



## CIVIL SERVICE COMMISSION, CITY OF TYLER, TEXAS

### ALTERNATE PROMOTIONAL SYSTEM WRITTEN EXAMINATION ANNOUNCEMENT

### FOR THE POSITION OF POLICE SERGEANT I

A Police Department Alternate Promotional System (Local Civil Service Rules, Section 035) written examination for the position of **Police Sergeant I**, Tyler Police Department, will be held at the **Faulkner Park Substation, located at 574 W. Cumberland Pkwy, Tyler, Texas, on Thursday, January 16, 2025, at 10:00 a.m.** This examination has a two (2) hour time limit.

The Alternate Promotional System for the Police Sergeant Position will consist of two processes: 1) Written Examination worth 40 points of the total grade and 2) Assessment Center worth 60 points of the total grade. Candidates shall be placed on an eligibility list according to their total score, highest to lowest, derived from the Written Examination and Assessment Center. This announcement is for the "Written Examination" and is worth 40 points of the total grade. The Assessment Center testing date(s) will be announced later.

#### **DUTIES AND COMPENSATION**

The duties of a Police Sergeant I are described in the City job classification specification. The base salary is \$3,921.52 per pay period (26 pay periods per year).

#### **MINIMUM QUALIFICATIONS**

The promotional examination for the rank of Police Sergeant I is open to all police officers that have a minimum of five (5) years of full-time law enforcement experience by 10:00 a.m., Thursday, January 16, 2025. The last two (2) years must be continuous service with the Tyler Police Department. You must meet these qualifications to be eligible to take this examination after filing an application online by the examination date.

The following source reference will be used to write the Police Sergeant I promotional test questions until further notice:

**Effective Police Supervision**, Larry S. Miller, Harry W. More and Michael C. Braswell, 9th Edition, Published 2021 by Routledge

**TEXAS CRIMINAL AND TRAFFIC LAW MANUAL**, Blue 360 Media, 2023-2024 Edition.

**City of Tyler General Policies, Procedures, Reference Guide, and Organizational Culture, Chapter 2.**

#### **TYLER POLICE DEPARTMENT GENERAL ORDERS:**

03.200 Code of Conduct  
03.300 Discrimination  
03.400 Integrity Unit  
03.500 Discipline  
03.700 Grievance Procedures  
03.800 Early Warning System  
04.100 Direction  
05.100 General Patrol Duties  
05.200 Protective Orders  
05.300 Mobile Video / Audio Recording  
05.400 Class "C" Citation Process  
05.700 Crisis Intervention Team and Emergency Mental Custody Procedures  
05.800 Dining During Duty Hours  
06.100 General Appearance  
07.200 Pursuit Policy  
07.300 Traffic Control and Enforcement

07.400 Roadblocks  
07.500 Impoundment for Failure to Maintain Financial Responsibility  
09.500 Line Inspections  
09.700 Performance Evaluations  
10.100 Juveniles  
12.100 Use of Force  
12.300 Arrest / Search Warrants  
12.400 Arrest, Search and Seizure  
12.500 Prisoner Booking and Release Procedures  
12.600 Bias-Based / Racial Profiling  
12.700 Civil Disturbance / Mass Arrest  
14.100 Public Information  
15.100 Exposure to Communicable Diseases  
16.400 Injury, Illness, Limited Duty  
17.100 Crime Scene Processing  
17.300 Hostile / Tactical Situation Plans  
17.400 Bomb Threat Plan  
18.100 Investigative Services  
19.100 Traffic Accident Investigation and Reporting  
20.100 Property and Evidence  
22.600 Community Policing Program  
23.300 Communications  
23.400 Notification for Recovered Stolen Vehicle  
23.500 Police Radio System Procedures

Before a promotional examination is given, an announcement will be posted at least thirty (30) days before the examination date.

Note: Effective Police Supervision book can be ordered from any bookstore or online from Amazon.com or Barnes and Noble at BN.com.

Also, four copies of this reference material will be made available through the Chief of Police's office.

### **PASSING GRADE/SENIORITY/ELIGIBILITY TO PARTICIPATE IN THE ASSESSMENT CENTER**

Those candidates making seventy percent (70%) on the written examination shall be considered passing. Those who do not pass the written examination shall be eliminated from further consideration. One (1) point for seniority for each year of service, up to ten (10) years, shall be added to the total written examination points of all persons passing the written examination.

Each candidate shall have the opportunity to examine the source materials, his/her examination, his/her answers and grading thereof. If he/she is dissatisfied, he/she may appeal the written examination or a violation of the Assessment process to the Commission for review by filing a written request with the Director within five (5) business days, setting out the reason(s) for the request for the review. In computing this period, a Sunday, Saturday or legal holiday is not considered a business day. The eligible candidate may not remove the written examination or copy a question used in the examination.

The Commission will hear the appeal within 35 calendar days of the appeal being filed. The Assessment Center shall not be conducted until all appeals are finalized if the written test is appealed.

All candidates who pass the written examination are eligible to participate in the Assessment Center.

The written examination and added seniority points are worth a maximum total of 40 points.

## **TABULATION OF FINAL SCORES, ELIGIBILITY LIST; TIE-BREAKERS- ALTERNATE PROMOTIONAL SYSTEM**

Candidates shall be placed on an eligibility list according to their total score, highest to lowest, derived from the combination of the following (Maximum 100 points):

Written Examination	40 points
Assessment Center	60 points

The first tie-breaker shall be the Assessment Center evaluation score. If a tie still exists, the second tie-breaker shall be total seniority points up to ten (10). The third tiebreaker shall be the written examination raw score. The fourth and final tiebreaker will be the candidates' date and time of registration for the promotional examination, with the earliest candidate receiving the advantage.

The eligibility list will be posted on main bulletin boards throughout the Police Department, Fire Department and City Hall for all candidates to review, and at other locations as determined by the Civil Service Director.

## **CANDIDATE SELECTION FOR PROMOTIONAL-ALTERNATE PROMOTIONAL SYSTEM**

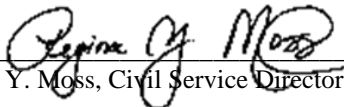
The Chief of Police shall promote the candidate with the highest overall score and in the order of ranking on the eligibility list.

The eligibility list shall be valid for one year from date of posting.

## **HOW TO APPLY**

Eligible applicants must file a promotional application with the Civil Service Director in the Team Resources Department by applying online at [www.governmentjobs.com/careers/tylertexas](http://www.governmentjobs.com/careers/tylertexas) by the deadline; Saturday, January 11, 2025, at 11:59 p.m. If you have any questions regarding the online application process, please contact Jennifer McGrew at (903) 531-1102.

POSTED: December 11, 2024

  
Regina Y. Moss, Civil Service Director

This is to certify that on the 11th day of December 2024 at 2:30 p.m., the above notice of Civil Service Alternate Promotional System for Police Department was posted on the bulletin board at City Hall.

*Jennifer McGrew*

City of Tyler, Texas