

## **Grey Forest Police Department**

Our mission is to provide police services to the City of Grey Forest community with integrity, professionalism, accountability and respect, to preserve life and property, to enforce the law within the framework of the Constitution, to work in partnership with the community, and to be good stewards of the public's trust and resources.

Grey Forest Police Department is seeking applications for non-paid Reserve Officer Positions. Each officer must be able to commit 16-20 hours per month plus special events is required or as directed by the Chief of Police.

### **Reserve Police Officers**

Grey Forest Reserve Police Officers are sworn law enforcement officers and must be certified by the Texas Commission on Law Enforcement (TCOLE). Reserve Officers possess the same authority as a peace officer with the City of Grey Forest. Police Reserves are assigned to the Patrol and assist regular patrol officers in the performance of their duties. Reserve officers are required to work a minimum of 16 hours a month, not to exceed 20 hours in a week.

#### **ESSENTIAL JOB FUNCTIONS**

- Patrol the City of Grey Forest to aid in preventing crime and to enforce Federal, state, and local laws on rotating shifts.
- Patrol police duties; protecting life and property; enforcing laws and ordinances; and performing other duties as assigned.
- Check buildings, enforce traffic laws, assist other Officers, make arrests when applicable, transport arrestees, and investigate crime(s).
- Solving problems to improve the quality of life.
- Providing protection of life and property.
- Enforcing traffic laws, providing general traffic management in event of accidents, or other dangerous situations.
- Investigating offenses, incidents, and accidents.
- Provides assistance to the public as necessary.
- Arrests or assists in the arrest of persons suspected of violations of the law and/or ordinances.
- Prepares required police reports of all calls and incidents in a complete and accurate manner, adhering to proper police procedures.
- Is responsible for inspecting and insuring the proper care and maintenance of assigned equipment and vehicles.
- May assist in public education and crime prevention programs to schools; civic organizations and the general public.
- Appear in court and be available to testify in matters of the law.

#### **QUALIFICATIONS FOR EMPLOYMENT**

Requirements

- Currently licensed Texas Peace Officer by the Texas Commission on Law Enforcement (TCOLE) or immediately able to obtain Texas Peace Officer License for current out-of-state licensed officers.
- Must be a citizen of the United States of America.
- Must have a high school diploma or a GED.
- Never been convicted, plead guilty (nolo contendere), nor have been on court-ordered community service/probation or deferred adjudication for a Class A misdemeanor or felony.
- Applicants must pass an oral interview, extensive background investigation to include criminal history, driving record, and psychological exam, physical exam and drug screen.
- Never have had a military court martial that resulted in a dishonorable or bad conduct discharge.

## **DISQUALIFICATIONS**

There are very few automatic bases for rejection. Even issues of prior misconduct, employee terminations, and arrests are usually not, in and of themselves, automatically disqualifying. However, deliberate misstatements or omissions can and often will result in your application being rejected regardless of the nature or reason for the misstatements/omissions. In fact, the number one reason individuals "fail" background investigations is because they deliberately withhold or misrepresent job-relevant information from their prospective employer. Unfavorable work/personal history will be grounds for disqualification.

## **PHYSICAL REQUIREMENTS**

- **Standing/Walking:** When talking to suspects, questioning witnesses at a scene, giving citations, etc. Walking frequently and running on all types of surfaces and terrain, including rough terrain, rocky or uneven ground, or areas presenting obstacles such as alleys with garbage or debris. Walking indoors in buildings with carpet, concrete or tile.
- **Sitting:** While in the patrol car or at tables or desk while attending meetings or doing paperwork. Most sitting is while in the patrol car.
- **Reaching/Handling/Fine Dexterity:** Frequent reaching at close distances to handle radio, firearms, etc. Some reaching and handling required while doing paperwork or making phone calls.
- **Vision:** Required to read various documents and computer monitor; observe suspects, drive patrol car. Visual discrimination required to distinguish and identify suspects, clothing, colors, etc.
- **Pushing/Pulling:** Occasionally to frequently over 100 lbs., depending on the nature of the call. Frequent restraining of individuals weighing over 100 lbs.
- **Pushing of stalled or broken vehicles off the road** with varying degrees of assistance and weights required.
- **Kneeling/Crouching/Crawling/Bending/Twisting:** The nature of police work is such that all types of body positions are assumed to varying degrees depending on the nature of the calls. The officer may have to climb on roofs, or frequently climb stairs, jump or climb over fences or other obstacles. May also assume positions of crouching, crawling, bending, kneeling or twisting in order to apprehend a suspect, chase a suspect in a narrow, small or cramped space, maneuver around, through or under various kinds of obstacles. Bending is also required when handcuffing or tying to restrain a suspect who is attempting to flee particularly if the suspect has to be searched on the ground. Bending required to obtain items from the patrol car or when assisting at the scene of an accident. All other body positions could also be required on occasion at the scene of an accident.
- **Hearing/Talking:** Required to communicate with other officers, suspects, general public.

- Foot Controls: Required to operate City vehicles.
- Lifting/Carrying: Frequently light objects including firearms, recovered property. Occasional lifting of 50-100 lbs., or over 100 lbs. in moving victims at scene of accidents, elderly or disabled persons who have fallen, or removing heavier recovered property.

## FORMS & DOCUMENTS - APPLICATION

Application Process:

Step 1: City Application can be found on the city's website at: [https://greyforest-tx.gov/department\\_services/police.php](https://greyforest-tx.gov/department_services/police.php) or picked up at City of Grey Forest City Hall, 18502 Scenic Loop Road, Grey Forest, Texas 78023.

Step 2: Personal History Statement a TCOLE Personal History Statement (PHS) <https://www.tcole.texas.gov/content/personal-history-statement-template> and all supporting documents. Applications can be submitted by email [chiefofpolice@greyforest-tx.gov](mailto:chiefofpolice@greyforest-tx.gov) or application can be dropped off at, City of Grey Forest City Hall, Attn: Police Department, 18502 Scenic Loop Road, Grey Forest, Texas 78023.

Applicants who successfully complete the preceding phases will be given a (comprehensive) personal history statement to be completed; also, a full comprehensive application will be requested to be completed.

The following documents (if applicable) are required when the personal history statement is submitted to the Recruiting Unit:

- Certified original birth certificate
- Certified high school transcript or a GED certificate
- Certified college transcript
- DD214 (long form) or service letter from commanding officer
- Naturalization certificate
- Copy of marriage license
- Copy of divorce decree(s)
- Applicant Personal History Procedure

Step 3: Employment Assessment Board

Applicants moving forward in the process will be scheduled to appear before the Employment Assessment Board. The Assessment Board's responsibility is to assess the applicant's qualities, personal characteristics and ability to perform as a police officer.

Step 4: Background Investigation

Applicants who successfully complete the above steps and are selected for continued processing will be assigned to an investigator. The investigator will conduct a thorough investigation into the applicant's background.

Step 5: Conditional Job Offer

City of Grey Forest will contact the applicant with a conditional job offer. The "condition" is successful passing drug and alcohol testing, medical physical, psychological evaluation, including firearm qualification.

Selection is determined by the Chief of Police, resulting in a recommendation to the Mayor and City Council for Appointment as a Reserve Grey Forest Police Officer.