

# CITY OF BELTON



## MINIMUM REQUIREMENTS FOR POLICE OFFICER

- a. Must be certified, or meet the requirements to attend the necessary training to be certified, by the Texas Commission of Law Enforcement Standard and Education.
- b. Must be a least 21 years of age. High School diploma or equivalent required. Must be able to competently read and write the English language.
- c. Must possess, or be able to obtain, a valid Texas State Class C Driver's license with a good driving record.
- d. Must pass written and physiological testing. Selected candidate must pass a pre-employment drug screen test.
- e. Selected candidate must pass physical agility test administered **immediately after passing written exam.**
- f. Must submit a DD-214 to verify an honorable discharge from the military, if applicable.

### Civil Service Department

Local Government Code

Sec. 143.023 (c) A person who is 45 years of age or older may not be certified for a beginning position in a police department.



**YOU MUST SIGN AND BRING THIS ON THE DAY OF THE CIVIL SERVICE EXAM**

## DISQUALIFICATIONS

**NOTE: Conviction or Convicted** - A person is convicted if he/she has pled guilty, no contest (nolo contendere), or been found guilty in a trial, regardless of whether:

- The sentence is subsequently probated and the person is discharged from probation;
  - The defendant has received an un-adjudicated or deferred adjudication probation, pre-trial diversion or similar deferred disposition, for a criminal offense;
  - The case has been made the subject of a expunction order; or
  - The person is pardoned, unless the pardon is expressly granted for subsequent proof of innocence.
1. Failure to meet the minimum requirements for the position applied.
  2. Conviction of an offense above the grade of a Class B misdemeanor or a Class B misdemeanor within the last ten years.
  3. Have been or currently on court-ordered community supervision or probation for any criminal offense above the grade of Class B misdemeanor or a Class B misdemeanor within the last ten (10) years from the date of the court order.
  4. Currently under indictment for any criminal offense.
  5. Convicted, received deferred judgment, placed on court ordered probation or community supervision for any felony offense.
  6. Convicted of and/or received a deferred judgment for any family violence offense.
  7. Prohibited by state or federal law from operating a motor vehicle.
  8. Prohibited by state or federal law from possessing firearms or ammunition.
  9. Have been discharged from any military service under less than honorable conditions including, specifically:
    - A. under other than honorable conditions;
    - B. bad conduct;
    - C. dishonorable; or
    - D. any other characterization of service indicating bad character.
  10. Texas Commission on Law Enforcement Officer Standards and Education license denied by final order or revoked, currently on suspension, or have a voluntary surrender of license currently in effect.
  11. History of delinquent payments, not meeting financial obligations, or repeated occurrences of issuing checks without sufficient funds, without extenuating circumstances.
  12. Discharged from any commissioned or recruit position within a law enforcement agency for disciplinary reasons. Resigned to avoid suspension or discharge, or having resigned during a disciplinary investigation without a final judgment being rendered.

13. Failure to cooperate fully with and keep all scheduled appointments with staff personnel involved in the selection process. Failure to provide added personal information as needed, or failing to submit information update/changes within ten days of the change.
14. Illegible application or gaps in employment. Failure to follow directions on application or dishonesty or deception at any time during the application process.
15. Not being of good moral character or being known to habitually associate with those of questionable moral character.
16. Not current on child support payments.
17. History of sustained Internal Affairs complaints or behavior that indicates negative job performance.
18. Driver's license suspension within past 5 years (suspensions older than 5 years will be reviewed on a case by case basis); however, **this does not include suspensions resulting from MIP violations.**
19. Any use of marijuana within the last three (3) years from time of application. Others factors, such as age at time of use and frequency will be reviewed for eligibility.
20. Must not have any defects or any physical condition that would interfere with the duties and performance of a police officer. This would include visible tattoos, visible piercing (other than ear), or tooth jewelry.
21. Must not use any drugs or narcotics. Any prior use of a Schedule I controlled substance, including but not limited to heroin, cocaine, crack cocaine, opium, and methamphetamine is an automatic disqualifier.
22. Must not drink alcohol excessively.
23. Must not have an excessive record of traffic convictions or negligent traffic collisions. This is defined as having three (3) convictions for moving or non-moving violations, or a combination thereof, within the two (2) year period prior to the date of application, or during the hiring process. (Example: An applicant having two (2) convictions prior to the date of application would be disqualified if convicted for a third traffic violation during the application process.) Payment, defensive driving, and deferred adjudication are all forms of convictions.
24. Any applicant who has been rejected by the Belton Police Department two (2) times is permanently disqualified from employment as a licensed peace officer with this agency.
25. Failure to pass any portion of the hiring process, including the oral review board.

I \_\_\_\_\_ have read the eligibility requirements and disqualifiers for the position of police officer with the City of Belton and attest that I meet the requirements for this position.

Signed \_\_\_\_\_ Print Name \_\_\_\_\_ Date \_\_\_\_\_



# Belton Police Department

## Applicant Selection Procedure

The testing procedure for applicants with the Belton Police Department consists of seven parts, which are explained in more detail below. Each part or test must be passed to move on in the process. Applicants who pass all seven areas of the process, based on availability of open positions, will be offered employment as either a cadet or if certified already, as a probationary police officer.

The probationary period is a non-civil service position and lasts one (1) year from date of hire or in the case of a cadet, one year from the date of graduation from the police academy. Applicants hired as a cadet will be sent to a regional TCOLE approved police academy. The cost of the 20-week police academy is paid by the City, and the cadet is paid a salary while attending the academy.

(1) **Written Examination:** The written examination consists of approximately 75 multiple choice questions dealing with Math, Reading Comprehension, Grammar and Incident Report Writing. Applicants must pass each section of the exam with a grade of 70 or higher in order to pass the overall test.

(2) **Physical Fitness Requirements:** All police applicants are required to pass the Department's physical readiness test in order to continue in the application process. The minimum standard for all applicants and new recruits is passing the physical readiness test at the Department baseline percentile according to their age and gender.

**Physical Readiness:** The Department's physical readiness test consists of rowing 2000 meters on a Concept 2 Rower. The Rower is the only tool to measure the VO2max from the horizontal plane outside of water, which is significant because we want to target exercise options that focus on low-impact and our efforts to further reduce injuries. VO2max is a measure of the body's capacity for aerobic work and, thus, can be a predictor of a person's potential for endurance. VO2max is a scientifically accepted measure of cardio respiratory fitness. Of course, there are other factors that come into play: the individual's training, genes, body weight, muscle volume, etc.

(3) **Initial Supervisory Interview Board:** Following a limited cursory background review, applicants will interview with an oral interview board made up of supervisory personnel with the Department. Those recommended by this board for further consideration will begin a thorough background investigation process.

(4) **Background Investigation:** A thorough investigation into each applicant's background will be conducted by Belton Police Department personnel.

(5) **Command Staff Oral Board Interview:** Each applicant who passes the above tests will be subject to an interview by a board comprised of Belton Police Department Command Staff personnel and the Civil Service Director. If the board passes the applicant, he/she will be offered a position, if an opening exists, as a probationary officer with the department contingent on the applicant passing the medical evaluations.

(6) **Conditional Offer of Employment**

(7) **Medical/Psychological evaluation and Drug Screen:** Each applicant passed by the board must complete a medical and psychological exam, as well as submit to a drug screen.



**Employment Record**

Instructions: Beginning with your most recent job, list below jobs you have held, specifically describing duties performed. Include any job-related military service assignments or volunteer work. You may exclude organizations which indicate race, color, religion, gender, national origin, disability, or other protected status. You may attach a résumé, but must still complete this section in full. If you need additional space, please continue on a separate sheet of paper.

|   |                      |           |                      |
|---|----------------------|-----------|----------------------|
| <b>LIST NAME, ADDRESS, AND PHONE NUMBER OF PREVIOUS EMPLOYERS WITH MOST RECENT EMPLOYER FIRST</b> | <b>FROM</b>          | <b>TO</b> | <b>ENDING SALARY</b> |
| Job Title   |                      |           |                      |
| Employer Name   | Immediate Supervisor |           |                      |
| Address   | Phone                |           |                      |
| Duties  |                      |           |                      |
| Reason For Leaving  |                      |           |                      |

|                    |                      |           |                      |
|--------------------|----------------------|-----------|----------------------|
|                    | <b>FROM</b>          | <b>TO</b> | <b>ENDING SALARY</b> |
| Job Title          |                      |           |                      |
| Employer Name      | Immediate Supervisor |           |                      |
| Address            | Phone                |           |                      |
| Duties             |                      |           |                      |
| Reason For Leaving |                      |           |                      |

|                    |                      |           |                      |
|--------------------|----------------------|-----------|----------------------|
|                    | <b>FROM</b>          | <b>TO</b> | <b>ENDING SALARY</b> |
| Job Title          |                      |           |                      |
| Employer Name      | Immediate Supervisor |           |                      |
| Address            | Phone                |           |                      |
| Duties             |                      |           |                      |
| Reason For Leaving |                      |           |                      |

|                    |                      |           |                      |
|--------------------|----------------------|-----------|----------------------|
|                    | <b>FROM</b>          | <b>TO</b> | <b>ENDING SALARY</b> |
| Job Title          |                      |           |                      |
| Employer Name      | Immediate Supervisor |           |                      |
| Address            | Phone                |           |                      |
| Duties             |                      |           |                      |
| Reason For Leaving |                      |           |                      |

**SPECIAL SKILLS/QUALIFICATIONS**

List any additional special job-related skills or qualifications you may have received from your experiences (e.g., licenses/certifications, office/computer skills).

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**APPLICANT'S STATEMENT (PLEASE READ AND SIGN BELOW)**

I certify that all answers in this application are true and complete to the best of my knowledge. I also understand that any offer of employment may be conditional on the satisfactory results of a drug screening, driver's license check, and/or medical examination. I authorize investigation of all statements contained in this application for employment, as may be necessary in arriving at an employment decision and do not hold the City or any other individual involved in this investigation liable for information obtained in the process. I also understand that false or misleading information given in an interview or within this application may result in elimination from consideration for employment or discharge from employment should I be hired. I further understand that, if employed, I will abide by all City of Belton rules and procedures.

Signature \_\_\_\_\_

Date \_\_\_\_\_

# CITY OF BELTON

## APPLICANT INFORMATION SHEET

The following information is requested for record keeping purposes in compliance with state and federal employment laws. The information will not be used for making employment decisions and will be separated from your application.

|                                    |             |
|------------------------------------|-------------|
| <b>PERSONAL DATA</b>               | Date        |
| Name (Last, First, Middle Initial) |             |
| Street/Route/P.O. Box              |             |
| City, State, Zip Code              |             |
| Home Phone                         | Other Phone |
| Date of Birth                      |             |

### ETHNICITY/GENDER

The following ethnic categories have been determined by the Equal Employment Opportunity Commission. You must indicate one of the following:

- |  |  |
|--|--|
| <input type="checkbox"/> American Indian/Aleutian Female | <input type="checkbox"/> Black Male      |
| <input type="checkbox"/> American Indian/Aleutian Male   | <input type="checkbox"/> Hispanic Female |
| <input type="checkbox"/> Asian/Filipino Female           | <input type="checkbox"/> Hispanic Male   |
| <input type="checkbox"/> Asian/Filipino Male             | <input type="checkbox"/> White Female    |
| <input type="checkbox"/> Black Female                    | <input type="checkbox"/> White Male      |

### BACKGROUND

1. Highest level of education completed:

- Grades 1-11
- High School/GED
- Associate's Degree
- Bachelor's Degree
- Master's Degree
- Ph.D.

2. Previous or current military service:

Branch of Service \_\_\_\_\_

Dates of Service \_\_\_\_\_

Type of Discharge \_\_\_\_\_

Please indicate below the job title of each position for which you are submitting an application today.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_