



February 4, 2015

Dear Applicant,

Thank you for your interest in the position of **Assistant Police Chief** with the City of Leon Valley. To ensure the proper processing of your application, the following should be submitted with your completed application:

1. Completed "Notice of Job Requirements";
2. Completed "Information Release Authorization to Obtain Criminal Records";
3. Completed "Authorization to Release Information (Private Person or Organization) to the City of Leon Valley";
4. Completed "Written Authorization to Obtain Consumer Reports for Employment Purposes";
5. Completed Driver Background Information;
6. Your résumé.
- 7.

Thank you for your interest in employment with the City of Leon Valley.

Sincerely,

Crystal Caldera
Human Resources Director
6400 El Verde Rd
Leon Valley, Texas 78238-2399
210.684.1391 ext 212 phone
210.684.1515 fax
c.caldera@leonvalleytexas.gov

JOB ANNOUNCEMENT

Assistant Police Chief

The City of Leon Valley is accepting applications for the position of Assistant Police Chief with the City of Leon Valley Police Department. The Assistant Police Chief is primarily responsible for administrative support to the Police Chief, serves as commanding officer for Investigations and Patrol Divisions.

REQUIREMENTS: High School diploma or G.E.D. equivalent;
A valid Texas Driver's License;
Current TCLEOSE Advance Certification
Minimum of ten years' experience in law enforcement with experience in traffic management, crime prevention, arrest and court procedures
Five years satisfactory supervisory experience in law enforcement dealing with personnel management, budgeting, policy creation or related areas

PREFER: Bilingual, Bachelor's degree in criminal justice, or related field.

TO APPLY: Applications available at Leon Valley City Hall, 6400 El Verde Road, Leon Valley, Texas 78238. Completed applications must be received at City Hall by 5:00 p.m., Wednesday, February 18, 2015.

All applicants will be assessed by the following criteria:

- **EDUCATION: Max. 20 points**
- **CERTIFICATION: Max. 15 points**
- **WORK EXPERIENCE: Max. 20 points**
- **ORAL EXAMINATION/PRESENTATION SKILLS: Max. 45 points**



APPLICATION FOR EMPLOYMENT
(PLEASE TYPE OR PRINT CLEARLY)

PERSONAL

Date _____

Name _____

Social Security No. _____

Present address _____

Telephone No. (H): _____ (W): _____ (Mobile): _____

Are you legally eligible for employment in the U.S.A.? Yes ___ No ___ (Proof of citizenship or immigration status will be required upon employment.)

Are you of the legal age to work? _____

Position(s) applied for: **Assistant Police Chief**

Were you previously employed by us? _____ If yes, when? _____

Is any additional information relative to your use of another name necessary to enable a check on your work record? If yes, please explain. _____

If your application is considered favorably, on what date will you be available for work? _____, 2015.

Are there any other experiences, skills, training or qualifications which will be of special benefit in the job for which you are applying? _____

RECORD OF EDUCATION

SCHOOL	NAME AND ADDRESS OF SCHOOL	COURSE OF STUDY	CHECK LAST YEAR COMPLETED				DID YOU GRADUATE ?	LIST DIPLOMA OR DEGREE
			1	2	3	4		
HIGH							<input type="checkbox"/> YES <input type="checkbox"/> NO	
COLLEGE							Credit Hrs Completed: Degree Obtained:	
OTHER							<input type="checkbox"/> YES <input type="checkbox"/> NO	

LIST BELOW **ALL** PRESENT AND PAST EMPLOYMENT, BEGINNING WITH YOUR MOST RECENT. **For additional employer listings, please use separate sheet of paper.**

NAME AND FULL ADDRESS OF COMPANY AND TYPE OF BUSINESS	FROM		TO		WEEKLY STARTING SALARY	WEEKLY LAST SALARY	REASON FOR LEAVING	NAME OF SUPERVISOR
	MO	YR	MO	YR				
	Job Title: Work Description:							
TELEPHONE:								

NAME AND FULL ADDRESS OF COMPANY AND TYPE OF BUSINESS	FROM		TO		WEEKLY STARTING SALARY	WEEKLY LAST SALARY	REASON FOR LEAVING	NAME OF SUPERVISOR
	MO	YR	MO	YR				
	Job Title: Work Description:							
TELEPHONE:								

NAME AND FULL ADDRESS OF COMPANY AND TYPE OF BUSINESS	FROM		TO		WEEKLY STARTING SALARY	WEEKLY LAST SALARY	REASON FOR LEAVING	NAME OF SUPERVISOR
	MO	YR	MO	YR				
	Job Title: Work Description:							
TELEPHONE:								

NAME AND FULL ADDRESS OF COMPANY AND TYPE OF BUSINESS	FROM		TO		WEEKLY STARTING SALARY	WEEKLY LAST SALARY	REASON FOR LEAVING	NAME OF SUPERVISOR
	MO	YR	MO	YR				
	Job Title: Work Description:							
TELEPHONE:								

I hereby give permission to contact the employers listed above about my prior work experience. _____

Signature

If there is a particular employer(s), you do not wish us to contact, please indicate which one(s). _____

Have you ever been discharged or forced to resign for misconduct or unsatisfactory performance from any job? ____ Yes

No ____ If yes, give the name of the employer in each instance and the reason(s). _____

PERSONAL REFERENCES (NO FORMER EMPLOYERS, SUPERVISORS, OR RELATIVES)

(These individuals should have known you for several years)

NAME & OCCUPATION	FULL MAILING ADDRESS	PHONE NUMBER
		H/Cell: W:
		H/Cell: W:
		H/Cell: W:

PLEASE READ AND SIGN BELOW

The facts set forth in my application (and accompanying resume, if any) for employment are true and complete. I understand that if employed, any false statement on this application may result in my disqualification or discharge when discovered. I further understand that this application or anything conveyed during an interview is not and is not intended to be a contract of employment, nor does this application obligate the City of Leon Valley in any way if the City decides to employ me. I understand and agree that my employment is at-will and can be terminated by either party with or without notice, at any time, for any reason or no reason. No one other than the City Manager has authority to enter into an agreement for employment for any specified period of time or to make an agreement contrary to the foregoing, and then only in writing by the City Manager.

In making this application for employment I authorize the City of Leon Valley or its designated individuals to make an investigative report whereby information is obtained through personal interviews with my neighbors, friends, or others with whom I am acquainted. This inquiry, if made, may include information as to my character, general reputation, personal characteristics and mode of living. I understand that I have the right to make a written request within a reasonable period of time to receive additional, detailed information about the nature and scope of any such investigative report that is made.

In consideration of my being considered for employment and/or being employed I hereby agree to and submit to physical examinations and tests as may be required by the City, and I do hereby (1) grant release and assign unto the City, all right, title and interest that I may subsequently acquire in all records and reports arising out of or in connection with said examinations and tests and (2) waive all rights to be advised on the content of said records and reports or to receive copies thereof, without the prior written consent of the City.

I also authorize the City of Leon Valley to furnish to any future employer or prospective employer any and all information they may request concerning my application for employment or employment with the City of Leon Valley. I hereby direct the City of Leon Valley to release such information upon request from a bearer of an authorization to release information. This release is executed with the full knowledge and understanding that this information is for the official use of the City of Leon Valley.

I also understand that this application for employment will be kept on file for a period of 6 months from the date of my application. I also understand that if I want to be considered for future employment at the end of this period of time that I will have to file a new application.

I hereby release the City of Leon Valley, as custodian of such records from any and all liability for damages of whatever kind which may at any time result to me, my heirs, family, or associates because of compliance with a valid authorization and request for information or any other attempt to comply with it.

Authorizing Signature

Printed Name

Date



NOTICE OF JOB REQUIREMENTS

The City of Leon Valley requires that each applicant be informed of what is expected of employees in each position with the City. Attached to this notice is a job description for the position of “**Assistant Police Chief**” with the City of Leon Valley, for which you are applying.

The City of Leon Valley is concerned with the safety, health, and well-being of all its employees. The use or misuse of alcohol, drugs, narcotics, and/or controlled substances is inconsistent with this concern and, therefore, the City requires applicants to undergo pre-employment drug screening for drugs and illegal substances. A positive test result will cause rejection of the application, unless there are extenuating circumstances, e.g., medication causing the positive result if the medication is legally prescribed by a physician as part of an approved treatment.

The City of Leon Valley is an at-will employer and does not waive the right, at any time, including in the event the applicant is employed, to discharge the employee at any time, for any reason, with or without notice, and with or without cause.

I have read the attached job description and understand the City of Leon Valley's policies regarding drug testing and employment-at-will.

Signature

Date

**CITY OF LEON VALLEY
JOB DESCRIPTION**

JOB TITLE: Assistant Police Chief
DEPARTMENT: Police Department
FLSA STATUS: Exempt
GRADE: 204
EFFECTIVE DATE: February 4, 2015

JOB SUMMARY:

Under general supervision of the Police Chief, provides complex and highly responsible administrative support to the Police Chief, serves as commanding officer for Investigations and Patrol Divisions. Plans, coordinates and controls the activities of department personnel regarding allocation and deployment of personnel and equipment; and performs related work as required.

ESSENTIAL JOB FUNCTIONS:

Assumes responsibility of the Police Department in the absence of the Police Chief, as directed.

Assist in coordination, supervision and evaluation of Police Department operations;

Develop, recommend, and enforce City and Departmental policies and procedures in concert with all applicable laws, ordinances and policies/procedures;

Direct, coordinate, and develop departmental regulations, policies and procedures, subject to review by the Police Chief, and interpret and enforce policies within the department;

Assist in department planning activities with respect to utilization of personnel and equipment to insure departmental operations' effectiveness;

Prepare and submit periodic presentations and reports, at the direction of the Police Chief, regarding the Department's needs, activities, and special projects using word processing, spreadsheet, and department software programs;

Conduct work place and equipment inspections to evaluate the safety of the working environment and ensure that corrective action is taken;

Ensure that subordinate personnel are adequately trained in all aspects of their jobs, to include the proper and safe use of equipment;

Directs the development and maintenance of systems, records, and legal documents that provide for the proper evaluation, control, and documentation of Police department operations;

Conduct performance evaluations of the CID personnel, and the Patrol Lieutenant and review all other Police Department performance evaluations, except for Police Chief;

Counsel and discipline personnel, addressing grievances, disciplinary actions and appeals and conduct issues of assigned personnel according to City policies;

Make recommendations on recruitment, hiring, promotions, transfers, and terminations;

Assist with development, presentation and administration of the annual department budget; Coordinate and direct expenditures, material acquisition and maintenance;

Communicate effectively and professionally with the supervisors, employees, the public, the media, and officials from other local, state and federal agencies.

Effectively address complaints and inquiries from public and city officials regarding ordinances and status of City Council communications;

Provide police service and assistance responding to major incidents and assume command when and where warranted;

Conduct accurate, thorough, and complete investigations;

Maintain an acceptable physical fitness level, including visual acuity correctable to 20/20 and normal hearing range;

Work a flexible schedule to include weekends, evening, nights and holidays, as needed; Work any day of the week, any hour of the day, extra assignments as needed;

Work in all weather conditions, inside and outside, in light and/or dark;

Demonstrate and maintain competent weapons proficiency;

Physically restrain individuals in unusual or hostile circumstances;

Use tact, diplomacy and discretion as required;

Search files, assemble information, file and retrieve from file cabinets;

Effectively work in a standard office environment with ability to sit, stand, and walk with some exposure to outdoors, travel to different sites and locations, tolerate occasional exposure to dangerous situations in emergencies, work unsupervised, and work under stress, pressure and fatigue caused by deadlines and job-related pressures;

Proficient word processing, spreadsheet, and personal computer use skills;

Operate motor vehicles, firearms and modern police and standard office equipment in an effective and safe manner;

Must have the ability to report to and attend work regularly and predictably;

Must be able to work cooperatively with fellow employees and supervisors;

Must not pose a threat to the health and safety of self or others.

OTHER JOB FUNCTIONS:

Analyzes and recommends improvements to equipment and facilities, as needed;

Work in confining and uncomfortable places for extended periods of time (stake outs, etc);

Attend conferences/meetings to keep abreast of current trends in the field; represent the Department in a variety of local, county, state, and other meetings; and

Performs the duties of subordinate personnel as needed.

EDUCATION, DEGREES, CERTIFICATES AND/OR LICENSE:

High school diploma or equivalent, supplemented by successful completion of advanced in-service courses in Police Administration;

Sixty (60) college credit hours are preferred, but not required;

A valid Texas Motor Vehicle License is required, and must remain eligible to drive under the City's driver evaluation program;

Certification from the Texas Commission on Law Enforcement Officer standards and Education (TCLEOSE) as an Advanced Peace Officer is required; and

All required licenses and certifications must be current and valid.

EXPERIENCE, TRAINING, KNOWLEDGE, AND SKILLS:

Ten years' experience in law enforcement or related field required, with experience in traffic management, crime prevention, arrest and court procedures, personnel management, and budgeting;

A minimum of five years of supervisory experience is required;

Knowledge of organization and management practices as applied to the analysis and evaluation of programs, policies and operation's as needs;

Knowledge of law enforcement theory, principles and practices and their application to a wide variety of services and programs;

Working knowledge of word processing and spreadsheet applications and personal computer use;

Ability to plan, organize, coordinate, manage, control and evaluate the performance of personnel in both routine and emergency situations;

Ability to gather, analyze, and evaluate facts and evidence and to draw sound conclusions;

Ability to establish, maintain, and foster positive and effective working relationships with those contacted in the course of work, including the Chief of Police, city officials, department heads, other governmental entities, the public, and subordinates;

Ability to communicate and understand written and oral instructions;

Ability to maintain physical endurance and agility;

Ability to maintain discipline and morale;

Must have good prioritizing and problem solving abilities;

Ability to teach and practice sound safety and work habits.

OTHER REQUIREMENTS

Must not have any history of criminal or improper conduct which may affect suitability for law enforcement work;

Must not have been convicted, placed on deferred adjudication or probation or under indictment for any felony under the laws of Texas, another state or the United States;

Must not have been convicted in the past five years of a misdemeanor offense of the grade of Class A or Class B, or its equivalent for which the punishment could include jail time;

Must not be on probation, community supervision, deferred adjudication or any type of court ordered supervision for any criminal offense;

Must not have engaged in the manufacture or sale of any controlled substance or dangerous drugs, or ever used illegal drugs or substances other than experimentation with marijuana;

Must not have used or consumed intoxicating beverages in an excessive manner and/or have been convicted or placed on probation for DWI or DUID in the past five (5) years;

All other arrests and convictions are evaluated on an individual basis based on the nature and gravity of the offense, time passed since the conviction and/or completion of sentence.

Any and all prior military service is required to have resulted in at least an under honorable conditions discharge



**AUTHORIZATION TO RELEASE INFORMATION
(PRIVATE PERSON OR ORGANIZATION)
TO THE CITY OF LEON VALLEY**

TO WHOM IT MAY CONCERN:

I, _____, an applicant for employment with the City of Leon Valley, hereby authorize you to furnish the City of Leon Valley with any and all information they may request concerning my employment; educational records, including but not limited to academic, achievement, attendance, athletic, personal history, and disciplinary records; juvenile, police, Department of Public Safety driving and court records; military records, for determination of my potential for employment and for eligibility for certain security clearances. I hereby direct you to release such information upon request of the bearer. This release is executed with full knowledge and understanding that the information is for the official use of the City of Leon Valley. I also understand that neither the City nor its agent shall be violating my right to privacy in any manner and I hereby release them from all liability whatsoever for actions related to this investigation.

I hereby release you, as custodian of such records, any school, college, university, or other educational institution; hospital or other repository of medical records; credit bureau; lending institution; consumer reporting agency; or retail business establishment including its officers, employees, or related personnel, both individually and collectively, from any and all liability for damages of whatever kind which may at any time result to me, my heirs, family, or associates because of compliance with this authorization and request for information or any other attempt to comply with it.

Authorizing Signature

Printed Name

Date



To Applicant: **READ THIS INTRODUCTION CAREFULLY BEFORE ANSWERING ANY QUESTIONS.**

The Civil Rights Act of 1964 prohibits discrimination in employment because of race, color, creed, religion, sex, national origin or disability. Federal law also prohibits other types of discrimination such as age and citizenship. The laws of most States also prohibit some or all of the above types of discrimination as well as some additional types such as discrimination based upon ancestry, marital status or physical or mental handicap or disability. The Fair Credit Reporting Act imposes restrictions with respect to credit data.

1. How long have you lived at present address? _____

2. Previous address _____

3. How long did you live there? _____

4. Are you over the age of eighteen? Yes _____ No _____

If no, hire is subject to verification that you are of minimum legal age.

5. Have you been bonded? _____ If yes, on what jobs? _____

6. Have you ever been convicted of a crime, **including** misdemeanors and summary offenses, in the past ten years which has not been annulled or expunged or sealed by a court? _____

If yes, describe in full: _____

7. List any friends or relatives working for us, other than spouse. How do you know them and for how long?

a. _____

b. _____

c. _____

8. Will you work overtime if scheduled or requested? _____

9. Will you work weekends if scheduled or requested? _____

10. Will you be able to get to work on time each day and when called in? _____

11. How did you hear about this job opening? _____

INFORMATION RELEASE AUTHORIZATION
Criminal Background Check

Applicant's Name (Print): _____

Date of Birth: _____

Race: _____

Social Security Number: _____

I, _____, do hereby authorize any law enforcement agency to furnish the City of Leon Valley or its agent information related to my criminal history. I hereby release the City of Leon Valley and all of its agents and employees, the law enforcement agency and all employees of law enforcement agencies furnishing information, from all liability, resulting from the furnishing of this information to the City of Leon Valley. I certify that the statements made by me on this form and on all pages of the City of Leon Valley Employment Application are true, complete and correct to the best of my knowledge and belief and are made in good faith. I understand that any false statements made herein will void my consideration for employment/continued employment, and could result in disciplinary action including termination.

Signed _____

Date _____



**WRITTEN AUTHORIZATION TO OBTAIN CONSUMER
REPORTS FOR EMPLOYMENT PURPOSES**

TO: The City of Leon Valley

FROM: _____
Printed Name of Applicant for Employment

DATE: _____

I, the undersigned, have received from the City of Leon Valley a disclosure to individuals applying for employment with the City of Leon Valley, Texas. I have read the disclosure and I understand its contents. After reading the disclosure, I give my authorization to the City of Leon Valley to obtain consumer reports for employment purposes. I understand that if I become an employee of the City of Leon Valley, this authorization will continue in effect to authorize the City of Leon Valley to periodically obtain reports for employment purposes for the purpose of evaluating me for promotion, reassignment, or retention as an employee.

Signature of Applicant

.....
**DISCLOSURE TO INDIVIDUALS APPLYING FOR
EMPLOYMENT WITH THE CITY OF LEON VALLEY, TEXAS**

The City of Leon Valley hereby discloses to you that in connection with your application for employment, upon receipt of your written authorization to do so, it may obtain one or more consumer reports for employment purposes.

If the City of Leon Valley employs you, it may periodically obtain consumer reports for employment purposes, for the purpose of evaluating you for promotion, reassignment, or retention as an employee.

In each case, if information in the report influences the City's decision to deny hiring or promotion, it will provide you with appropriate action disclosures in accordance with Section 604(b)(2)(A) of the Fair Credit Reporting Act complete as of January 7, 2002.

DRIVER'S EMPLOYMENT BACKGROUND

NAME: _____
LAST, FIRST MI

SSN: _____ DATE OF BIRTH: _____

PRESENT ADDRESS: _____

PREVIOUS ADDRESSES FOR THE LAST THREE (3) YEARS: _____

CURRENT DRIVER'S LICENSES

STATE	LICENSE NO.	TYPE	EXPIRATION

DRIVING EXPERIENCE

CLASS OF EQUIPMENT	TYPE OF EQUIPMENT (VAN, TANK, FLATBED, ETC.)	DATES OF OPERATION		TOTAL MILES OF OPERATION
		FROM	TO	

ACCIDENT RECORD FOR PAST FIVE(5) YEARS

(ATTACH AN ADDITIONAL SHEET IF NEEDED)	DATE	NATURE (HEAD ON, ETC.)	NO. OF FATALITIES	NO. OF INJURIES
LAST ACCIDENT				
NEXT PREVIOUS				
NEXT PREVIOUS				

TRAFFIC CONVICTIONS FOR THE PAST FIVE (5) YEARS (OTHER THAN PARKING VIOLATIONS)

LOCATION (CITY & STATE)	DATE	CHARGE	PENALTY

YES NO

A. Have you **ever** been denied a license, permit or privilege to operate a motor vehicle?

B. Has any license, permit or privilege to operate a motor vehicle been suspended or revoked?

When and Why:

IF THE ANSWER TO EITHER "A" OR "B" IS YES, ATTACH A STATEMENT OF EXPLANATION.



VOLUNTARY DATA RECORD SURVEY

Dear Applicant:

Applicants for positions with the City of Leon Valley are treated equally, without regard to race, color, religion, sex, national origin, age, marital or veteran status, medical condition or disability, or any other legally protected status. At the same time, as an employer with an affirmative action program, the City of Leon Valley complies with government regulations, including affirmative action responsibilities and reports where they apply.

Government agencies periodically require reports on the status of protected employees. The purpose of this Voluntary Data Record is to comply with government record keeping, reporting, and other legal requirements. This data is for statistical analysis with respect to the success of the City of Leon Valley's affirmative action program only.

Completing this Voluntary Data Record Survey is optional. All data records are kept in a confidential file and are not a part of your Application for Employment or Personnel File.

NOTE: THE DECISION TO SUBMIT THIS INFORMATION IS VOLUNTARY.

=====

Date: _____

1. Job Title of Position Applied For: _____

2. Check One:

Male _____

Female _____

Age: _____

Vietnam Era Veteran: _____

Disabled Veteran: _____

Disabled: _____

3. Check one of the following (ethnic/racial background):

White _____

Hispanic _____

Native American: _____

Black: _____

Asian/Pacific Islander: _____

Other: _____