POLICE DEPARTMENT EMPLOYMENT

PLEASE NOTE:

Application packets are only available if the City if hiring police officers.

Please check the

City's job listing for current, available positions.

- Eligibility Requirements
- Ineligibility List
- Disqualifiers List
- Employee Compensation/Benefits

ELIGIBILITY REQUIREMENTS FOR POLICE OFFICER

- Applicant must be at least 21 years of age;
- Applicant must be a citizen of the United States.
- Police Recruits must have a high school diploma; or a high school equivalency certificate and have completed at least 12 hours at an institution of higher education with at least a 2.0 grade point average on a 4.0 scale; or an honorable discharge from the armed forces of the United States after at least 24 months of active duty service. This does not apply to Certified Texas Peace Officers.
- Must possess a current and valid motor vehicle operator's license;
- Have been honorably discharged from any and all military service or provide proof of acceptable military re-enlistment eligibility if prior service is uncharacterized;
- Not have been convicted at any time of an offense of family violence;
- Not have been on court-ordered community supervision or probation for any criminal offense above the grade of a Class B misdemeanor or a Class B misdemeanor within the last ten years from the date of the court order;
- Not ever been convicted of an offense above the grade of a Class B misdemeanor or a Class B misdemeanor within the last ten years;
- Not have any criminal charges pending or under indictment for any criminal offense;
- Not be currently on court-ordered community service or probation for any criminal offense;

- Not have excessive traffic tickets or accidents;
- Not have had a license issued by the Texas Commission on Law Enforcement Officer Standards and Education revoked or suspended;
- Be of good moral character
- Must be able to work shift work, holidays and weekends
- Must have the ability to read and comprehend training materials, departmental policy, rules, regulations, laws and ordinances;
- Must have the ability to establish effective working relationship with other employees, law enforcement agencies and the public;
- Must have the ability to learn the use and care of firearms and specialized equipment;
- Must posses 20/20 vision, either corrected or uncorrected or uncorrected in each
 eye, unless vision is corrected by the use of contact lenses which must be worn on
 duty and/or during all law enforcement related activities. Must be free of
 dichromatic color blindness, night blindness and any other visual deficiencies or
 limitations.
- Must posses hearing with less than a 30 decibel loss, either corrected or uncorrected in each ear. Uncorrected hearing cannot exceed a 60 decibel loss in each ear.

INELIGIBILITY AND DISQUALIFIERS LIST

Below is a list of occurrences that may disqualify the applicant either permanently or make the applicant ineligible for hire for a specified period of time. These causes for disqualification are in accordance with Texas Commission on Law Enforcement Officer Standards and Education. These causes include, but are not limited to those listed below:

INELIGIBILTY LIST

- 1. <u>IS NOT A CITIZEN OF THE UNITED STATES.</u> The applicant will be considered ineligible until citizenship is obtained in accordance with state and federal laws.
- 2. HAS BEEN CONVICTED OF OR ADMITTED TO CONDUCT that constitutes a Class A or Class B misdemeanor under the Penal Code or equivalent under federal law, to include the Uniform Code of Military Justice (UCMJ), within ten (10) years, will result in a temporary rejection. Crimes involving moral turpitude may result in permanent disqualification and will be considered on a case-by-case basis with appropriate consideration of circumstances and recency.

Has been convicted of or admitted to conduct which constitutes a felony under state or federal law, to include the UCMJ. Conviction of or admission to conduct that constitutes a felony will result in a permanent disqualification.

An applicant will not be considered for employment while charges are pending for any criminal offense.

NOTE:

For the purposes of item #2 mentioned above, a person is convicted of a felony or misdemeanor crime involving moral turpitude, if a court of competent jurisdiction enters an adjudication of guilt against the person, or a plea of guilty is entered by the person, under the laws of this or another state or the United States, regardless of whether:

The sentence is subsequently probated and the person is discharged from probation or community supervision;

Deferred adjudication is granted;

The accusation, complaint, information, or indictment against the person is dismissed is released from all penalties and disabilities resulting from the offense: or

The person is pardoned for the offense, unless the pardon is granted expressly for subsequent proof of innocence.

- 3. HAVING A CONVICTION FOR DRIVING UNDER THE INFLUENCE (DWI OR DUI) WITHIN TEN (10) YEARS PRECEDING THE DATE OF APPLICATION OR DURING THE HIRING PROCESS. This will result in a temporary disqualification until the ten-year time period has expired from the date of the conviction.
- 4. NOT EVER BEEN OR CURRENTLY ON COURT ORDERED COMMUNITY SUPERVISION OR PROBATION ABOVE THE GRADE OF A CLASS B MISDEMEANOR OR A CLASS B MISDEMEANOR WITHIN THE LAST 10 YEARS. This will result in a temporary disqualification until the ten-year time period has expired from the date of the court order.
- 5. HAS FAILED TO DEMONSTRATE THEIR ABILITY TO READ, WRITE AND FLUENTLY SPEAK THE ENGLISH LANGUAGE. The applicant will be ineligible until the deficiency is corrected.
- 6. <u>IS UNABLE TO PERFORM THE ESSENTIAL FUNCTIONS OF THE POSTION TO WHICH HE/SHE SEEKS APPOINTMENT, WITH OR WITHOUT REASONABLE ACCOMMODATION.</u> The applicant will be ineligible until he/she is able to perform the essential job functions.
- 7. IS UNABLE TO OBTAIN A TEXAS DRIVERS LICENSE WITHIN THE SPECIFIED TIME REQUIRED BY THE TEXAS TRANSPORTATION CODE. The applicant will be ineligible until he/she is able to obtain a Texas Drivers License.

DISQUALIFIERS LIST

Subject to final interpretation by the Chief of Police or his/her designee any of the following categories can be used as guidelines for temporary or permanent disqualification.

1. <u>HAS USED ILLICIT SUBSTANCES AS INDICATED IN THE</u> FOLLOWING GUIDELINES:

Applicants will be temporarily disqualified when they have admitted to conduct which constitutes illegal use of marihuana during the last ten (10) years.

Applicants, who admit to conduct which constitutes abuse of legally obtained prescription medication(s), or illegal use of prescription medication(s) of another person, may be temporarily or permanently disqualified. Conduct involving the abuse and/or misuse of prescription medication(s) will be considered on a case-by-case basis with consideration given to circumstances and recency.

Applicants will be permanently disqualified when it has been determined or they have admitted to conduct which constitutes illegal use of felony grade substances as defined in the Texas Penal Code.

2. <u>APPLICANTS WILL BE TEMPORARILY DISQUALIFIED WHO HAVE VIOLATIONS EXCEEDING THREE (3) EVENTS (MOVING VIOLATIONS OR PREVENTABLE ACCIDENTS) IN THE PRECEDING THIRTY-SIX (36) MONTHS OR A RECKLESS DRIVING CONVICTION IN THE PRECEDING SIXTY (60) MONTHS.</u>

Lesser but more severe violations that tend to indicate driving habits that are not compatible with the operation of emergency vehicles and present potential liabilities to the City of Allen will be temporarily disqualified. Reapplication will be permitted when the candidate can meet the above standards.

3. HAS BEEN DISMISSED OR RESIGNED IN LIEU OF DISMISSAL FROM ANY EMPLOYMENT FOR INEFFICIENCY, DELINQUENCY, OR MISCONDUCT.

Said dismissal or termination will be considered on a case by case basis. Disqualification under this provision will be considered permanent.

DISQUALIFIERS LIST CONTINUED:

4. HAS MADE ANY FALSE STATEMENTS IN ANY MATERIAL FACT, WITHHELD INFORMATION, PRACTICED OR ATTEMPTED TO PRACTICE ANY DECEPTION OR FRAUD IN HIS/HER APPLICATION, EXAMINATION, OR APPOINTMENT.

Depending on variables involved, disqualification may be either permanent or temporary.

5. FAILED TO COMPLETE OR SATISFACTORILY MEET THE EMPLOYMENT PROCESS REQUIREMENTS OF THE RESPECTIVE DEPARTMENT. This includes missed appointments, failure to return necessary paperwork, failure to notify the department of changes in address or telephone numbers, or who otherwise failed to complete the application process.

Applicants will be temporarily disqualified for a minimum six (6) months before the applicant will be able to apply for a position within the police department.

FAILED TO SATISFACTORILY COMPLETE THE ORAL INTERVIEW PROCESS. Applicants will be disqualified for failure to verbally communicate effectively and appropriately; failure to demonstrate an understanding of the roles and responsibilities of the position applied for; failure to present the maturity expected out of the applicant; or failure to accurately and precisely respond to questions of the interviewers.

Applicants will be temporarily disqualified for a time period of one-year from the date the applicant failed the oral interview process before he/she can apply for a position within the police department.

7. HAS EXERCISED POOR JUDGMENT SKILLS WITHIN THE PRECEDING FIVE (5) YEARS. The applicant has demonstrated either immaturity or poor judgment in the applicant's decision making process.

Examples of such conduct would include, but is not limited to the following:

Attendance at parties or social functions at which controlled substances or dangerous drugs are consumed, and such activity is know or should have been known by the applicant;

Silent acceptance of known illegal conduct by others in his/her presence;

Workplace behavior/decisions that adversely affect the business or associates, with little or no objectively justifiable need for such behavior.

DISQUALIFIERS LIST CONTINUED:

Disqualification under this provision will be temporary until the applicant can demonstrate that the applicant's judgment skills have developed.

8. <u>HAS AN UNSTABLE WORK HISTORY.</u> I.E., including short terms of employment over the applicant's employment history; has a history of employment in an illegal occupation.

Disqualification under this provision will be temporary in nature and applicants will be eligible for reapplication after a five (5) year period. Due to the variables involved, each situation will be considered on a case-by-case basis. Disqualification for employment in an illegal occupation will be permanent in nature.

9. HAS DEMONSTRATED A FAILURE TO PAY JUST DEBTS. Applicants will be considered on a case-by-case basis due to the number of variables involved. Factors that will be considered include type and number of debts, repeated occurrences of issuing bad checks without sufficient funds (This includes checks covered by overdraft protection), reasons for the bad credit, extenuating circumstances, and they potential for the credit-related problems impacting the applicant's judgment and integrity.

This disqualification is for one year after establishing and maintaining a history of no delinquent payments.

10. HAS FAILED TO MEET ALL LEGAL REQUIREMENTS NECESSARY FOR FUTURE LICENSING AND CERTIFICATION AS REQUIRED BY THE TEXAS COMMISSION ON LAW ENFORCEMENT OFFICER STANDARDS AND EDUCATION.

Applicants will be temporarily disqualified until he/she can meet the above standards.

Applicants will be permanently disqualified if he/she has ever had a law enforcement commission license revoked or denied by final order or having voluntarily surrendered your license to avoid suspension.

11. <u>BEING A MEMBER OF ANY ORGANIZATION, WHICH ADVOCATES</u>
THE OVERTHROW OF THE GOVERNMENT BY FORCE OR
VIOLENCE.

The applicant will be permanently disqualified under this provision.

DISQUALIFIERS LIST CONTINUED:

12. <u>BEING DISCHARGED FROM ANY MILITARY SERVICE UNDER LESS</u> THAN HONORABLE CONDITIONS INCLUDING:

Under other than honorable conditions; bad conduct; dishonorable; or any other characterization of services indicating bad character.

The applicant will be permanently disqualified under this provision.

12. WITHOUT BEING ENUMERATED IN THE ABOVE DISQUALIFIERS, IF CIRCUMSTANCES EXIST WHICH INDICATE THE APPLICANT IS CLEARLY UNSUITED FOR A CAREER WITH THE ALLEN POLICE DEPARTMENT; The applicant will be permanently disqualified under this provision.

MOST COMMON DISQUALIFIERS

- 1. Failing to cooperate fully with and keep all scheduled appointments.
- **2.** Failing to fully provide all necessary information on the personal history statement.
- **3.** Failing to supply the needed documents within the specified time limits.
- **4.** Failing to provide added personal information as needed.

EXAMPLES:

Not attending scheduled appointments with the Allen Police Department staff.

Not updating the Background Investigator in a timely manner of any changes in address, jobs (law enforcement related or otherwise) and phone numbers.

- **5.** Making any false statement of fact.
- 6. Being deceptive by statement or omission in the pre-screening application and/or the personal history statement or by any means in any part of the selection process.

EXAMPLES:

- You write that you have 2 tickets on the Pre-Screening Application, however, on the Personal History Statement you write that you have 4.
- You write on the Pre-Screening Application you have never used drugs, however, on the Personal History Statement you claim to have tried marihuana.

COMPENSATION

The current hiring salary for Certified Officers is \$45297.36 and \$41556.24 for Recruits.

INSURANCE

The City of Allen provides medical, dental, life, and long-term disability insurance for employees at no cost, or at a cost of \$20.00 monthly, depending on the Plan of Coverage you choose. Dependents may be covered under these plans at group rates. We also offer optional programs, including short-term disability, vision, and additional life insurance at group rates. All employees are covered by workers compensation for injuries sustained in the line of duty.

HOLIDAYS

Officers receive eight paid holidays per year.

VACATION

**	3.08 hrs/pay period	Less than 1 year
*	4.62 hrs/pay period	2 thru 9 years
*	6.15 hrs/pay period	10 or more years of service

SICK LEAVE

Officers earn 72 hours of sick leave per year. There is no limit to the amount of sick leave hours you may accrue.

RETIREMENT

The City of Allen participates in the Texas Municipal Retirement System. Employees contribute 7% of their salary to the program. Upon retirement, the City of Allen will match the employee's contribution two to one. The City of Allen is also a participant in Social Security.

UNIFORMS AND EQUIPMENT

The City of Allen supplies officers with their duty weapon, dress uniforms and most equipment. Costs of cleaning, and shoes or boots are incurred by the officer.