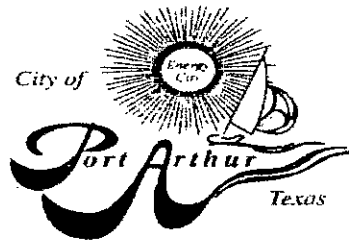


THURMAN BILL BARTIE, MAYOR
HAROLD DOUCET, SR. MAYOR PRO TEM

COUNCIL MEMBERS:
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THOMAS J. KINLAW III
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RONALD BURTON
INTERIM CITY MANAGER

SHERRI BELLARD, TRMC
CITY SECRETARY

VAL TIZENO
CITY ATTORNEY

August 28, 2019

Dear Police Officer Applicants:

The City of Port Arthur will administer an Entry Level Civil Service examination for the position of Police Officer on Saturday, September 28, 2019 at 9:00 A.M. This year we will be offering Study Sessions, which will be held on Saturday, September 14, 2019 and Saturday, September 21, 2019 from 9:00 A.M. – 4:00 P.M. (English and Math). Locations of both the exam and study sessions are as follows:

EXAMINATION ONLY!!

Carl Parker Multipurpose Center
1800 Lakeshore Drive 2nd floor
Port Arthur, TX, 77640

STUDY SESSIONS ONLY!!

City of Port Arthur City Hall, 5th Floor
444 4th Street
Port Arthur, TX 77640

All persons are to bring PHOTOGRAPHIC identification (Driver's License, Student I.D. etc.) with them to the testing site. Please report to the examination site at least 30 minutes prior to test time.

IN ORDER TO BE ELIGIBLE TO PARTICIPATE IN THIS EXAMINATION, THE ATTACHED EXAMINATION APPLICATION [which includes the Examinee Tie Breaker Questionnaire] MUST BE RETURNED TO THE HUMAN RESOURCE OFFICE NO LATER THAN 5:00 P.M., Friday, September 20, 2019. APPLICANTS MUST MEET THE ELIGIBILITY REQUIREMENTS OF LOCAL GOVERNMENT CODE 143.023. TCOLE CERTIFICATION, if applicable, MUST BE SUBMITTED AT THE TIME OF SUBMISSION OF THE COMPLETED APPLICATION. INFORMATION REGARDING THE WORK READINESS ASSESSMENT IS ALSO ATTACHED.

Applicants desiring to receive the Five (5) Veteran Preference Points must present to this office PROOF of HONORABLE DISCHARGE from a branch of the United States Armed Forces NO LATER THAN Friday, September 20, 2019, 5:00 P.M.

Applicants who can prove they have been bona fide Port Arthur residents for three (3) months prior to exam date may receive seven (7) Residency Preference Points upon presentation of the following:

1. Proof of Residency-including Rent/Mortgage Receipts and/or Utility Bills in the Applicant's Name [for three (3) Months] or Affidavit of Residency, and,
2. Driver's License/State I.D. in the Applicant's name, and
3. Residency Preference Points Affidavit

NO LATER THAN Friday, September 20, 2019, 5:00 P.M.

All Persons passing the examination should note the following:

1. The Work Readiness Assessment will be given on September 28, 2019. The time will be 1:00 P.M.
2. Passing applicants must complete a full Civil Service application.

Should you have any questions or need further information, please contact Shanetra Hinton or Gema Pompa, Deputy Directors of Civil Service, in the Human Resources Department at (409) 983-8218.

Elizabeth Diaz
Director of Civil Service

NOTE: Study guides are available upon receipt of completed application!
P.O. BOX 1089 · PORT ARTHUR, TX 77641-1089 · 409/983-8218 · FAX 409/983-8282
THIS LIST WILL BE CERTIFIED FOR SIX (6) MONTHS

Port Arthur Police Offer Examination Application

THIS APPLICATION IS FOR TESTING PURPOSES ONLY! TO BE EMPLOYED TO YOU MUST COMPLETE THE FULL CIVIL SERVICE EMPLOYMENT APPLICATION.

Name: _____ Date of Birth: _____ Sex: _____

Social Security Number: _____ Driver's License Number: _____

Address: _____ City: _____ State: _____

Zip Code: _____ Home Phone: _____ Cell Phone: _____

Email Address: _____

Texas Peace Officer Certified (Y/N)? _____ Police Academy Attended: _____

Certification Issue Date: _____

Record of Military Service:

Date(s) of entry or entries into military services: _____

Date of last separation: _____

Grade or rank at time of separation: _____

Describe job duties while in the military: _____

Service Serial No. _____ Type of Discharge: _____

Are you assigned to any Reserve or National Guard Organization? (Y/N) ____ If yes, state Designation of Service and Location of Unit on the reserve. Attach DD214 and Military Discharge (if Honorable Discharge is furnished, five (5) points will be added to a passing score).

Residency Points: if proof of bona fide residency for three (3) months prior to test date provided, seven (7) points will be added to a passing score. You must complete a **RESIDENCY PREFERENCE POINTS AFFIDAVIT** to receive said points.

Have you ever been issued a citation for any moving traffic violations with the past five (5) years preceding the date of this application? YES ____ NO ____ if yes, list charge, date, disposition and location on reverse side of application.

Have you ever been convicted of a felony or a misdemeanor? YES ____ NO ____

If yes, list charge, date, disposition and location on reverse side of application.

What prompts you to make this application? Radio ____ Television ____ Newspaper ____ Internet ____

Recruiter _____ Police/Fire Dept. Employee _____ Facebook _____ Other _____

FOR STATISTIAL PURPOSES ONLY:

Sex: Male ____ Female ____

Race: White ____ Black ____ Asian Amer. ____ Amer. Indian ____ Other ____

Name: _____

City of Port Arthur
Entry-Level police Officer
Examinee Tie-Breaker Questionnaire

The following is a list of questions that we need answered in the event of a tie:

1. Are you a Port Arthur resident? Yes _____ No _____

2. Do you have prior law enforcement experience as a full time, paid peace officer, plus basis certification and licensing by the Texas Commission on Law Enforcement?
Yes _____ No _____

3. Are you eligible for Certification and licensing by the Texas Commission on Law Enforcement?
Yes _____ No _____

4. Are you eligible for Certification and licensing by another state, if reciprocal?
Yes _____ No _____

5. Have you gained experience through study in a professional area of expertise as demonstrated by completion of and acquisition of a degree in an area of study reasonably related to the work of the Police Department? A bachelor's degree in a Criminal Justice shall have preference over an Associate's degree in a criminal justice related field.
Yes _____ No _____

6. Are you currently enrolled in a basic Police Academy that will, upon completion enable you to secure certification and licensing by the Texas commission on Law Enforcement?
Yes _____ No _____

7. Do you have Military Police Experience? Yes _____ No _____

8. Are you a Reserve Police in an organized and trained reserve police unit?
Yes _____ No _____

**POLICE OFFICER
RESIDENCY PREFERENCE AFFIDAVIT**

In order to receive (7) Residency Preference Points, applicants must meet the following requirements.

1. Have been a resident of Port Arthur for at least three (3) months prior to the examination date;
2. Must be able to provide Proof of Residency;
3. Provide a Valid Driver's License/State ID in Applicants Name.

By signing below, the applicant attests that he/she has been a resident of Port Arthur for at least THREE (3) months prior to the examination date. The applicant certifies, agrees, and understands that he/she is not promised a job, but the applicant accepts the **SEVEN (7) Residency Preference Points**, he/she must remain a Port Arthur RESIDENT for **FIVE (5)** years after appointment as a Port Arthur Police Officer. Those employees who fail to comply with the **FIVE (5)** year residency requirement after receiving the additional residency points shall be subject to termination.

Signature of the applicant

_____/_____/_____
Date

Sworn to and subscribed before me, this _____ day of _____, 20 ____.

Seal of Stamp

Notary Public in and for the State of Texas

Affidavit of Residency

I, _____, hereby affirm that I am a resident of Port Arthur, Texas
(Printed Name of Port Arthur Resident) [PERSON WHOSE NAME IS ON THE UTILITY BILL]

meaning Port Arthur, Texas is the principal place where I normally eat, sleep, and maintain my household effects, and that I have done so far at least three (3) months prior to _____.
(Date of Exam)

I further affirm that _____, has been a resident of the City of Port Arthur,
(Printed Name of Exam Applicant)

Texas within definition as defined above and has met the residency condition for at least three (3) months prior to _____.
(Date of Exam)

Signature of Port Arthur Resident
[PERSON WHOSE NAME IS ON THE UTILITY BILL.]

Address

City, State, Zip

State of Texas
County of Jefferson

SWORN TO AND SUBSCRIBED before me on the _____ day of _____, _____.

Notary Public Signature

(Seal)

Notary Public Printed Name

My Commission expires: _____

Directions to Pleasure Island Work Readiness Assessment Site

From Downtown Port Arthur:

Take 7th Street (AKA: Rev. Ransom Howard St.) west to the Hwy. 82 signal light at the base of the bridge.

Go left over the bridge.

Take a right at the stop sign and go under the bridge

Go toward the Golf Ball water tower on your left

The work readiness site is at the base of this water tower

From other areas north of Port Arthur:

Take 69 south to HWY. 73

Go west on HWY. 73

Take Hwy. 82 toward the refineries

Stay on Hwy. 82 and go over the bridge to Pleasure Island

Take a right at the stop sign and go under the bridge

Go toward the Golf Ball water tower on your left

The work readiness site is at the base of this water tower

**THERE ARE NO BATHROOM FACILITIES
AVAILABLE AT THE WORK READINESS SITE**

WORK READINESS ASSESSMENT TEST

INFORMATION SHEET

Obstacle Course

Upon command, from the driver's position of a police vehicle, you will be required to:

1. Exit and secure the door to a police car
2. Run under a clothes line
3. Go through a concrete culvert
4. Go over a four foot wall
5. Walk on an incline, a balance bar, and a decline
6. Go over a six foot wall
7. Go through a window frame
8. Go over a set of stairs
9. Climb a tower, cross over and come down the opposite end of the tower

Time will start upon command while in the driver's seat of the police car.

Time will stop when your feet touch the ground after going over the tower.

250 Yard Run

Upon command, you will be required to run a designated 250 yards. Time will start upon command and stop upon completing the 250 yards.

The times from the obstacle course and the 250 yard run will be added together and accumulated time cannot exceed 2 minutes and 8 seconds or 128 seconds.

Dummy Drag Test

There is no minimum or maximum for the dummy drag test. However, it must be completed within a reasonable period of time.

Drag or carry the dummy from the starting position to a position 25 yards away.