



GIDDINGS POLICE DEPARTMENT

POLICE OFFICER RECRUITMENT AND SELECTION GUIDELINES

Revised October 2016

EQUAL EMPLOYMENT OPPORTUNITY

The Giddings Police Department is an equal opportunity employer. Discriminating against or preference for any person in recruitment, hiring, discharge, pay, fringe benefits, membership, training, examination, appointment, promotion, retention, discipline, or any other aspect of employment because of race, color, sex, age, religion, national origin, marital status, handicapped status or non-merit factor is prohibited. Situations may occur where specific age, sex, or physical requirements constitute a bona fide occupational qualification (BFOQ) necessary for proper and efficient administration.

MINIMUM STANDARDS

1. Meet all City of Giddings employee standards.
2. Must not have applied with the Giddings Police Department in the previous 12 months.
3. Not have made any false statement or omissions on any application.
4. Be of good character and reputation.
5. Must live within a 30 mile or 30-minute response time from the Police Department.
6. Be a citizen of the United States of America AND possess a valid Texas Drivers License.
7. Age requirements for telecommunicators is 18 years of age. For peace officers, applicant must be 21 years of age; or 18 years of age if the applicant has received:
 - a. an associate's degree; or 60 semester hours of credit from an accredited college or university; or
 - b. has received an honorable discharge from the armed forces of the United States after at least two years of active service;
8. Be a high school graduate or have earned a GED.
9. Have a stable credit record. Situations created by economic conditions will be considered on a case by case basis.
10. Be licensed by the TCOLE, or eligible for licensure, and not have ever had a TCOLE (TCLEOSE) license revoked.
11. Must not have been, *within the last ten (10) years*;
 - a. Convicted, or placed on court-ordered community supervision or probation, for any criminal offense of the grade of Class B misdemeanor.
 - b. Convicted of the offense of driving while intoxicated or driving while under the influence of drugs.
12. Must NEVER have been;
 - a. Charged with any criminal offense for which conviction would be a bar to licensure;
 - b. Convicted, or placed on court-ordered community supervision or probation, for any criminal offense of the grade of Class A misdemeanor or above.
 - c. Convicted or placed on community supervision in any court of an offense involving family violence as defined under Chapter 71, Texas Family Code;
 - d. Never received a dishonorable or other discharge based on misconduct which bars future military service;
13. Police officer applicants must not be prohibited by law from possessing a firearm.
14. Must be fingerprinted and be subject to a search of local, state, and national records and fingerprint files to disclose any criminal records.
15. Must submit to interviews by representatives of the City of Giddings and the Giddings Police Department.
16. Must pass a physical, psychological, and drug (hair follicle) examination, by facilities chosen by the City of Giddings, and be declared to be drug-free.
17. Must have the ability to perform the essential job functions for the position of Patrol Officer and meet the minimum standards set out by Texas Administrative Code 1701, as required for licensure.

HIRING FLOWCHART

An Application will be processed in the following manner:

1. Applicant should verify that he/she meets the Minimum Standards for the City, as well as the Police Department prior to proceeding.
2. Complete a City of Giddings “*General Application*” and a TCOLE *Personal History Statement*. Both can be found on the Department website. The completed applications will be reviewed for completeness and to determine that the applicant meets eligibility requirements. All applicants who have not met all minimum standards, will not be processed further.
3. Applicant must pass *Oral Board Interview*. That Board shall consist of police and/or city employees, including the Chief of Police. Applicants who successfully complete and pass the *Oral Board Interview* will proceed to the next step. All other applications will be terminated.
4. A background investigator will conduct a complete background investigation. Any information found in the investigation that does not comply with minimum hiring standards, or is contrary to information obtained in any application or the *Oral Board Interview*, will be cause for termination of the application.
7. Applicant must pass a drug, psychological, and physical evaluation performed by professionals chosen by the City of Giddings. Should the examination(s) discover compelling negative evidence in any of the dimensions identified in the examination, the employment process will be terminated.
8. Applicants who successfully pass all of the above aspects of application, may be offered a position, if and when a position is vacant.
9. All police department employees must successfully complete field training and a 12-month probationary period. Police Cadet employees must also complete the assigned police academy and a four-year employment commitment.