight travel for training and/or multi-site repairs. Effectively share information. Hearing in the normal range. Make ethical decisions that conform to applicable laws, Departmental Policy Regulations, etc., without supervision. Comprehend and apply City policies and procedures. Escort prisoners from one area to another, including out-of-building escorts to the Municipal Court. Fingerprint, photograph, handcuff and physically search prisoners. Collect, accurately count money and make change. Answer and place telephone calls. Complete all reports and paperwork promptly, legibly, accurately, thoroughly, neatly, and with correct grammar and spelling. Follow through on assignments in a timely manner. Develop, utilize and recommend methods for work improvement. Obtain useful information during interviews and interrogations. Develop and adequately utilize sources of information. Maintain an acceptable physical fitness level, including visual acuity correctable to 20/20 without color blindness. Arrive at work on time; work in assigned area. Maintain work area neatly, safely and in organized fashion. Display self confidence and authoritative manner with conduct reflecting favorably on the department. Operates fax machines, copiers, and scales. Search files and assemble information. Use hand tools such as hammers; saws, pliers, electric drills, scissors, tweezers and forceps in the recovery and processing of evidence items. Use of measuring tapes, rulers and roll-o-tape to measure and record the location of objects and proximity to other objects at a scene. Work in close proximity to dead bodies in various stages of purification to recover and record evidence, photographing and video-taping the scene. Load and unload equipment or impounded items in and out of a vehicle. Squat, stoop, kneel and/or crawl in locating and recovering items of evidence from under, behind larger items or in tight, restrictive spaces. Be flexible as to duty hours and call-outs as required. Successfully complete all assigned training required for state certification. Work well with the public and co-workers daily, maintaining alertness, composure, helpful attitude and professionalism in all circumstances, including stress, verbal abuse, criticism and/or other adverse conditions. Begin and seek out work without supervision. Load and unload police equipment from a vehicle, lifting objects over 15 pounds from trunk, back seat, etc. Raise a pistol, rifle, or shotgun to aim at a subject for an extended period of time without firing.

Education: High school graduate or GED required. Completion of at least thirty (30) hours of college level coursework preferred.

Experience: No specific experience requirements.

Any work related experience resulting in proficiency levels in the above minimum qualifications is an acceptable substitute for the above specified education and experience requirements.

Licenses and Certificates: Appropriate Texas driver's license for operating fire apparatus and driving history acceptable to the City. Must be able to meet and maintain state peace officer and firefighter certification requirements.

THE ABOVE STATEMENTS ARE INTENDED TO DESCRIBE THE GENERAL NATURE AND LEVEL OF WORK BEING PERFORMED AND ARE NOT INTENDED TO BE AN EXHAUSTIVE LIST OF ALL RESPONSIBILITIES, DUTIES, AND SKILL WHICH MAY BE REQUIRED. ALL EMPLOYEES ARE EXPECTED TO PERFORM TASKS AS ASSIGNED BY SUPERVISOR.

Woodway
Public Safety Department
920 ESTATES DR. WOODWAY, TEXAS 76712 254/772-4470 FAX 254/772-9219

JOB DESCRIPTION CERTIFICATION

I, _____, have been provided with a copy of the job description for the position of a _____. I have thoroughly read the entire description and I have been allowed to ask any questions that I might have.

_____ _____

SIGNATURE DATE

Non-Tobacco
CONDITIONS OF EMPLOYMENT AGREEMENT

THE STATE OF TEXAS §

KNOWN ALL MEN BY THESE PRESENT:

COUNTY OF MCLENNAN §

THAT, I the undersigned _____, an applicant for the City of Woodway do understand and voluntarily agree as a condition of initial and continued employment by the City of Woodway to the following conditions of employment.

Each employee hired after February 5, 2014, shall be tobacco free upon appointment and throughout their length of service to the City of Woodway.

It is understood that the use of tobacco or tobacco products at any time during my length of service with the City of Woodway is prohibited on or off the City of Woodway property and may result in termination of employment.

IT IS UNDERSTOOD THAT FAILURE TO COMPLY WITH THE AFOREMENTIONED REQUIREMENT OF THE CITY OF WOODWAY DURING MY LENGTH OF SERVICE WITH THE CITY IS STRICTLY PROHIBITED AND MAY RESULT IN NON-DISCIPLINARY TERMINATION OF EMPLOYMENT. I FULLY UNDERSTAND THE ABOVE REQUIREMENT AND I AGREE TO COMPLY FULLY WITH THIS REQUIREMENT. THIS INSTRUMENT IS EXECUTED TO ACKNOWLEDGE MY UNDERSTANDING AND ACCEPTANCE OF THESE CONDITIONS OF EMPLOYMENT.

THE ABOVE REQUIREMENT HAS BEEN FULLY DISCLOSED TO ME DURING THE PRE-HIRE PERIOD, AND I UNDERSTAND THAT MY AGREEMENT TO MEET THE REQUIREMENT IS A PRE-CONDITION TO MY EMPLOYMENT AND CONTINUED EMPLOYMENT WITH THE CITY OF WOODWAY.

Signed this the _____ day of _____ A.D.

Signature _____

Address _____

_____

Telephone _____

THE STATE OF TEXAS §

COUNTY OF MCLENNAN §

BEFORE ME, the undersigned authority, a Notary Public in and for said County and State, on this day personally appeared _____, known to me to be the person whose name is subscribed to the foregoing instrument, and acknowledged to me that he/she (strike one) executed the same for the purposes and consideration therein expressed.

Notary Public in and for McLennan County, Texas _____

My Commission Expires: _____

Woodway Public Safety Department
Applicant Internet Use Questionnaire

Applicant Name:_____

1. Do you have a current personal internet webpage, including Myspace, Facebook or other similar page?

( ) Yes ( ) No

If the answer is yes, what is that website, including the web address and username that will allow the Police Dept. access during your background investigation?

Address:_____

Username:_____

2. Have you ever posted images or content, or has your image ever been posted on the internet in a way that would be considered inappropriate or at odds with the values of the Woodway Public Safety Department including nudity, semi-nudity or depictions of any illegal, immoral or otherwise inappropriate conduct on your part?

( ) Yes ( ) No

If the answer is yes, explain whether the posting still exists, the nature of the posting and the web address, usernames and passwords where the posting is or was located.

_____
_____
_____
_____

By my below signature, I affirm the truthfulness and completeness of the responses given above and authorize the Woodway Public Safety Department to access and view any personal webpage's I have as a part of the background investigation being conducted on me as an applicant for the Woodway Public Safety Department.

_____	_____	_____
Printed Name	Signature	Date