



**A Higher Caliber**



**City of Richardson Police Department**

140 North Greenville Avenue  
Richardson, TX 75081  
(972) 744-4800

**Attn:** Apprentice Police Officer / Police Officer Applicants

The information provided in this document is important. It will explain the testing process, requirements, other essential information and items of interest. Please read it completely prior to submitting an application for employment. **(We suggest that you also print this information for reference.)**

Applications submitted on line will be reviewed by the Human Resources Department. Those meeting the requirements will be eligible to take the written test. You will not be allowed to take the test if you have not met the position requirements. Please call (972-744-4894) to confirm your application has been received.

**PACKET CONTENTS**

- A Message from the Chief
- Notice to Applicants
- Applicant Processing Steps & Requirements
- Documents Required
- Physical Fitness and Agility Examinations
- The Department
- Subsequent Assignments, Advancements & Salary
- Benefits
- City Statistical Highlights & Map

## **A Message from the Chief:**

I would like to invite you to consider the Richardson Police Department as your home for a career in law enforcement. The Richardson Police Department offers excellent benefits and opportunities in a professional policing organization dedicated to excellence and quality of service to our fellow man. Policing in our modern society is one of the most challenging and difficult, but personally rewarding, of all human endeavors.

If you believe you are capable of performing at the high standard demanded of a Richardson Officer, I encourage you to apply.

The City of Richardson does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services.

Jimmy L. Spivey  
Chief of Police

---

## **NOTICE TO APPRENTICE POLICE OFFICER / POLICE OFFICER APPLICANTS**

The Richardson Police Department offers ongoing testing with the option that allows the applicant to test at their convenience.

**Applicants can apply ONLINE at [www.cor.net](http://www.cor.net) or complete an employment application at City Hall located at 411 W. Arapaho Rd, Richardson, TX 75080 or at the Richardson Police Department located at 140 N Greenville Ave, Richardson, TX 75081. Online applications are highly encouraged.**

The written examination process can take up to four (4) hours. If you pass the written exam you will be required to complete a preliminary personal history booklet prior to your departure. **Please read the entire information brochure so that you will understand the processes involved.**

The first step in the selection process is a written examination, which measures memorization, reading comprehension and writing skills. (A disabled applicant, in accordance with the Americans With Disabilities Act, may request a reasonable accommodation to facilitate test completion unless the ability to complete the test reflects, or is coextensive with, the ability to perform an essential function of the job. Such request should be made at least five business days prior to the examination and should include a recent written diagnosis and rating from a medical doctor or psychologist.)

You must present your driver's license to gain admittance to the test. If your driver's license does not include a picture, you should bring another government issued picture I.D. to the test. Only those applicants who have submitted an application will be allowed to test.

**The Richardson Police Department reserves the right to limit the number of tested applicants. According to our Civil Service rules, if you have taken this test at the City of Richardson twice and failed it both times, you are ineligible to take it a third time.**

## **APPLICANT PROCESSING STEPS**

Thank you for your expression of interest in pursuing a career as a Police Officer with the City of Richardson Police Department.

As the first step of the application process, please carefully review the **REQUIREMENTS** included in these pages. In order to be processed as an applicant for the position of Apprentice Police Officer (A.P.O.), each person must meet all of the stated requirements as none will be waived. According to our Civil Service rules, if you have taken this test at the City of Richardson twice and failed it both times, you are ineligible to take it a third time.

If you live **6 hours or more** of driving time from Richardson, you may wish to be processed as an "out-of-area" applicant. If you qualify, every effort will be made for you to complete the preliminary steps during test week. Instructions will be emailed to you upon receiving your application.

All applicants are taken into the testing area. Following the completion of the testing process, the applicants will be told if they passed or failed. If the applicant failed the test, no further processing will occur. However, the applicant may re-test after a six-month waiting period has passed. Those applicants passing the test will have their name placed on an eligibility list that will remain in effect for a six-month period.

### **\*\*\* Background Process\*\*\***

After completion of the test, applicants are given a Personal History Statement and full instructions regarding its proper completion.

The testing procedure for A.P.O. applicants can take up to four hours and every applicant is responsible for completing each step. The remainder of the application process takes place over approximately 9 weeks and includes several steps.

The background investigation will consist of the following:

- Physical Fitness Assessment
- Preliminary Interview
- Background Interview
- M-Pulse
- Polygraph Examination
- Physical Fitness Assessment
- Drug Screen
- Oral Review Board

Most of the background investigation process will be scheduled between 8 A.M. and 5 P.M. (Monday thru Friday). Each applicant should be aware that they are required to make the necessary arrangements to complete each step as they are scheduled. Should an applicant not be able to continue in the application process and have to withdraw, they may re-apply when it is convenient for them to do so.

## **REQUIREMENTS**

### AGE

Applicants must be 20 years and 180 days of age at the time application is made. There is no maximum age requirement, but all applicants are required to successfully complete a physical agility course.

### HEALTH AND PHYSICAL REQUIREMENTS

After successful completion of the background process, applicants will undergo a pre-employment departmental physical. Applicants will have their vision and hearing tested and must demonstrate the ability to maintain a fitness level that is necessary to safely and effectively perform the essential functions of the job. All applicants will be required to pass a psychological evaluation prior to being hired.

### CITIZENSHIP

All applicants must be U.S. citizens at the time of application.

### EDUCATIONAL LEVEL

All applicants must have graduated from high school.

(A G.E.D. will be accepted if 60 college credits have been completed at the time of testing.)

Work experience will not be acceptable in lieu of the required college credits for G.E.D. applicants.

### CRIMINAL CONVICTIONS

Texas Commission on Law Enforcement (T.C.O.L.E.) rules prevent certification to all persons who have been convicted of a misdemeanor 'A' or felony offense. A misdemeanor 'B' conviction is certifiable after a 10-year waiting period from the date of final conviction. A conviction includes deferred adjudication.

## **SPECIFIC REQUIREMENTS/DRIVING RECORD**

**Applicant must have a valid driver's license.**

Unacceptable driving records shall be determined as a combination of 4 or more at-fault accidents and moving violations in the last 3 years.

DRUG USE - Will be dealt with on an individual basis.

## DOCUMENTS REQUIRED

When the applicant comes to take the written test, he/she must bring his/her:

Current driver's license (w/photograph); **if the applicant's driver's license (D.L.) does not have his/her picture on it, the D.L. and a second form of identification with a photograph must be presented.**

**NOTE: If the applicant is a veteran with at least one (1) year of active duty in any military branch and has an honorable discharge, the applicant is to bring his/her DD-214.**

During the Orientation that follows the written examination, each applicant will be given a Personal History Statement to complete and return within seven days, along with proof of valid motor vehicle insurance. **The Personal History Statement must be completed and notarized.**

Once the Personal History Statement and proof of vehicle insurance have been submitted prior to the deadline, the next step in the application process will be scheduled. Copies of the following documents will be required and due in a timely manner:

Birth Certificate*	College Transcript(s)*
High School Diploma	Marriage License(s) (if applicable)
High School Transcript(s)*	Divorce Decree(s) (if applicable)
DD-214 (if applicable)	

\*Certified copies

The high school and college transcripts should be sent directly from the school to:

Richardson Police Department  
Professional Standards Section  
P.O. Box 831078  
Richardson, Texas 75083-1078

Failure to supply the above documents may result in the rejection of your application being processed.

## **PHYSICAL FITNESS ASSESSMENT (Warning)**

All applicants for an Apprentice Police Officer / Police Officer position must successfully complete a physical fitness assessment regardless of their age. This assessment has been outlined by the Cooper Institute for law enforcement.

The City of Richardson has no method to verify the physical condition of any applicant prior to their taking the physical fitness assessment.

Applicants with actual or possible physical conditions of any nature that could be aggravated or which could endanger their health or physical welfare should:

1. Contact their physician prior to taking the physical fitness assessment as to the medical advisability of taking such examination;  
and/or
2. Withdraw from completing the physical fitness assessment if any health factor could endanger their physical condition.

**The City of Richardson, its agents, and employees do not assume any responsibility for your health condition or the effects that the physical fitness assessment process could have relative to your health condition.**

### **DESCRIPTION OF PHYSICAL FITNESS ASSESSMENT**

**VERTICAL JUMP** – This test is a measure of jumping or explosive power. It is an important area for pursuit tasks that require jumping and vaulting.

- Applicant stands with one side toward the vertical jump meter and reaches up as high as possible to mark his/her standard reach on the marking device.
- With one foot remaining stationary on the ground, the applicant jumps as high as possible and marks the spot on the vertical jump meter above his/her standard reach mark.
- Applicant must jump a minimum of 14 inches above their original reach mark. Score is the difference between the standard reach and top of the jump mark, to the nearest ½ inch.
- The best of three trials is the score.

**SIT-UPS** – This test measures abdominal muscular endurance.

- Applicant starts by lying on the back, knees bent, heels flat on the floor, with the fingers laced and held behind the head. Avoid pulling on the head with the hands. The buttocks must remain on the floor with no thrusting of the hips. The applicant holds the feet down firmly.
- In the up position, the applicant should touch elbows to knees and then return until the shoulder blades touch the floor.
- Any resting should be done in the up position.
- Score is total number of correct sit-ups in 1 minute. The minimum amount to be done is 25.

**PUSH-UPS** – This test measures muscular endurance of the upper body. Note: All applicants will perform the push-ups in the following manner.

- The hands are placed slightly wider than shoulder width apart, with fingers pointing forward. An appointed person places one fist on the floor below the applicant's chest.
- Starting from the up position (elbows extended), the applicant must keep the back straight at all times and lower the body to the floor until the chest touches the administrator's fist. The applicant then returns to the up position. This is one repetition.
- Resting should be done only in the up position. Both hands must remain in contact with the floor at all times.
- The total number of correct push-ups in 1 minute is recorded as the score. The minimum amount is 19.

#### **1.5 MILE RUN**

- The maximum amount of time allowed will be 16:55.

Applicants failing to complete any event will be disqualified.

# **THE DEPARTMENT**

## **SWORN PERSONNEL DISTRIBUTION**

### **1 CHIEF OF POLICE**

#### **2 ASSISTANT CHIEFS**

Operations Bureau (1)  
Services Bureau (1)

#### **4 CAPTAINS**

Patrol Operations (1)  
Special Operations (1)  
Investigative Operations (1)  
Technical Services (1)

#### **6 LIEUTENANTS**

Investigations (2)  
Patrol (3)  
Professional Services (1)

#### **20 SERGEANTS**

Patrol Operations (13)  
Special Operations (1)  
Investigative Operations (4)  
Administration (2)

#### **133 POLICE OFFICERS**

Patrol Officer (91)  
Investigative Operations (24)  
Special Operations (5)  
Administration (1)  
SRO (12)

Part-Time (8)

TOTAL SWORN PERSONNEL	165
TOTAL NON-SWORN PERSONNEL	106
TOTAL PERSONNEL	271

## **SUBSEQUENT ASSIGNMENTS/ADVANCEMENTS/SALARY**

### **SUBSEQUENT TRAINING**

All officers will be eligible to receive ongoing education either by in-service schools or attendance at any of the many police related schools throughout Texas.

### **LATERAL ENTRY PROGRAM**

"Law Enforcement Experience" is defined as full-time employment as a uniformed patrol officer or criminal investigator who is a certified peace officer as defined by the Texas Commission on Law Enforcement (T.C.O.L.E.) with the power of arrest and authority to be armed. Military police experience is excluded. A candidate must have a minimum of two years' experience as a peace officer with a break in service of no more than 12 months prior to date of application and possess a valid Texas Commission on Law Enforcement Peace Officer license. Must have: aptitude for law enforcement work; ability to think clearly and act effectively in emergency situations; making sound and logical decisions quickly; good prioritizing and problem-solving abilities; ability to observe and remember details of incidents, names and faces; physical agility and good cognitive abilities are required for successful performance of essential functions.

### **SALARY**

<b>Effective 10/01/2016</b>	<b>Minimum Monthly</b>	<b>Minimum Annualized</b>	<b>Maximum Monthly</b>	<b>Maximum Annualized</b>
<b>Apprentice Police Officer</b>	<b>\$4,677</b>	<b>\$56,124</b>	<b>n/a</b>	<b>n/a</b>
<b>Police Officer</b>	<b>\$4,909</b>	<b>\$58,908</b>	<b>\$6,458</b>	<b>\$77,496</b>

### **UNIFORMS/EQUIPMENT**

The Department furnishes uniforms. They also provide leather accessories, a jacket, raingear, and headgear.

Officers must furnish their own side arm (.38 caliber or larger) and handcuffs.

### **INCENTIVE PAY**

After seven years from date of hire, officers will be eligible to participate in the Police Department's Alternative Career Ladder program. Officers successfully participating in that program earn additional income based on their incentive, higher education and degree of involvement with departmental programs. The program provides for \$1,500-\$5,000 per year additionally for successful participants

## **BENEFITS PROVIDED BY CITY**

### **VACATION:**

0-6 months -none;

7-12 months - 6 2/3 hours per month (40 work hours by end of 1 year);

13 months-14 years -10 hours per month (120 hours per year);

14th service anniversary (begins the 15th year of service) and forward -13 1/3 hours per month (160 work hours per year)

### **HOLIDAYS:**

Immediately. Nine paid holidays per year.

### **RETIREMENT:**

Immediately. Retirement program is provided by Texas Municipal Retirement System.

### **MEDICAL AND DENTAL INSURANCE:**

Thirty-one days after employment. Comprehensive medical program with \$1,000,000 limit. Employee pays a small monthly premium for this coverage. Employee paid group medical and dental coverage is available to dependents of full-time employees who subscribe to this group insurance.

### **LIFE INSURANCE:**

Thirty-one days after employment. Twice your annual salary not to exceed \$50,000.

### **SOCIAL SECURITY:**

Immediately. Equal monthly contributions to Social Security account by the city.

### **EMERGENCY LEAVE:**

No waiting period with department head's approval. Five days maximum if needed for death in immediate family.

### **MILITARY LEAVE OF ABSENCE:**

Immediately. Military leave in accordance with Article 5765-7 of Vernon's Texas Civil Statutes.

### **LONGEVITY:**

After end of first year. \$4 per month for each full year of service; a \$1,200 maximum.

### **DEFERRED COMPENSATION:**

Immediately. Two companies providing deferred compensation programs.

### **LONG TERM DISABILITY INSURANCE:**

Provides employees with income protection if they become disabled from a covered accidental injury, sickness or pregnancy.

## CITY STATICAL HIGHLIGHTS

Form of Government	Council-Manager
Estimated Population	108,617
Median Age	36
Land Area (Square Miles)	28
Fire Stations	6
Police Station	2
Park Sites	35
Park Acreage	1,598
Public Library	1

