

# 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, as well as a pre-employment drug screen test.
- e. Selected candidate must pass a physical assessment administered on a date other than the date of the 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.



## 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 Police 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 Civil Service written exam assesses the knowledge, skills, abilities, and personal characteristics necessary for success in law enforcement. *No prior police training or experience is assumed of candidates taking this entry level exam.* Applicants must pass the exam with a grade of 70 or higher in order to pass the overall test. A study guide is not necessary to pass the exam; however, if the candidate wishes to purchase a study guide, this can be done through the following website. Please access <http://ipma-hr.org/tests-assessment/supporting-materials/study-guides/entry-level-police-officer-candidate-study-guide-3rd-edition>.

(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. *The physical fitness testing **will not be completed on the same day as the written exam.** This testing will be at a later date.*

**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 processes 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 Command Staff Oral Board must complete a medical and psychological exam, as well as submit to a drug screen.



## BELTON POLICE DEPARTMENT ENTRY LEVEL POLICE OFFICER DISQUALIFICATIONS

**APPLICANT MUST SIGN AND EITHER BRING THIS ON THE DAY OF THE CIVIL SERVICE EXAM OR SUBMIT WITH YOUR APPLICATION PACKET.**

**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. Currently under indictment for any criminal offense.
  4. Convicted, received deferred judgment, placed on court ordered probation or community supervision for any felony offense.
  5. Convicted of and/or received a deferred judgment for any family violence offense.
  6. Prohibited by state or federal law from operating a motor vehicle.
  7. Prohibited by state or federal law from possessing firearms or ammunition.
  8. 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.
  9. Texas Commission on Law Enforcement license denied by final order or revoked, currently on suspension, or have a voluntary surrender of license currently in effect.
  10. History of delinquent payments, not meeting financial obligations, or repeated occurrences of issuing checks without sufficient funds, without extenuating circumstances.
  11. 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.
  12. 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.
  13. Illegible application or gaps in employment. Failure to follow directions on application or

dishonesty or deception at any time during the application process.

14. Not being of good moral character or being known to habitually associate with those of questionable moral character.
15. Not current on child support payments.
16. History of sustained Internal Affairs complaints or behavior that indicates negative job performance.
17. Driver's license suspension within the past five (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.**
18. Any use of marijuana within the last three (3) years from the time of this application. Other factors, such as age at the time of use and frequency will be reviewed for eligibility.
19. Must not have any defects or any physical conditions that would interfere with the duties and performance of a police officer. This includes visible tattoos, visible piercing (other than ear), or tooth jewelry.
20. 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.
21. Must not drink alcohol excessively.
22. 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.
23. 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.
24. Failure to pass any portion of the hiring process, including the Command Staff Oral Board Interview.

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.

Print Name \_\_\_\_\_ Signature \_\_\_\_\_

Date \_\_\_\_\_

# City of Belton

## Application for Employment

**Submit to:**  
 City of Belton- HR  
 100 S. Davis  
 P.O. Box 120  
 Belton, Texas 76513-0120  
 Tel: (254) 933-5805 Fax: (254) 933-5859  
[hr@beltontexas.gov](mailto:hr@beltontexas.gov)

<b>Position applied for</b>		<b>Date of application</b>	
<b>Name</b> (last, first, middle)		<b>E-mail Address</b>	
<b>Address</b>	Street/Route/P.O. Box	City	State Zip Code
<b>Cell Phone</b>		<b>Alternate Phone</b>	
Do you have a valid driver's license? <input type="checkbox"/> Yes <input type="checkbox"/> No State _____ Lic.# _____ Exp. Date _____ Type _____		Are you related by kinship or marriage to any City of Belton employee or City Council member? <input type="checkbox"/> Yes <input type="checkbox"/> No  If yes, give name and relationship.	
Can you show proof of eligibility to work in this country? <input type="checkbox"/> Yes <input type="checkbox"/> No Are you under 18 years of age? <input type="checkbox"/> Yes <input type="checkbox"/> No Have you been employed under any other names? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, list all:		Have you been convicted of any felony or misdemeanor (excluding minor traffic violations but including DWI)? If yes, please explain (will not necessarily disqualify applicant for employment) :	
Have you ever been employed by the City of Belton? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, list dates:		Date available for work:	
If currently employed, may we contact your present employer? <input type="checkbox"/> Yes <input type="checkbox"/> No		Type of work: (Full-time / Part-time / Temporary)	
<b>EDUCATION AND TRAINING</b>			
Are you a high school graduate? <input type="checkbox"/> Yes <input type="checkbox"/> No   School Name _____ City/State _____ Do you have a GED certificate? <input type="checkbox"/> Yes <input type="checkbox"/> No   City/State _____			
<b>College(s) Attended</b>	<b>Location</b>	<b>Major</b>	<b>Degree Obtained</b>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
Please list any other training and education including Trade School, Business College, etc., which would further qualify you for the position.			
_____ _____			
<b>REFERENCES</b> (Provide the information requested on three persons not related to you and who have not been your previous employer.)			
<b>Name &amp; Relationship</b>	<b>Address</b>	<b>City/State/Zip</b>	<b>Telephone</b>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

The City of Belton is an Equal Opportunity/Reasonable Accommodation/At Will employer and does not discriminate on the basis of race, color, religion, sex, age, national origin, disability, or veteran status.

**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.

LIST NAME, ADDRESS, AND PHONE NUMBER OF PREVIOUS EMPLOYERS WITH MOST RECENT EMPLOYER FIRST	FROM	TO	ENDING SALARY
Job Title			
Employer Name	Immediate Supervisor		
Address City/State	Phone		
Duties			
Reason For Leaving			
	FROM	TO	ENDING SALARY
Job Title			
Employer Name	Immediate Supervisor		
Address City/State	Phone		
Duties			
Reason For Leaving			
	FROM	TO	ENDING SALARY
Job Title			
Employer Name	Immediate Supervisor		
Address City/State	Phone		
Duties			
Reason For Leaving			
	FROM	TO	ENDING SALARY
Job Title			
Employer Name	Immediate Supervisor		
Address City/State	Phone		
Duties			
Reason For Leaving			
<b>SPECIAL SKILLS/QUALIFICATIONS</b>			
List any additional special job-related skills or qualifications you may have received from your experiences (e.g., licenses/certifications, office/computer skills).			
_____			
<b>APPLICANT'S STATEMENT (PLEASE READ AND SIGN BELOW)</b>			
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.

PERSONAL DATA	Date
Name (Last, First, Middle Initial)	
Street/Route/P.O. Box	
City, State, Zip Code	
Home Phone	Other Phone
Date of Birth	
Social Security # (xxx-xx-xxxx)	

### 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. \_\_\_\_\_