



Please return completed application to:  
Karen Thompson, City Secretary  
100 East Main Street, Suite 300  
P.O. Box 589 (78691)  
Pflugerville, TX 78660  
By fax 990-4364  
By email to [citysecretary@pflugervilletx.gov](mailto:citysecretary@pflugervilletx.gov)

### APPLICATION FOR APPOINTMENT TO THE PERSONNEL APPEAL BOARD

All information provided in this application is public information pursuant to the provisions of the Texas Public Information Act.

The Personnel Appeal Board conducts hearings and renders decisions regarding employee appeals to suspensions, demotions, and terminations. Not less than 5 members are appointed by the Mayor with the advice and consent of the City Council to serve for up to 3 years. Any given board is composed of 3 appointed members. Members must be at least 21 years of age, have no criminal record, no prior employment with the City, and are required to have 3 years city residency. Because vacancies may arise before the next regular appointment period, all applications are kept on file until the next application period.

Name: Dwain Jones Telephone: \_\_\_\_\_

Residential Address: 2104 Hayfield Square

E-mail Address: \_\_\_\_\_ Alternate Telephone: \_\_\_\_\_

Resident of the City of Pflugerville for 14 years.

Are you a registered voter of the City of Pflugerville? ☒ Yes ☐ No Voter Registration No. \_\_\_\_\_

Are you at least 21 years of age? ☒ Yes ☐ No Do you have a criminal record? ☐ Yes ☒ No

Do you have prior employment with the City? ☐ Yes ☒ No

Have you been a resident of the City of Pflugerville for at least 3 years? ☒ Yes ☐ No

Does any potential conflict of interest exist which may interfere or inhibit you to carry out the duties of a Personnel Appeal Boardmember? ☐ Yes ☒ No (If Yes, please explain.)

What experience do you have regarding escalated employment relations issues?

I've been hiring, disciplining and terminating employees for 30 years.

What experience or skills would you bring to the Personnel Appeal Board that pertains to adjudicating a dispute between employees and employers?

Prior retail manager. For the last 15 years I've been with the City of Hutto. For 10 of those years I've been in a command position with the authority to hire and discipline employees.

What is your interest in serving on the Personnel Appeal Board?

Give back to the community in a small way that interests me.

What is your work experience (or submit a resume)?


Have you ever served on an arbitration or similar appeal panel?

Yes, with the city of Hutto in a discipline hearing.

Please provide any additional information you feel would be useful to the Mayor and City Council in considering your application. Please use additional sheets as necessary. A cover letter and/or resume may also be submitted with the application.

By signing this application, I hereby affirm that I am aware of the requirements for the position and certify that I meet those requirements.

Applicant Signature:



Date: 10/7/2014

**DWAIN M. JONES**

2104 Hayfield Square  
Pflugerville, TX 78660

---

SUMMARY

PROFESSIONAL EXPERIENCE

**City of Hutto Police Department, Hutto TX**

11/99 – present

Patrol Division Lieutenant 12/04 to present  
Interim Chief of Police June 2014 to August 2014  
Interim Chief of Police July 2011 to January 2012  
Interim Chief of Police April 2005 to December 2005  
Patrol Sergeant 4/02 to 12/04  
Patrol Officer 12/99 to 4/02

As the patrol division commander, I lead 4 patrol Sergeants and 13 patrol officers. In addition I lead two administrative assistants. I am responsible for all aspects of the patrol division operations, including a budget of over 1.5 million dollars.

**Williamson County Constable Pct. 4, Taylor TX**

3/97 – 11/99

**Deputy Constable**

As a Deputy I served civil papers and patrolled a portion of Williamson County. I enforced state laws, county ordinances and also assisted other law enforcement departments. I worked approximately 80 hours a month while maintaining my full time day job. I left to start my full time career with City of Hutto.

**Autozone, Austin TX**

5/96 – 12/99

**Commercial Parts Manager**

Supervised a staff of 4, helped launch the new concept of commercial parts to a select number of local garages. My store had the highest sales volume in the company. Completed daily paperwork, maintained inventory, increased the number of accounts we served with superior customer service and handled all customer requests and complaints. I left to start my full time career as a peace officer.

**Mustang Ridge Police Department, Mustang Ridge TX**  
**Reserve Police Officer**

1/95 – 3/97

I patrolled the city and enforced state and city laws as well as ordinances while in this capacity. I worked approximately 60 hours a month while maintaining my full time day job.

**A-Line Auto Parts, Austin TX**  
**Commercial Parts Counter Manager**

3/95 – 5/96

I was responsible for opening and closing of the store, auto parts sales to corporate accounts and also walk-in customers. I was also responsible for inventory control and the daily paperwork and banking transactions. Left to launch Commercial Parts Department at Auto Zone.

**Autozone, Austin TX**  
**Parts Sales Manager**

2/94 – 3/95

I was responsible for all facets of day-to-day operation of the store. My staff included 10 employees. We were responsible for serviced our customers, controlling inventory, accepting returns, all banking matters, cash control and maximizing and maintaining the efficient running of the store. I was also responsible for hiring and training staff. I ended my career as a store manager to pursue my law enforcement career by reserving on weekends.

**CAPCO Regional Training Academy, Austin TX**

11/93 – 2/94

Attended the Academy for my peace officer license.

**Performance Wheel & Tire, Austin TX**  
**Store Manager**

7/89 – 11/93

I was responsible for the day-to-day operations of a high-end automotive speed shop. We specialized in high performance specialty parts. I supervised 2 employees, sold parts, placed special orders and catered to a high-end clientele. I controlled the inventory; generate profit and loss statements and also all banking matters. I left to pursue my dream of being a police officer and attended CAPCO.

**Wholesale Auto Parts, Huntsville AL**  
**Counter Sales**

2/89 – 6/89

Most of my time was spent selling parts and organizing the store. I also created eye-catching displays to increase sales. I left due to a move back to Austin.

**Autozone, Austin TX**  
**Store Manager**

11/85-1/89

I was responsible for the day-to-day operations of the largest volume store in Austin. My staff of over 30 kept our store in top shape and won us recognition within our region. I was also responsible for maintaining staff levels, inventory levels, banking transactions, generating profit and loss statements and exemplary customer service. It was my eye for detail that also brought us recognition as an example to other managers in our region. I also was in constant interaction with our customers and demonstrated a higher level of customer courtesy and service. I left this position to move to Huntsville AL.

**Awards**

Hutto Police Department Certificate of Merit-2013  
Hutto Police Department 15 year safe driving Award-2013  
Hutto PD Officer of the Year-2011  
FBI-LEEDA Trilogy Award-2011  
City of Hutto Core Value-Commitment to Excellence-2011  
City of Hutto Core Values-Fairness 2010  
City of Hutto, Core Values-Service Minded 2008  
City of Hutto, Outstanding Service 2007  
City of Hutto Core Values-Role Modeling and Mentoring 2007  
Hutto Police Department, Officer of the Year 2006  
100 Club of Central Texas, Circle of Excellence 2006  
Hutto Chamber of Commerce, Outstanding Service 2005  
City of Hutto, Leadership Award 2005  
Hutto Police Department, Officer of the Year 2003

**Texas Commission on Law Enforcement Standards and Education Awards**

TCLEOSE Advanced Peace Officer Certificate  
TCLEOSE Instructor Proficiency Certificate  
TCLEOSE Firearms Instructor Certificate  
TCLEOSE Special Investigator Certificate  
TCLEOSE Field Training Officer

**Professional Affiliations**

Texas Municipal Police Association  
Texas Police Chiefs Association  
Texas Police Officers Association  
FBI-Law Enforcement Executive Development Association