



Argyle Police Department

Service – Integrity – Leadership – Teamwork – Communication –
Continuous Improvement - Professionalism



Police Chief
Temple Cottle

Dear Applicant,

Thank you for inquiring about the police officer position with the Argyle Police Department. Attached you will find the initial process outline. It is an exciting time at the Argyle Police Department as we continue to grow in both population and professionalism. It is an excellent location to work and call home. We have the top public-school system in Texas, based on the Lone Star Cup awards, and boast the top private school in the state of Texas, Liberty Christian. Our economy and tax base are strong as we grow, yet we continue to maintain that rural feel by design.

We have a relaxed employee atmosphere where you can make a difference and find yourself to be an important part of the team instead of just a badge number. Although small today, we are growing and adding officers on a yearly basis. The Town encompasses approximately 12 square miles in southern Denton County. We have a strong commitment to service in the community and focus our efforts in that direction. As part of the hiring process, one of our patrol officers will give you the opportunity to discuss what it is like to work for the Argyle Police Department.

We have a heavy commitment to modernization in the police department as we answer about 5,000 calls for service in the community per year. We have an extremely active population that supports the department in everything we do.

Our schedules are flexible 12 hour shifts, and we strive to keep the family first when arranging for time off. The department furnishes all standard equipment and uniforms. We have a competitive employee benefits and pay package and our retirement system is the best TMRS has to offer.

If you would like to investigate becoming part of the best team in Denton County, contact our recruiter, Sgt. Segura at 940-271-4260 or asegura@argyletx.com or our administrative assistant, Cindy at 940-464-7254 or chess@argyletx.com to schedule testing.

Chief Temple Cottle
Argyle Police Department
940-464-7254 x204
tcottle@argyletx.com

506 N. Hwy. 377 – P.O. Box 609 – Argyle, Texas 76226
Town Hall: 940-464-7273 – Facsimile: 940-464-7948 - Police Department – 940-464-7254



Argyle Police Officer Application Qualification Information

To start the application process, the applicant must complete the following:

1. Complete a written application.
2. Copies of the following documents will also be submitted with the application:
 - a. Texas Peace Officer License
 - b. Driver's License
 - c. Information Release Form.
3. You will then be contacted and a written exam scheduled.

The minimum qualifications for all police officer applicants includes the following:

1. 21 years of age.
2. High school graduate or GED.
3. Pass a written examination.
4. Pass a physical ability test.
5. Pass a background investigation.
6. Licensed by TCOLE.
7. Pass a polygraph test.
8. Pass an oral interview.
9. Pass a physical examination, psychological screening, and drug test.
10. Be of good moral character.
11. Any other standards set by law or by policy of the Texas Commission on Law Enforcement.
12. Possess a valid Texas Driver's license.

The following are absolute disqualifiers for employment:

1. Any misstatement of fact, significant admission or omission during the application or background process shall be grounds for disqualifying action, including inconsistent statements made during the initial background interview, personal history statement or polygraph examination.
2. Adult conviction (including a deferred disposition) or admission of any felony, adult conviction (including a deferred disposition) of a Class A or B misdemeanor, or any family violence conviction.
3. Admission of any hallucinogenic drug use.
4. Admission of any other felony illegal drug use as an adult.
5. Admission of any misdemeanor drug use within the past 3 years.
6. Admission of any illegal drug use or possession while employed in any law enforcement capacity.



Argyle Police Officer Application Qualification Information

Disqualifiers, continued:

7. Termination or disciplinary action for any of the following;
 - a. Untruthfulness;
 - b. Any sustained pattern of acts constituting racial, ethnic or sexual harassment or discrimination;
 - c. Fighting in the workplace as an adult;
 - d. Gross insubordination, dereliction of duty or persistent failure to follow established policies and regulations.
 8. Dishonorable discharge from the U.S. military Service.
 9. Having undergone personal bankruptcy more than once.
 10. Three or more moving violation convictions within three years.
 11. Two or more chargeable, motor vehicle collisions within three years prior to the application.
 12. Tattoos, Body Art and Piercing
 - a. Tattoos must be socially acceptable and lack shock or offensive qualities that would not be acceptable to community standards. Tattoos cannot extend past the wrist onto the hands and cannot extend up onto the neck line or above.
 - b. With the exception of pierced ears, body piercing(s) are not authorized for wear by any agency personnel while representing the Department. Body piercings(s) must be covered by the official uniform or plainclothes apparel when agency personnel are representing the Department.
- **APPLICANTS MAY BE DISQUALIFIED FOR EMPLOYMENT AT ANY TIME IN THE SCREENING PROCESS.**



**TOWN OF ARGYLE
POLICE DEPARTMENT**

APPLICATION FOR EMPLOYMENT

Applications may be returned via mail, fax or email
to: Town of Argyle, PO Box 609, Argyle, TX 76226
chess@argyletx.com Fax: 940-464-7274



Last Name		M.I.	First Name	
Address (Street)			APT.#	Telephone ()
Town /State	ZIP Code	Alternate Phone Number ()		Social Security Number
Email Address:				

Position Desired:	How did you learn about the position?
Are you under 18 years of age? <input type="checkbox"/> Yes <input type="checkbox"/> No	Desired Salary:
Have you ever been employed by the Town of Argyle? If so, when?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you have a legal right to live and work in the U.S.A.?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you have a current Texas Drivers License? If so show number and type(i.e. class C, B, CDL...).	
License Number	Type of License
Military Service <input type="checkbox"/> Yes <input type="checkbox"/> No	Honorable Discharge Yes No
Type of Military Training	
Have you ever been convicted of a Felony or a DWI? <input type="checkbox"/> Yes <input type="checkbox"/> No (Conviction will not necessarily disqualify you from employment)	
What Counties/States	
If the position for which you are applying requires operation of a motor vehicle, list any traffic violations occurring during the past 5 years:	

EDUCATION: Please describe below any education or training you have received which qualifies you for the job you are applying. (Transcripts may be required).

High School/GED: (name)	(city)	(state)	(date graduated)	(degree held)
College: (name)	(city)	(state)	(date graduated)	(degree held)
Other: (name)	(city)	(state)	(date graduated)	(degree held)
Postgraduate studies: (name)	(city)	(state)	(date graduated)	(degree held)
Licenses held:	Expiration date:			
Licenses held:	Expiration date:			
Certifications held:	Expiration date:			
Certifications held:	Expiration date:			
Languages fluent in:				
Other certifications:				

Last Name:

First Name:

PRESENT OR MOST RECENT JOB: Complete the following, do not say “see resume.” Start with your most recent employment and work back. Be sure to include employer’s mailing address. List employment for previous 10 years.

1	Former or Current Employer			Type of Business		
	Address			City	State	Zip Code
Dates Employed		Salary		Supervisor Name		Phone Number
From:	To:	From:	To:			
Job Title				Reason for Leaving		
May we contact your present employer regarding your character, qualifications, and record of employment? <input type="checkbox"/> Yes <input type="checkbox"/> No						
Description of Duties:						

2	Former or Current Employer			Type of Business		
	Address			City	State	Zip Code
Dates Employed		Salary		Supervisor Name		Phone Number
From:	To:	From:	To:			
Job Title				Reason for Leaving		
May we contact your present employer regarding your character, qualifications, and record of employment? <input type="checkbox"/> Yes <input type="checkbox"/> No						
Description of Duties:						

3	Former or Current Employer			Type of Business		
	Address			City	State	Zip Code
Dates Employed		Salary		Supervisor Name		Phone Number
From:	To:	From:	To:			
Job Title				Reason for Leaving		
May we contact your present employer regarding your character, qualifications, and record of employment? <input type="checkbox"/> Yes <input type="checkbox"/> No						
Description of Duties:						

(Attach additional sheets if necessary)

Last Name:

First Name:

References: Include supervisors and persons **we may contact** to verify your performance and qualifications.

1	Name:	Occupation:
Your Supervisor? <input type="checkbox"/> Yes <input type="checkbox"/> No		Organization:
Mailing Address:		Daytime Phone:

2	Name:	Occupation:
Your Supervisor? <input type="checkbox"/> Yes <input type="checkbox"/> No		Organization:
Mailing Address:		Daytime Phone:

3	Name:	Occupation:
Your Supervisor? <input type="checkbox"/> Yes <input type="checkbox"/> No		Organization:
Mailing Address:		Daytime Phone:

PLEASE READ THE FOLLOWING INFORMATION CAREFULLY, THEN SIGN AND DATE BELOW.

ACCURACY OF INFORMATION: Please review each page to make sure all parts are accurate and complete. I understand that my eligibility will be based on the information contained on this application.

FALSIFICATION OF INFORMATION: I hereby certify that all statements made on this application are true and correct and I understand that any false statement made by me on this application could cause me to be ineligible for employment or terminated from employment. Further, I understand that I am required to abide by all rules and regulations of the employer.

VERIFICATION OF INFORMATION: I authorize the Town of Argyle to investigate and verify the facts claimed by me on this application. I further authorize my former employers to provide any information requested by the Town of Argyle.

EMPLOYMENT AT WILL: I understand that nothing in this Application, or in any prior or subsequent written or oral statement, creates a contract of employment or any rights in the nature of a contract. I agree and understand that if I am hired by the Town, my employment will be at will, for an indefinite period of time and may be terminated at any time, with or without cause or notice, at the option of the Town or myself. I understand that I have the right to end my employment at any time and that the Town retains that same right. I also understand that no one has the authority to enter into any contract, agreement or modification of the foregoing unless such contract, agreement or modification is in writing and signed by the Town Manager of the Town of Argyle.

The Town of Argyle is an equal opportunity employer. If you have a disability that requires special needs in the employment process, please notify the ADA Coordinator 48 hrs. in advance at (940) 464-7273.

Applicant Signature

Date



Certified Police Officer Pay and Lateral Transfer Program

Are you an experienced officer at a comparable or larger agency? The Argyle Police Department values your experience. Below are the details of our Lateral Entry Program.

Starting Lateral Pay as of October 1st, 2018:

- 2-3 years of experience: \$56,287
- 4-7 years of experience: \$58,561
- 8+ years of experience: \$60,926

Certification Pay

- Master Peace Officer + \$1800
- Advanced Peace Officer + \$1200
- Intermediate Peace Officer + \$600

Qualifications

- You must have a minimum of two years of continuous experience as a paid, full-time certified Peace Officer at a comparable law enforcement agency. Out of state applicants must challenge and pass the TCOLE state exam before a final job offer is made by the Argyle Police Department.
- You must have worked for a law enforcement agency in a municipality or Sheriff's office as a sworn police officer where you had the authority to enforce laws, investigate crimes, make arrests, carry a firearm, and use discretion as part of their assigned duties in the United States or U.S. Territories. Your principal responsibilities must have included experience answering law enforcement calls for service as a 1st responder,
- Time served as a reserve officer or other type of unpaid peace officer will not be used to calculate an applicant's time on active service for qualification for the lateral entry program.
- You must complete the hiring process with no more than a 180 day break in service from the time you separated from a comparable law enforcement agency.
- You must have a valid Texas Driver License at the time of hire.
- You must be licensed by the Texas Commission in Law Enforcement (TCOLE).
- You must have the ability to pass all pre-employment screenings to include: a written examination, physical ability test, extensive background investigation, oral board, psychological exam, polygraph, physical and drug screen.
- There must not be any pending disciplinary actions or investigations for misconduct or criminal activity. All reports of separation or F5s must reflect an honorable discharge from all previous agencies.

EEO-1 Voluntary Self Identification Form

The Equal Employment Opportunity Commission (EEOC) requires all private employers with 100 or more employees as well as federal contractors and first-tier subcontractors with 50 or more employees AND contracts of at least \$50,000 complete an EEO-1 report each year. Covered employers must invite employees to self-identify gender and race for this report.

Completion of this form is voluntary and will not affect your opportunity for employment, or the terms or conditions of your employment. This form will be used for EEO-1 reporting purposes only and will be kept separate from all other personnel records only accessed by the Human Resources department. Please return completed forms to the HR department.

If you choose not to self-identify your race/ethnicity at this time, the federal government requires the Town of Argyle to determine this information by visual survey and/or other available information.

NAME: _____

JOB TITLE: _____

DATE COMPLETED: _____

GENDER:

(Please check one of the options below)

Male Female

RACE/ETHNICITY:

(Please check one of the descriptions below corresponding to the ethnic group with which you identify.)

Hispanic or Latino: A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race.

White (Not Hispanic or Latino): A person having origins in any of the original peoples of Europe, the Middle East or North Africa.

Black or African American (Not Hispanic or Latino): A person having origins in any of the black racial groups of Africa.

Native Hawaiian or Pacific Islander (Not Hispanic or Latino): A person having origins in any of the peoples of Hawaii, Guam, Samoa or other Pacific Islands.

Asian (Not Hispanic or Latino): A person having origins in any of the original peoples of the Far East, Southeast Asia or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand and Vietnam.

Native American or Alaska Native (Not Hispanic or Latino): A person having origins in any of the original peoples of North and South America (including Central America) and who maintains tribal affiliation or community attachment.

Two or more races (Not Hispanic or Latino): All persons who identify with more than one of the above five races.

I do not wish to disclose.



ARGYLE POLICE DEPARTMENT

AUTHORITY TO RELEASE INFORMATION

TO WHOM IT MAY CONCERN:

I hereby authorize the Argyle Police Department and its authorized representatives bearing this release, or a copy thereof, within one year of its date, to obtain any information in your files pertaining to my employment, military, credit, education or medical records, including not limited to academic, achievement, attendance, athletic, personal history, and disciplinary records, medical records, and credit records.

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 official use. Consent is granted to all parties to furnish such information, as described above, to third parties in the course of fulfilling its official responsibilities. I hereby release you, as custodian of such records, and 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 to release information, or attempt to comply with it.

I am furnishing my Social Security Account Number on a voluntary basis with the understanding such is not required by any law or regulation. I have been advised that all parties will utilize this number only to facilitate the location of employment, military, credit, and educational records concerning me in connection with this application. Should there be any question as to the validity of this release, you may contact me as indicated below:

Applicant's Printed Full Name: _____

Address: _____

Telephone Number: _____

Applicant's Notarized Signature: _____

Sworn to and signed before me, on this the _____ day of _____, _____,
in and for _____ county, in the state of _____.

Signature of Notary Public: _____

NOTARY SEAL

Printed Name of Notary Public: _____

My Commission Expires: _____