



**CITY OF NEW BRAUNFELS, TEXAS
CIVIL SERVICE COMMISSION MEETING**



**CITY HALL - COUNCIL CHAMBERS
550 LANDA STREET**

FRIDAY, JULY 24, 2026 at 9:00 AM

AGENDA

1. CALL TO ORDER

2. ROLL CALL

3. PRESENTATIONS

None

4. APPROVAL OF MINUTES

None

5. COMMUNICATIONS

This time is for citizens to address the Civil Service Commission on issues and items of concerns not on this agenda. There will be no action at this time.

6. DISCUSSION AND ACTION

- A) Discuss and consider approval and certification of the [26-855](#) promotional eligibility list for Deputy Chief from the promotional examination and assessment centers conducted in May - July 2026.
- B) Discuss and consider calling for a Firefighter entrance [26-856](#) examination to fill a vacancy and/or create an eligibility list.
- C) Discuss and consider calling for a Police Officer [26-857](#) entrance examination to fill a vacancy and/or create an eligibility list.

7. EXECUTIVE SESSION

The Commission shall retire into an Executive Session on any agenda item as provided under Chapter 551.074 and 551.071 of the Texas Government Code and/or Section 143.053(d) of the Texas Local Government Code, as applicable.

8. ADJOURNMENT

CERTIFICATION

I hereby certify the above Notice of Meeting was posted on the bulletin board at the New Braunfels City Hall.

Board Liaison

NOTE: Persons with disabilities who plan to attend this meeting and who may need auxiliary aids or services such as interpreters for persons who are deaf or hearing impaired, readers, or large print, are requested to contact the City Secretary's Office at (830) 221-4010 at least two (2) work days prior to the meeting so that appropriate arrangements can be made.

7/24/2026

Agenda Item No. A)

PRESENTER

Human Resources Generalist, Lori Stidham

SUBJECT:

Discuss and consider approval and certification of the promotional eligibility list for Deputy Chief from the promotional examination and assessment centers conducted in May - July 2026.

DEPARTMENT: Human Resources

HISTORIC DISTRICT/LANDMARK NAME: N/A

APPLICABLE CITATIONS:

N/A

FINDINGS:

N/A

STAFF ANALYSIS:

N/A



CITY OF NEW BRAUNFELS POLICE DEPARTMENT
DEPUTY CHIEF PROMOTIONAL EXAMINATION
TUESDAY, MAY 19, 2026 at 9:00 A.M./TUESDAY, JULY 7, 2026 8:00 A.M. - 5:00 P.M./JULY 10 & 16, 2026
LOCATION: POLICE DEPARTMENT COMMUNITY/TRAINING ROOMS

DEPUTY CHIEF PROMOTIONAL ELIGIBILITY LIST

RANK	NAME	RAW WRITTEN GRADE	RAW WRITTEN GRADE (X30%)	RAW ASSESSMENT CENTER SCORE	RAW ASSESSMENT CENTER SCORE (X50%)	RAW INTERVIEW SCORE	INTERVIEW SCORE (X20%)	COMPOSITE SCORE	SENIORITY POINTS	FINAL SCORE
1	James Bell	89	26.70	77.78	38.89	34	6.80	72.39	6	78.39
2	Jace Hobbs	85	25.50	72.84	36.42	61	12.20	74.12	2	76.12
3	Joseph Robles	78	23.40	74.07	37.04	39	7.80	68.24	5	73.24

PASSED, APPROVED, AND CERTIFIED this 24th day of July, 2026 by:

PAUL ERICKSEN, CHAIRPERSON

HEIDI ALEMAN, VICE-CHAIRPERSON

KELLY MINOR, COMMISSIONER

ATTEST:

BECCA MIEARS, CIVIL SERVICE DIRECTOR

Posted by: _____

Date/Time: _____

7/24/2026

Agenda Item No. B)

PRESENTER

Human Resources Generalist, Lori Stidham

SUBJECT:

Discuss and consider calling for a Firefighter entrance examination to fill a vacancy and/or create an eligibility list.

DEPARTMENT: Human Resources

HISTORIC DISTRICT/LANDMARK NAME: N/A

APPLICABLE CITATIONS:

N/A

FINDINGS:

N/A

STAFF ANALYSIS:

N/A

CITY OF NEW BRAUNFELS CIVIL SERVICE COMMISSION
BE IT ORDERED BY THE NEW BRAUNFELS CIVIL SERVICE COMMISSION

FIREFIGHTER/PARAMEDIC ENTRY LEVEL EXAM

Notice and appropriate action regarding the approval of the FIREFIGHTER/PARAMEDIC **ONLY** ENTRY LEVEL Examination. The hiring process has been approved in accordance with City of New Braunfels Firefighters and Police Officers Civil Service Commission Rules and Regulations (Local Rules).

ANNOUNCEMENT OF EXAM:

The next approved written examination will be administered on the following date and time:

Date: Friday, October 2, 2026
Time: 8:00 a.m.
Place: New Braunfels Police Department
3030 West San Antonio St.
New Braunfels, Texas 78130

Check-in will begin at 7:15 a.m. Late arrivals will not be admitted and are considered disqualified. Photo identification through your current State-issued driver's license will be required at time of check-in for the examination.

PURPOSE:

The purpose of this examination is to establish an eligibility list to fill new and future vacancies. The eligibility list will be valid for a period of twelve (12) months from the date it is approved by the Commission, or until the list is exhausted.

ELIGIBILITY:

Suitability for appointment to a beginning position in the New Braunfels Fire Department includes the applicant holding a minimum certification as a Basic Firefighter in good standing with the Texas Commission on Fire Protection (TCFP) or certifiable prior to the conditional job offer. **Certified applicants must provide proof of certification with the initial application or must provide a hard copy of the Firefighter certification on test day. Non-Certified applicants must provide proof of enrollment in a TCFP fire academy or if certified in another state must provide proof of out of state certifications and be eligible for reciprocity as a Firefighter with TCFP with the initial application.**

Suitability for appointment to a beginning position in the New Braunfels Fire Department includes the applicant holding a minimum certification of EMT-Basic (EMT-B). However, this examination process is for Paramedic candidates only and therefore requires the applicant to hold a certification as a Paramedic in good standing with the Texas Department of State Health Services (DSHS) or be enrolled in a Paramedic program prior to the conditional job offer and obtain Paramedic certification before the conditional job offer is issued. **Certified applicants must provide proof of certification with the initial application or must provide a hard copy of the EMT-P certification or Paramedic Licensure on test day. Non-Certified applicants must provide proof of enrollment in an EMT-P program or if the applicant currently holds a National Registry certification, must provide proof of obtaining Texas EMT-P certification with the initial application.**

Proof of completed applicable certifications will need to be submitted by the date of the conditional job offer in order to proceed to the onboarding process.

Please note: This examination process is accepting applications for candidates who hold a Paramedic certification or are currently enrolled in a Paramedic course. If enrolled, you must have certification prior to conditional job offer or proof of successfully passing state exam and awaiting certification.

QUALIFICATIONS:

The following list includes the minimum qualifications for suitable appointment for beginning position:

1. Must be at least eighteen (18) years of age at the time and date of the written examination.
2. Must not have reached 40 years of age prior to the date of the written examination.
3. High School Diploma, G.E.D., or Home School transcript indicating completion.
4. Must provide proof of your current valid Texas Driver’s License (or must be able to obtain as required by Texas State law if current Driver’s License if from another licensing state within the United States)
5. Must provide proof of a valid Social Security Card.
6. Must be a U.S. citizen by birth or naturalization; or legally eligible to work in the U.S.
7. Must be able to read, write, and converse in English fluently.
8. Must not have any of the disqualifying items listed in the Additional Suitability Factors.

WRITTEN EXAMINATION:

Applicants who meet the minimum qualifications must pass a Civil Service entry-level written examination with a minimum passing score of 70% or higher. The exam consists of up to one hundred questions with a two-hour time limit. Veterans are eligible to receive five additional points after passing the exam with a minimum of 70%. To receive veteran's preference points, a copy of the DD-214 must be submitted with the initial application or on the test date. Applicants who pass the entrance exam are ranked on the eligibility list from highest to lowest score.

PHYSICAL AGILITY/SWIM TESTING (To be conducted immediately following the written examination on Friday, October 2, 2026):

All successful applicants will immediately proceed to the Physical Agility and Swim Test on the same day as the written exam. The physical agility test can add up to 5 points to the overall score, with the written exam worth up to 100 points. The physical agility points breakdown is as follows:

TIME	POINTS AWARDED
2:29 >	5
2:30-2:59	4
3:00-3:29	3
3:30-4:00	2
4:01-4:29	1
4:30-5:00 (Passing)	0

The swim test is a pass/fail exercise and does not provide any additional points.

PHYSICAL AGILITY PRACTICE SESSIONS:

The New Braunfels Fire Department will host two physical agility test practice sessions from 9:00 a.m. to 12:00 p.m. on both days. While attendance is not required, applicants are strongly encouraged to participate. No sign-up is necessary.

- Saturday, September 12, 2026
- Saturday, September 26, 2026

Physical Agility Testing Location:

Fire Station #1
169 S. Hill Ave.

Swim Test Location:

Das Rec Recreation Center
345 Landa St.

HIRING PROCESS:

Prior to being hired, applicants must successfully complete all steps below:

1. Complete and submit an Employment Application Packet and a Personal History Statement (PHS);
2. Receive an invitation to test and overview of the hiring process (sent via email);
3. Pass a written examination;
4. Pass a physical agility and swim test;
5. Receive a conditional job offer;
6. Successfully complete the interview board;
7. Pass a comprehensive background investigation;
8. Pass a polygraph examination;
9. Pass a physical examination, including pre-employment drug screen and vision requirements;
10. Be reviewed and appointed by the City Manager.

ANNUAL PAY:

CURRENT FY 2025-2026 STARTING ANNUAL BASE PAY FOR FIREFIGHTER (FY 2026-27 ANNUAL BASE PAY WILL BE DETERMINED AT A LATER DATE :

- **\$77,923 ANNUALLY** – includes approximate built in overtime of \$6,098.35 per year
- **\$5,000.00 Sign-On and Retention Incentive for Paramedics** (paid out as follows: \$2,500 at hire, \$1,500 after completion of first year, \$1,000 after completion of two years)

ADDITIONAL PAY (ANNUAL AMOUNTS):

- TCFP Intermediate Firefighter: \$600 | Advanced Firefighter: \$1,200 | Master Firefighter: \$1,800
- EMT – Intermediate: \$1,800 | EMT – Paramedic: \$3,000
- EMS/Fire Instructor: \$300
- Fire & Arson Assignment: \$1,800
- Bilingual (Spanish, German, or ASL only, test required): \$300
- Associate's Degree: \$600 | Bachelor's Degree: \$1,200 | Master's Degree: \$1,800

BENEFITS:

- Vacation – 180 hours per year
- Sick Leave – 180 hours per year
- Mental Health Leave
- Military Leave – 720 hours per year (Fire Operations)
- Bereavement – 24 hours per year
- Paid Parental Leave – 80 hours per year
- Longevity Pay
- TMRS – 7%, 2:1 city match
- Thirteen (13) Paid Holidays
- Medical, Vision, Dental, and Life Insurance
- Tuition Reimbursement up to \$5,000 annually
- Employee Assistance Program
- Tania Glenn and Associates
- Free Das Rec Membership
- Uniforms and Equipment

***Note: All insurance products are offered and effective on the first day of the month following 30 days of employment.**

For Information regarding test dates, application information and more, contact the City of New Braunfels Human Resources/Civil Service Department at 830-221-4390.

Please complete an online application at:



[City of New Braunfels Career Site](#)

The City of New Braunfels is an Equal Opportunity Employer

DEADLINE FOR APPLICATIONS:

Applications for this examination will be accepted until **Monday, September 21, 2026.**

APPLICANTS MUST ALSO PASS THE PHYSICAL AGILITY STANDARDS AND MEET ALL OF THE ADDITIONAL ELIGIBILITY REQUIREMENTS LISTED IN THE “ADDITIONAL SUITABILITY FACTORS,” WHICH CAN BE FOUND ON OUR [CIVIL SERVICE PAGE](#).



FIREFIGHTER

GENERAL PURPOSE: Under close supervision, performs firefighting, rescue, and emergency medical duties as required to protect lives and property; and maintains Fire Department equipment, tools, facilities, and vehicles. The City of New Braunfels Fire Department operates under Chapter 143 of the Texas Local Government Code.

PRIMARY DUTIES AND RESPONSIBILITIES:

The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.

- Operates, maintains, and inspects Fire Department vehicles, equipment, apparatus, tools, supplies, and hydrants; inspects and maintains facilities and grounds; inspects, tests, evaluates and repairs equipment after use; notifies supervisors of repair issues/problems beyond the scope of authority or skills.
- Inspects and maintains personal protective equipment and assures that all firefighting equipment is in a state of readiness and available for immediate use.
- Responds to emergency alarms and calls and performs fire suppression, rescue, and emergency medical duties as required to control emergency incident; relays orders, instructions, and information on emergency actions, and follows orders in stressful conditions with immediate response and action.
- Operates emergency, fire, rescue, medical and life saving tools and equipment; assists and coordinates with law enforcement personnel and other responders as required; ventilates and enters burning structures to extinguish fires and rescue victims.
- Mitigates hazards, emergency situations and hazardous materials incidents; performs salvage and clean-up activities at fire and emergency scenes.
- Performs station maintenance; maintains station living quarters in clean and orderly condition; operates, inspects, and maintains ambulance and other fire equipment; performs minor repairs on apparatus and equipment inside and outside of facilities.
- Learn current geography and physical layout of the City, traffic patterns, streets, landmarks and building locations, and special hazards of designated facilities, to assure that firefighting activities are accomplished in a fast, effective, and safe manner.
- Assists in the preparation and maintenance of required documentation and records.
- Assists with inspection of buildings for fire hazards and compliance with fire prevention ordinances; may assist with fire investigations.
- Conducts public education sessions for a wide variety of audiences; participates in fire prevention, pre-fire planning and safety programs; assists with training of citizens and volunteer staff as assigned.
- Attends training programs to continuously update work skills and knowledge.
- Performs other duties as assigned or required.

MINIMUM QUALIFICATIONS:

Education and Experience:

High school diploma or GED equivalent; must be eighteen (18) years of age.

Required Licenses or Certifications:

- Must possess a valid Texas Driver's License; acquire a Texas Class B Driver's License within six (6) months of hire date.
- If Certified; must provide both:
 1. Applicant must provide proof of Basic or higher Structural Firefighter certifications from Texas Commission on Fire Protection (TCFP) by the time of application or test date.
 2. Applicant must provide proof of Paramedic Emergency Medical Technician from Texas Department of State Health Services (DSHS) by time of application or test date.
- If Non-Certified; must provide both:

1. Applicant must provide proof of enrollment in TCFP Fire Academy or proof of out of state certifications and be eligible for reciprocity as a Firefighter with TCFP with initial application and must have successfully completed required certifications by date of conditional job offer
2. Applicant must provide proof of enrollment in DSHS approved EMT Paramedic program with the initial application; be in process of obtaining Texas DSHS certifications and must have successfully completed required certifications by date of conditional job offer.

Required Knowledge of:

- Fire Department and City policies, rules, guidelines, and procedures.
- Principles and practices of modern fire suppression, prevention, and emergency medical care.
- Procedures and equipment used in modern firefighting and emergency medical response.
- Operational characteristics of fire suppression apparatus and equipment.
- Methods and techniques of handling hazardous materials.
- City geography, traffic patterns, and the location of all streets, landmarks, and buildings.
- Pertinent Federal, State, and local laws, codes and regulations governing fire safety.

Required Skill in:

- Providing firefighting, rescue, and emergency medical services under emergency conditions.
- Observing and following safe firefighting practices.
- Following orders under stressful conditions.
- Recognizing the construction, contents, and occupancy of buildings in order to apply appropriate standard firefighting techniques.
- Assessing emergency medical needs, stabilizing patient, and providing emergency medical care.
- Operating and maintaining fire suppression apparatus, tools, and equipment.
- Maintaining physical condition required for the performance of assigned duties and responsibilities.
- Establishing and maintaining cooperative and effective working relationships with City employees, State and Federal agencies, and the general public.
- Performing maintenance and repair of firefighting vehicles, facilities, equipment, tools, and hydrants.
- Operating and maintaining computer and communications equipment.
- Effective, clear, and concise communication, both verbally and in writing.

Physical Demands / Work Environment:

- Work is performed outdoors and indoors with exposure to extreme weather conditions and temperature fluctuations with ability to rapidly adapt to changes.
- Requires constant and strenuous physical efforts including safely standing, kneeling, bending, crawling, and reaching for extended periods of time; ability to safely lift, carry, and move items weighing a minimum of one hundred (100) pounds and safely drag items weighing a minimum of one hundred seventy-five (175) pounds.
- Will be exposed to environmental allergens, gases, fumes, hazardous chemicals/materials, communicable diseases, and potential physical harm; varying noise levels; dark and confined spaces.
- Must be able to work irregular hours in uniform or wearing full protective gear and self-contained breathing apparatus including weekends, holidays, and evenings on any assigned shift.
- Must maintain a level of physical and mental fitness to meet standards.
- NOTE: This position is designated safety and/or security sensitive.

7/24/2026

Agenda Item No. C)

PRESENTER

Human Resources Generalist, Lori Stidham

SUBJECT:

Discuss and consider calling for a Police Officer entrance examination to fill a vacancy and/or create an eligibility list.

DEPARTMENT: Human Resources

HISTORIC DISTRICT/LANDMARK NAME: N/A

APPLICABLE CITATIONS:

N/A

FINDINGS:

N/A

STAFF ANALYSIS:

N/A

CITY OF NEW BRAUNFELS CIVIL SERVICE COMMISSION
BE IT ORDERED BY THE NEW BRAUNFELS CIVIL SERVICE COMMISSION

CERTIFIED POLICE OFFICER ENTRY LEVEL EXAM

Notice and appropriate action regarding the approval of the **CERTIFIED ONLY** POLICE OFFICER ENTRY LEVEL Examination. The hiring process has been approved in accordance with City of New Braunfels Firefighters and Police Officers Civil Service Commission Rules and Regulations (Local Rules).

ANNOUNCEMENT OF EXAM:

The next approved written examination will be administered on the following date and time:

Date: Saturday, October 17, 2026
Time: 8:00 a.m.
Place: New Braunfels Police Department
3030 West San Antonio Street
New Braunfels, Texas 78130

Check-in will begin at 7:15 a.m. **Late arrivals will not be admitted** and are considered disqualified. Photo identification through your current State-issued driver's license will be required at time of check-in for the examination.

PURPOSE:

The purpose of this examination is to establish an eligibility list to fill new and future vacancies. The eligibility list will be valid for a period of twelve (12) months from the date it is approved by the Commission, or until the list is exhausted.

QUALIFICATIONS:

The following list includes the minimum qualifications for taking the written examination:

1. Must be at least twenty-one (21) years of age at the time and date of the written examination.
2. Must submit proof of a High School Diploma or transcripts, G.E.D., or Home School transcript indicating completion.
3. Must have a Peace Officer License from Texas Commission on Law Enforcement (TCOLE) or provide proof of enrollment in a police academy or challenging TCOLE at the time of application, with a TCOLE test date prior to the formal offer of employment. The applicant will be required to show proof of passing the TCOLE exam through a copy of the TCOLE letter that reflects the score/grade by the date of the formal offer of employment. Applicants who are certified by the test date will be given preference on the eligibility list, regardless of their position on the list. A degree is not required if the applicant has this license.
4. Certified Officers with at least three (3) years of law enforcement experience will qualify for the lateral program (one [1] step will be recognized for each completed year of full-time prior service, as deemed applicable, up to Step [10]. Police Officers who have ten [10] or more years of full-time prior service shall be placed at Step 10.)
6. Must provide proof of your current valid Driver's License and cannot be prohibited from operating a motor vehicle by any other State or Federal law.
7. Must provide proof of a valid Social Security Card.
8. Must be a U. S. citizen.
9. Must be able to read, write and converse in English fluently.
10. Must not be prohibited from purchasing or carrying a firearm or possessing ammunition.
11. Must not have any of the disqualifying items listed in the attached "Additional Suitability Factors."

WRITTEN EXAMINATION:

Applicants who meet the minimum qualifications must pass a Civil Service entry-level written examination with a minimum passing score of 70% or higher. The exam consists of up to one hundred questions with a two-hour time limit. Veterans are eligible to receive five additional points after passing the exam with a minimum of 70%. To receive veteran's preference points, a copy of the DD-214 must be submitted with the initial application or on the test date. Applicants who pass the entrance exam are ranked on the eligibility list from highest to lowest score. Additional information on the written examination can be found [HERE](#).

PHYSICAL AGILITY:

All successful applicants will immediately proceed to the physical agility test on the same day as the written exam. Additional information on the physical agility test can be found [HERE](#).

HIRING PROCESS:

Prior to being hired, applicants must successfully complete all steps below:

1. Complete and submit an online employment application;
2. Receive an invitation to test and overview of the hiring process (sent via email);
3. Complete a Personal History Statement (sent via email with invitation to test);
3. Pass a written examination;
5. Pass a physical agility;
6. Pass a physical examination, including pre-employment drug screen & vision requirements;
7. Pass an oral interview board;
8. Receive a conditional job offer;
9. Pass a polygraph examination;
10. Pass a comprehensive background investigation;
11. Pass a psychological examination;
12. Be reviewed and appointed by the City Manager.

ANNUAL PAY:

CURRENT FY 2025-2026 STARTING ANNUAL BASE PAY FOR POLICE OFFICER (FY 2026-27 ANNUAL BASE PAY WILL BE DETERMINED AT A LATER DATE :

- CURRENT STARTING ANNUAL BASE PAY FOR CERTIFIED POLICE OFFICER: **\$74,642.00**
- **\$3,000** Sign-On and Retention Incentive for Certified Police Officers who have less than three (3) years of experience (paid out in three \$1,000 annual lump sum payments)
- **\$5,000** Sign-On and Retention Incentive for Certified Police Officers who have three (3) or more years of experience (paid out as follows: \$2,500 at hire; \$1,500 after completion of first year; \$1,000 after completion of two years)

ADDITIONAL PAY (ANNUAL AMOUNTS):

- TCOLE Intermediate Peace Officer \$600 | Advanced Peace Officer: \$1,200 | Master Peace Officer: \$1,800
- Associate's Degree: \$600 | Bachelor's Degree: \$1,200 | Master's Degree: \$1,800
- Bilingual (Spanish, German, or ASL only, test required): \$300
- Shift Differential for evening and night shifts

- Additional pay for specified certifications

BENEFITS:

- Vacation – 120 hours per year
- Sick Leave – 120 hours per year
- Mental Health Leave
- Military Leave – 150 hours per year
- Bereavement – 24 hours per year
- Paid Parental Leave – 80 hours per year
- Longevity Pay
- TMRS – 7%, 2:1 city match
- Thirteen (13) Paid Holidays
- Medical, Vision, Dental, and Life Insurance
- Tuition Reimbursement up to \$5,000 annually
- Employee Assistance Program
- Tania Glenn and Associates
- Free Das Rec Membership
- Uniforms, Footwear, Equipment, Weapons

***Note: All insurance products are offered and effective on the first day of the month following 30 days of employment.**

For position information, please contact the recruitment office at the City of New Braunfels Police Department at (830) 221-4139, or by email at joinnbpd@newbraunfels.gov.

Please complete an online application at:



[City of New Braunfels Career Site](#)

The City of New Braunfels is an Equal Opportunity Employer

DEADLINE FOR APPLICATIONS:

Applications for this examination will be accepted until **Friday, October 2, 2026**.

APPLICANTS MUST ALSO PASS THE PHYSICAL AGILITY STANDARDS AND MEET ALL OF THE ADDITIONAL ELIGIBILITY REQUIREMENTS LISTED IN THE “ADDITIONAL SUITABILITY FACTORS,” WHICH CAN BE FOUND ON OUR [CIVIL SERVICE PAGE](#).

POLICE OFFICER/CADET

GENERAL PURPOSE: Under general supervision, provides responsive and courteous police services in the protection of life and property through the enforcement of laws and ordinances, generally consisting of routine patrol, interventions, investigations and traffic regulation duties. The City of New Braunfels Department operates under Chapter 143 of the Texas Local Government Code and the City of New Braunfels Firefighters and Police Officers Civil Service Commission Rules and Regulations.

PRIMARY DUTIES AND RESPONSIBILITIES:

The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.

- Preserves the peace of the community through mediation, investigation, intervention, documentation, and arrest; utilizes all lawful means to improve the quality of life by reducing the fear and incidence of crime, recognizing and resolving problems, and meeting the public safety needs for the City of New Braunfels (City).
- Enforces local, state and Federal laws, and enforces compliance with local regulations and ordinances, according to policies, procedures and regulations.
- Patrols the City to respond to citizens' requests for assistance, enforce traffic regulations, detect crime, apprehend violators, and assure public safety.
- Patrols and provides security for assigned areas, looking for unusual or suspicious activities or persons; responds to emergency and non-emergency calls for service; communicates with victims, witnesses and suspects in cases; provides scene security and protection for Fire and medical personnel.
- Investigates crimes and accidents; secures and processes crime and accident scenes and identifies and collects evidence within scope of authority.
- Arrests law violators; transports and processes suspects, victims and prisoners.
- Completes detailed reports and required documentation; serves warrants and court documents.
- Maintains vehicle and equipment in accordance with Department guidelines.
- Represents the Police Department at court hearings; prepares reports and testifies in court cases.
- Assists and coordinates with other emergency services personnel, public organizations and businesses, and Federal, state and local law enforcement organizations.
- Presents education and information programs for community and school awareness projects; teaches and counsels residents on law enforcement activities and referral resources.
- Performs specialized functions in areas of expertise, including patrol and shift management, training, K-9, SWAT/SRT, and other special enforcement, intervention and investigative teams.
- Maintains the integrity, professionalism, values and goals of the City by assuring that all rules and regulations are followed, and that accountability and public trust are preserved.
- Participates in and performs field training duties and assignments as required.
- May be assigned to additional assignments or divisions as determined by Management.

- Performs other duties as assigned or required.

MINIMUM QUALIFICATIONS (ELIGIBILITY REQUIREMENTS): Education and Experience:

- High school diploma or GED equivalent.

Required Licenses or Certifications:

- For Certified Only Testing: The applicant must have a Peace Officer License from Texas Commission on Law Enforcement (TCOLE) or provide proof of enrollment in a police academy at the time of application, with a TCOLE test date prior to the formal offer of employment. The applicant will be required to show proof of passing the TCOLE exam through a copy of the TCOLE letter that reflects the score/grade by the date of the formal offer of employment. Applicants who are certified by the test date will be given preference on the eligibility list, regardless of their position on the list. A degree is not required if the applicant has this license.
- Must have a valid Texas Driver's License (or **must** be able to obtain as required by Texas State law if current driver's license is from another licensing state within the United States) **AND** cannot be prohibited from operating a motor vehicle by any State or Federal law.

Required Knowledge:

- Police Department guidelines, policies and procedures.
- City, county, state and federal laws, regulations, codes and ordinances.
- Texas criminal justice and court systems and the principles of criminal justice records management.
- Law enforcement methods, practices, and procedures.
- Basic criminal procedures on the apprehension, arrest, and custody of persons committing misdemeanors and felonies, including preservation and presentation of evidence in traffic and criminal cases.
- Basic criminal procedures on the rules of evidence, probable cause, use of force, and search and seizure.
- Investigative and interrogative procedures and protocols for observation of critical details.
- Available local community issues and regional community resources available to citizens.
- Geography, roads, and landmarks of City and surrounding areas.

Required Skills:

- Exercising controlled discretion in situations requiring diplomacy, fairness, and sound judgment.
- Recognizing suspicious behavior patterns, mediating difficult situations, and using effective arrest and control techniques.
- Interacting effectively with people of different socioeconomic and ethnic backgrounds.
- Remaining alert at all times and reacting quickly and calmly in emergency situations.
- Operating motor vehicles and special police equipment during emergency situations.
- Interpreting laws and regulations, making decisions, maintaining composure, and working effectively under stressful conditions and emergency situations.
- Evaluating facts and evidence, drawing logical conclusions and making proper recommendations.
- Identifying, collecting and preserving crime scene evidence.
- Working as a team member with other law enforcement agencies.

- Care, maintenance and safe operation of a variety of law enforcement vehicles, equipment, weapons and tools.
- Operating a personal computer using a variety of business software.
- Effective communication, both verbal and written.

Physical Demands / Work Environment:

- Work is performed indoors and outdoors with exposure to inclement weather; includes ability to stand and sit for long periods while maintaining alertness and rapid response; must be able to safely climb, crawl, bend, jump, balance, and run with minimal to no notice; and the ability to safely lift, drag and/or carry in excess of one hundred (100) pounds occasionally, and frequently lift and/or carry a minimum of fifty (50) pounds; may be exposed to physical attacks, hazardous chemicals, drugs, infectious and communicable diseases; required to physically restrain persons; subject to extended periods of intense concentration in review of crime scenes, special investigations and law enforcement report preparation; will be subject to working in and around water; may be required to ride a bike.
- Must be able to work in uniform, with duty belt, issued weapons, and a bulletproof vest.
- Must be able to work irregular hours that will include evenings, weekends, nights and holidays on any assigned shift.
- May be required to work immediately before, during or immediately after an emergency or disaster.
- Must maintain a level of physical fitness to meet Police Department standards.
- NOTE: This position is designated safety and/or security sensitive.