



# MABANK POLICE

## EMPLOYMENT APPLICATION

City of Mabank, P.O. Box 293 / 129 E. Market Street, Mabank, Texas 75147

PHONE: (903) 887-8500 FAX: (903) 887-4288

The City of Mabank is an Equal Opportunity Employer and encourages applications from eligible and qualified persons regardless of race, color, religion, sex, age, and national origin or physical disability. Your interest in employment with the City of Mabank is appreciated. In order to gain a better understanding of your background and work history, we ask that you answer all questions completely in your own handwriting and to the best of your knowledge. The information provided is subject to verification. Incomplete applications will not be considered.

Applications must be hand written.

POSITION APPLYING FOR:  **Patrol Officer**       **Reserve Officer**       **Part Time**

DATE: \_\_\_\_\_

### PERSONAL INFORMATION

Last Name \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_

Social Security # \_\_\_\_\_ PID# \_\_\_\_\_

Date of birth: \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Alternate Phone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Alternate Email: \_\_\_\_\_

Face Book Address: \_\_\_\_\_

Twitter Address: \_\_\_\_\_

MySpace Address: \_\_\_\_\_

YouTube Channel: \_\_\_\_\_

Are you at least 21 years of age?  YES  NO

Are you currently employed elsewhere?  YES  NO

Are you on layoff status and subject to recall?  YES  NO

Are you a Texas certified peace officer?  YES  NO

Are you legally eligible for employment in the United States?  YES  NO

Do you work for or have you ever worked for the City of Mabank before?  YES  NO

If yes, please give dates and positions held:

\_\_\_\_\_

Have you filed an application with the City of Mabank before?  YES  NO If yes, when?

\_\_\_\_\_

Are you related by blood or marriage to any City Council member or employee of the City of Mabank?  YES  NO If yes, whom?

Name \_\_\_\_\_

Relationship \_\_\_\_\_ Department \_\_\_\_\_

Name \_\_\_\_\_

Relationship \_\_\_\_\_ Department \_\_\_\_\_

Have you ever been convicted of, plead guilty to, received-deferred adjudication, or any form of court supervision for any criminal offense (Misdemeanors and felonies) other than minor traffic violations within the last ten (10) years? YES  NO  If yes, please explain: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

How did you hear about this position? \_\_\_\_\_

**NOTE: Prior to employment, applicant will be investigated for prior convictions of criminal offenses. A prior conviction will not automatically disqualify an applicant for employment but will be considered only as it relates to the job under consideration.**

Check all types of work that you will accept:

FULL TIME  PART TIME  TEMPORARY  DAYS NIGHTS SHIFTS

When are you available to begin work? \_\_\_\_\_

Have you read and do you understand the requirements of the job for which you have applied?  
 YES  NO

Can you perform the essential functions of this job with or without a reasonable accommodation?  
 YES  NO

## **EDUCATION, TRAINING, AND SKILLS**

Basic Texas Peace Officer certification:  YES  NO

Do you have a high school diploma?  YES  NO

Do you have a GED?  YES  NO

Diploma or GED certificate received from? \_\_\_\_\_

City and State: \_\_\_\_\_

College, Post Graduate, Technical, or Vocational School: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Describe any other specialized training, apprenticeships, and professional licenses:

\_\_\_\_\_

\_\_\_\_\_

List any other skills related to the job for which you are applying: \_\_\_\_\_

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Have you ever had any job related training in the United States Military?  YES  NO

If yes, please describe

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Do you have a valid Texas driver's license?  YES  NO License # \_\_\_\_\_

Type of License: Operators  Class A CDL /  Class B CDL /  Class C

Has your driver's license ever been suspended or revoked?  YES  NO If yes, please explain: \_\_\_\_\_

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# MABANK POLICE DEPARTMENT

## AUTHORIZATION TO RELEASE INFORMATION

I hereby request and authorize you to furnish the Mabank Police Department with any and all information they may request concerning my work record, educational history, military record, financial status, criminal record, general reputation, and past or present medical condition. This authorization is specifically intended to include any and all information of a confidential or privileged nature as well as photocopies of such documents requested. The information will be used for the purpose of determining my eligibility for employment as an employee of the City of Mabank Police Department. I hereby release you and your organization from any liability, which may or could result from furnishing the information requested above or from any subsequent use of such information in determining my qualifications to serve as an employee.

Signature X \_\_\_\_\_

Printed Name \_\_\_\_\_

Date and Time \_\_\_\_\_

Sworn and subscribed before me by \_\_\_\_\_,

This \_\_\_\_\_ day of \_\_\_\_\_, A.D. \_\_\_\_\_ year.

\_\_\_\_\_

Notary Public

# Essential Duties

Works on assigned shift performing security patrols, traffic control, investigation and first aid at accidents, detection, investigation control and arrest of persons involved in crimes or misconduct.

Works an assigned shift using own judgment in deciding the course of action being expected to handle difficult and emergency situations without assistance.

Maintains normal availability by radio or telephone for consultation on major emergencies or incidents.

Carries out duties in conformance with Federal, State, County, and City laws and ordinances.

Patrols City streets, parks, commercial and residential areas to preserve the peace and enforce the law, control vehicular traffic, prevent or detect and investigate misconduct involving misdemeanors, felonies and other law violations' and to otherwise serve and protect.

Responds to emergency radio calls and investigates accidents, robberies, civil disturbances, domestic disputes, fights, drunkenness, missing children, prowlers, abuse of drugs, and other crimes. Takes appropriate law enforcement action.

Interrogates suspects, witnesses and drivers. Preserves evidence. Arrests violators. Investigates and renders assistance at scene of vehicular accidents. Summons ambulances and other law enforcement vehicles. Take measurements and draws diagrams of the scene.

Conducts follow-up investigations of crimes committed during assigned shift. Seeks out and questions victim, witnesses and suspects. Develops leads and tips. Searches scene of crimes for clues. Analyzes and evaluates evidence and arrest offenders.

Prepares cases for giving testimony and testifies in court proceedings.

Prepares a variety of detailed and complex reports and records.

Undertakes community oriented police work, and assists citizens with such matters as locked or stalled vehicles, crime prevention, drug abuse resistance education, traffic safety, etc.

Trains new police officers in accordance with State law and Department policy.

Preserves the peace and enforces the law; prevents, detects and investigates misconduct involving misdemeanors, felonies and other law violations and otherwise serves and protects.

Maintains communication and coordination with other law enforcement agencies regarding the location of wanted persons and service of their warrants.

Investigates criminal offense cases.

Is responsible for locating and interviewing victims, suspects and witnesses.

Transports suspects to jail and juvenile probation office. Processes evidence from crime scenes, and interview witnesses, suspects, and victims.

Attends autopsies as assigned or required.

Assists with collecting/processing evidence or sketching scene at major crimes.

Obtains court orders as required.

Conducts surveillance operations as required.

Conducts special investigations as assigned by supervisors.

Develops leads and tips.

Searches scene of crimes for clues.

Analyzes and evaluates evidence and arrest offenders.

Searches prisoners.

Provides information to victims/survivors on referrals and police report-investigation status.

Maintains communication and availability, by phone, pager, or radio, for emergencies.

Responsible for preparation of various lesson plans, memos, letters and reports.

Conducts classes and labs, gives speeches and presentations to students and public meetings.

Counsels students that have questions concerning the law or have family problems.

Gathers and disseminates information and intelligence.

Responsible for conducting background investigations.

Assists other agencies and divisions of this department in executing search or arrest warrants or surveillance of a location.

Participates in investigating criminal law violations occurring within the City limits, obtaining evidence and compiling information regarding these crimes, preparing cases for filing of charges, testifying in court, and related activities.

Conducts patrol activities including directing traffic, investigation of reported or observed violations of law, and conducting patrol activities.

Perform other duties as assigned.

Maintains departmental equipment, supplies and facilities.

# Required Minimum Qualifications

U.S. Citizen

High School Diploma or GED

Must be 21 years or older at the time of employment

Possess a valid Texas Driver's license

Currently TCLEOSE certified with two years experience as a Peace Officer in the State of Texas

Must be of good moral character

Able to read and write English

Must be mentally and physically fit

Must pass a psychological exam and drug screen

Must pass a written exam and physical agility test

Must possess, or be able to obtain by time of employment, a valid Texas Driver's License; ability to meet Department's physical standards; TCLEOSE License.

## TOOLS AND EQUIPMENT USED

Police car, police radio, radar, handgun and other weapons as required, handcuffs, intoxilyzer, pager, first aid equipment, and safety equipment.

## PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk clearly or hear well. The employee is occasionally required to stand; walk; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.



The employee must occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, true color vision, peripheral vision, depth perception, and the ability to adjust focus.

## WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.