



# City of Saginaw

## JOB OPPORTUNITY ANNOUNCEMENT POLICE OFFICERS

333 West McLeroy  
P.O. Box 79070  
Saginaw, Texas 76179  
817-232-4640  
Fax 817-232-4644  
[www.ci.saginaw.tx.us](http://www.ci.saginaw.tx.us)

OPEN DATE: September 26, 2019

CLOSING DATE: Open Until Filled

BEGINNING SALARY: \$ 55,258 Annual

### MINIMUM REQUIREMENTS:

CITIZENSHIP: Must be a United States Citizen by birth or naturalization.

EDUCATION: High School or Equivalent

DRIVING: Must have a valid Texas Driver's License and maintain a good driving record

CERTIFICATION: Basic TCOLE Certification-Must be completed the prior to employment

Must be able to perform essential and non-essential job duties with or without a reasonable accommodation. (Please read job description included in application packet.)

### All items listed below must be submitted with the application:

1. Application Supplement
2. Confidential Information Agreement Form
3. Authorization for Release of Information
4. TCOLE Background Investigation Authority to Release Information Waiver
5. A copy of Basic TCOLE Certificate
6. A copy of military service record, if applicable

Failure to comply with this request could disqualify you.

**NON-TOBACCO USERS PREFERRED  
NO SMOKING INSIDE ANY CITY BUILDINGS OR VEHICLES**

**City of Saginaw Personnel Office  
333 West McLeroy Blvd., Saginaw, Texas 76179  
Phone: 817-230-0330 Email: [applications@ci.saginaw.tx.us](mailto:applications@ci.saginaw.tx.us)**

### Application packets available:

In person: City of Saginaw, Personnel Office, 333 W. McLeroy Blvd., Saginaw, TX 76179

Online: [www.saginawtx.org](http://www.saginawtx.org)

### **Equal Opportunity Employment**

Note: The Immigration Reform and Control Act of 1986 require the City of Saginaw to hire only U. S. Citizens and lawfully authorized alien workers. Employability verification will be required of prospective employees.

## EMPLOYEE BENEFITS

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|-----------------|--|
| SALARY:         | Salary ranges are designed to be competitive with municipalities and industries  |
| RETIREMENT:     | Texas Municipal Retirement System (7% of Employee's total salary and City doubles at 14%).   |
| LONGEVITY:      | \$6.00 per month of service after the first year. Paid in lump sum check on the first Friday in December of each year.   |
| SERVICE AWARDS: | Service pin awarded 5 years of service, a diamond added for each additional 5 years  |
| VACATION:       | 40 hours after 6 months, 40 hours at 1 year<br>1-5 years        2 weeks<br>5-15 years      3 weeks<br>15-25          4 weeks<br>25 plus years   5 weeks                    |
| SICK LEAVE      | 40 hours after 6 months, then hours accrue monthly up to 320 hour maximum.   |
| HOLIDAYS:       | New Year's Day, Good Friday, Memorial Day, July 4th, Labor Day, Thanksgiving and following Friday, Christmas Eve and Christmas Day, and 2 Floating Holiday                 |
| INSURANCE:      | Medical and Dental (Employee portion paid by City, dependent coverage optional and City will pay maximum of \$365.00 per month)<br><br>Life 50,000/100,000                 |
| OTHER:          | Mandatory payroll direct deposit to checking or savings account<br>AFLAC (Optional)<br>Deferred Compensation Plan (Optional)<br>Disability Plan after 1 year of employment |

## PATROL OFFICER HIRING PROCESS

The hiring process for City of Saginaw Patrol Officer will consist of the following: Application and Personal History Statement submission and review, background investigation, oral interview board. Conditional job offer is subject to applicant successfully completing physical examination, physical assessment, psychological evaluation and drug screen. **We reserve the right not to employ any applicant.**

**CITY OF SAGINAW  
JOB DESCRIPTION**

Job Title: Police Officer  
Department: Police  
Full Time Position

Effective: 02-01-2001  
State Employment Commission Code: 9221  
Worker's Compensation Number: 7720

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**Job Summary:**

Work is performed under the supervision of the Police Sergeant and Police Captain. Performs duties pertinent to the function to which the Officer is assigned. Must exercise sound judgement within limits prescribed by laws, rules, regulations, and department policies with guidance from their supervisor. Work is subject to review through activity reports and periodic observation of operation. Performs related work as required.

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**Essential Job Functions:**

Patrols public streets enforcing traffic and criminal law and gathers criminal intelligence for submission to the Detective. Detects violations. Makes violator contacts and places violator in custody or issues citation or warning. Investigates circumstances and causes of accidents. Directs traffic. Prepares reports on activities and submits to supervising officer. Books and cares for prisoners (i.e. photograph, print, feed, monitor). Assists Public Services Department in flood controls during extreme rains. Assists Fire Department in controlling hazardous material incidents. Assists Animal Control Officer in the capture and control of various domestic and wild animals. Maintains equipment in proper working order (i.e. flashlights, vehicles, weapons, and communication equipment). Utilizes communication equipment (mobile/handheld). Secures crime and accident scenes. Investigates crime scenes (i.e. search). Assists in locating missing persons. Provides assistance and information to the public. Reports traffic hazards to proper agency (i.e. traffic lights out, stop signs missing, etc.). Searches prisoners and logs property. Uses physical force when necessary to restrain and to arrest. Job includes carrying, climbing, crawling, kneeling, pulling, sitting, squatting, stooping, lifting, pushing, holding, twisting body and neck and running. Must be able to lift, aim and fire weapon accurately. Must be able to work in an out-of-door environment subject to extreme temperatures, inclement weather, and intermittent exposure to dust, fumes, and loud noise. Subject to long periods of sitting and driving patrol vehicles. Eyesight corrected to 20/40 in each eye, with normal color vision. Ability to work various shifts, weekends, and holidays.

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**Required Education, Degrees, Certificates, and/or License:**

High School Diploma or General Equivalency Diploma. Basic TCLOE Certificate, Valid Texas Driver's License.

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**Experience, Training, Knowledge and Skills Required:**

Must have working knowledge of police methods, state traffic and criminal laws and regulations, departmental procedures, safety rules and regulations, court systems and procedures. Must have skill in firearms, radar and radio equipment and defensive tactics. Must be able to operate motor vehicle, in both emergency and routine situations. Must have the ability to meet and deal effectively with the general public; to acquire skills in investigative and interrogative techniques. Must be able to make decisions and determine logical courses of action; to obtain cooperation of violators; to understand and execute written and oral instructions; to communicate effectively; and to react calmly, quickly and accurately in emergency situations. Maintain physical standards necessary to do the job. Must exhibit emotional stability to perform job duties under stressful situations.