



POLICE DEPARTMENT APPLICANT REQUIREMENTS

ELIGIBILITY REQUIREMENTS

Applicants must be 21 years of age and have not reached the age of 45 before the date of hire. Must hold a valid Texas Driver's License. Must be a U.S. Citizen. Applicants must possess a high school diploma or GED and at least one (1) of the following qualifications:

- Currently holds a Texas Peace Officer's License; **or**
- Have successfully completed a Basic Peace Officer's course and be eligible for licensing at the time of the entrance examination; **or**
- Have thirty (30) semester hours of college credit from an accredited degree granting college or university with an average grade point average (GPA) of "C" or above. Courses from a trade school and/or technical school are not applicable toward the required college credit; **or**
- Have completed thirty-six (36) months of active duty military service.

HIRING PROCESS

All individuals seeking employment as a Police Officer will undergo the following:

- Open, competitive and free Civil Service written examination, which will test general knowledge and aptitude.
- Physical Ability Test
- Background Investigation
- Oral Interview Board
- Polygraph Examination
- Psychological Examination
- Medical Examination and Drug Screen

WRITTEN EXAMINATION

Applicants will have 2 hours to complete the written examination. It will consist of 100 multiple-choice questions. All applicants will receive an identical examination.

PHYSICAL ABILITY EXAMINATION

The physical ability test is designed to simulate the activities typically performed by police officers during the course of their duty. There will be a minimum rest period of 10 minutes between the run stages.

- EVENT 1 - 30 sit-ups per minute
- EVENT 2 - 25 pushups, no time limit. Applicants may rest in up position only.
- EVENT 3 - 1.5-mile run in 14 minutes 36 seconds
- EVENT 4 - 300-meter run in 1 minute 11 seconds

ELIGIBILITY LIST

The names of those candidates who pass the exam will appear on the Eligibility Roster, which will remain in effect for 12 months from the date of the exam unless exhausted sooner. Applicants are ranked by the total score of the written exam plus applicable military points.

MILITARY EXPERIENCE

Applicants must score 70 or better on written test. Five (5) points are added to passing score for military experience with honorable discharge. DD214 must be provided by the exam date.

PERSONAL HISTORY STATEMENTS

All applicants must complete a City of Watauga Police Department Personal History Statement, which will be used in conducting a thorough background check.

CRIMINAL HISTORY

1. The applicant must not:
 - a. have been convicted for any offense above the grade of a Class B misdemeanor;
 - b. have been convicted for a Class B misdemeanor in the past ten years;
 - c. have been convicted for any type of family violence offense;
 - d. have knowingly, intentionally, or recklessly committed a felony offense as an adult;
 - e. be on court-ordered community supervision or probation for any misdemeanor offense

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- above the grade of a Class C misdemeanor;
- f. have any commissions, unadjudicated or deferred adjudication for any misdemeanor offense above the grade of a Class C misdemeanor in the past three years, except for marijuana use;
 - 1. In the event of a commission of an offense, the date of the commission will be used to calculate the time disqualification.
 - 2. In the event of a finding of an unadjudicated or deferred adjudication for an offense, the date the offense was committed will be used to calculate the time disqualification.
 - g. be the subject of any current arrest warrant above the grade of a Class C misdemeanor;
 - h. have formal criminal charges above a Class C misdemeanor pending before the District Attorney's Office or Grand Jury; and
 - i. be prohibited by any state or federal statute from possessing a firearm.
- 2. A violation of the laws of another state, federal law, the laws of a foreign country, or the Uniform Code of Military Justice for or based on the violation of an offense containing elements that are substantially similar to the elements of an offense listed in Paragraph 1(a)-(i) above shall be treated the same as a comparable violation of Texas law.
 - 3. The applicant must have all Class C misdemeanor warrants must be cleared within fourteen (14) days of notification of the existence of the warrants;
 - 4. In the event that an applicant receives a conviction, probation, or court-ordered community supervision for a criminal offense, the date of conviction, probation, or community service is imposed will be used to calculate the time period.
 - 5. The applicant must not have been convicted of or admitted to:
 - a. the possession, use, manufacture, or delivery of any Penalty Group 1, or anabolic steroids after February 27, 1991, within the last five (5) years or more than five (5) times in their lifetime; or
 - b. the possession, use, manufacture, or delivery of any Penalty Group 2 within the three (3) years or more than five (5) times in their lifetime ; or
 - c. the possession or use, without a prescription, of any Penalty Group 3 drug within the last two (2) years or more than five (5) times in their lifetime; or
 - d. possession or use of marijuana within the last four (4) years;
 - e. abuse of inhalants within the last five (5) years.

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- f. use of illegal drug while employed in any law enforcement or prosecutorial position, or while employed in a positions which carries with it a high level of responsibility or public trust.
- g. selling any illegal drug for profit during their lifetime.

DRIVING RECORD

1. The applicant must possess a valid driver's license;
2. The applicant must not:
 - a. have more than three convictions, pleas of guilty, or pleas of nolo contendere for hazardous moving traffic violations in the last two years; or
 - b. have more than five convictions for traffic violations, pleas of guilty, or pleas of nolo contendere for hazardous moving violations in the last five years;
 - c. have pending or unresolved traffic citations from any agency or jurisdiction whose conviction would create a minimum standard violation;
 - d. have more than two at-fault vehicle accidents in the last two years; and
 - e. have any license suspensions in the last two years.

OTHER STANDARDS

1. The applicant will submit to a search of local, state and national records and fingerprint files, or a search of such files discloses any identity falsification or criminal record that disallows the candidate from employment.
2. An applicant must meet all the requirements for licensing as specified by Texas Commission on Law Enforcement (TCOLE).
3. An applicant must be able to obtain any license or permit required for the position sought, for any reason. (i.e. The applicant must possess a valid Texas driver's license with an acceptable driving record and must not be prohibited by State or Federal law from operating a motor vehicle)
4. Applicant must not have intentionally or knowingly falsified any information or presented the application with any significant omissions of information in the application form.
5. Applicants must complete and return their Personal History Statement by the due date established by Civil Service Director. Applicants will be disqualified over for failure to fill in all blanks, failure to provide notary seals as required, failure to attach requested documents or failure to cooperate fully with and keep scheduled appointments unless prior arrangements have been made. Applicants shall not contact Police Department Administrators, Background

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Investigators, or Human Resource Personnel to inquire about the status of their application. Applicants may contact the Human Resource Department if they have specific questions regarding the application process.

6. Applicant has a history of unstable work, i.e., including short terms of employment over his/her employment history; difficulty receiving orders or working with coworkers, etc. Due to the variables involved, each situation shall be considered on a case-by-case basis. Rejection under this provision shall be temporary in nature and an applicant shall be eligible for reapplication after a five (5) year period.
7. Applicants who have been dismissed or resigned in lieu of dismissal from any employment for inefficiency, delinquency, or misconduct: Said dismissal or termination shall be considered on a case-by-case basis. Rejection under this provision shall be considered permanent.
8. Applicants who have demonstrated a failure to pay just debts:
 - a. Due to the variables involved, each situation shall be considered on a case-by-case basis. Factors which shall be considered include, but are not limited to: type and number of debts, reasons for the bad credit, extenuating circumstances, and the potential for the credit-related problems impacting the applicant's judgment and integrity. Resolution of bad credit may result in re-qualification.
 - b. An applicant cannot currently have a delinquent student loan(s) unless an agreement in writing has been made with the financial institution to repay the delinquent loan. An applicant will be allowed thirty days following the posting date of the eligibility list in which to provide the documentation.
 - c. An applicant who has been ordered to pay child support must be current in payment of child support unless an agreement, in writing, has been made and filed with the appropriate court of jurisdiction.

MILITARY HISTORY

The applicant must not have been discharged from any military service under less than honorable conditions including, but not limited to:

1. other than honorable conditions;
2. bad conduct;
3. dishonesty; or
4. any other characterization of service indicating bad moral character.

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