City of San Angelo

Human Resources Department 72 W. College Avenue, Suite 201 San Angelo, TX 76903 (325) 657-4221 Fax (325) 657-4530

January 4, 2024

Dear Applicant:

This brochure outlines the requirements for entrance into the San Angelo Police Department. Additional information can be obtained by contacting our website at www.sanangelopolice.org or www.cosatx.us under Human Resources and Fire and Police Department Applications.

According to Civil Service Law, every applicant for a Police Rookie position must take a Civil Service Examination. Salary amounts are subject to change each year. The next examination will be Friday, March 1, 2024 at the McNease Convention Center, 501 Rio Concho Dr., San Angelo, TX 76903 at 9:00 a.m. Registration will begin at 8:30 a.m. Candidates should arrive early to allow for processing. Applications must be received by 5:00 p.m. on Friday, February 23, 2024 by the Human Resources Department located at 72 W. College Ave. Suite 201, San Angelo, TX 76903. Applications received after this date will not be able to test on March 1, 2024.

Applicants that pass the written exam should be prepared to complete the physical agility exam the same day. Registration for the physical agility exam will start at 12:30 p.m. with the exam beginning at 1:00 p.m. Please dress in athletic attire.

Study materials and/or a practice test for the Peace Officer Civil Service entrance exam can be purchased at www.stanard.com. Click on "For Candidates", "POST/NFST Study Materials", and then select the Online POST Practice Test and/or Online POST Study Guide.

Please complete the application and return it along with the original documents listed on the Application Checklist to the Human Resources Department. The Human Resources Department will make copies of the documents and return the originals back to you. If you have any questions, contact the Human Resources Department (325) 657-4221 or email hr@cosatx.us.

Your application must be complete and returned with all necessary documents. Incomplete applications will not satisfy eligibility requirements.

Once your application has been submitted, it is your responsibility to keep the application up-to-date. Report any changes to the Human Resources Department in writing.

Thank you for your interest in employment with the City of San Angelo.

Sincerely,

Veronica Sanchez Civil Service Director

Veronica Sanchez

Revised 01.03.2024

FOLLOW THE INSTRUCTIONS FOR SUBMITTING AN APPLICATION

- 1. Complete the application.
- 2. All documents (if applicable) must be submitted with your application.
- 3. You MUST submit originals. The Human Resources Department will make copies of your original documents.

APPLICATION CHECKLIST

		(Arrange documents in the following order)
	1.	Application signed and dated by applicant
	2.	Completed Screening Questionnaire
	3.	Driver's License
	4.	Social Security Card
	5.	Birth Certificate (must have seal from the Bureau of Vital Statistics) or Naturalization Certificate
EDUCATIO	ON:	
	6.	High School Diploma or
	7.	High School equivalency certificate (GED)
	8.	High School Transcript
	9.	GED Transcript
	10.	College Diploma(s)
	11. be ret	College Transcript(s) - must submit official transcripts for all colleges/universities attended. All official transcripts wil ained
	12.	Any Technical School Certificates/Licenses
MILITARY	: List a	II periods of service.
	13. indic	Individuals with military service MUST provide a copy of their discharge papers (DD 214 Form) for each period of service ating HONORABLE to be eligible for Veteran's points.
	14.	Applicants currently in the reserves/national guard MUST submit a letter from their Commanding Officer indicating good

IMPORTANT MINIMUM QUALIFICATIONS

In order to meet the necessary minimum qualifications set out by the Texas Commission of Law Enforcement Officers Standards and Education, all applicants must meet the following minimum qualifications:

- 1. Applicants must have a high school diploma, or a GED, or 12 semester hours credit from an accredited college or university, or an honorable discharge from the armed forces after 24 months of active duty service;
- 2. Have not been and not 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 10 years;
- 3. Not currently under indictment for any criminal offense;

standing to be eligible for Veteran's points.

- 4. Have not ever been convicted of an offense above the grade of a Class B misdemeanor, or a Class B misdemeanor within the last 10 years;
- 5. Have never been convicted of any family violence offense and not prohibited by state or federal law from operating a motor vehicle or possessing firearms or ammunition;
- 6. Have no illegal drug use in the previous 2 years; and
- 7. Be a U.S. Citizen.

PREFACE

In 1947, the Texas Legislature passed a law allowing each city the opportunity to vote "for" or "against" civil service for fire and police. The citizens of San Angelo elected the civil service system for fire and police in 1948 and in the fall of 1948, the Civil Service Commission was established in San Angelo.

The Civil Service Commission has established rules and procedures governing its operation in compliance with the state law, which is found in the Texas Local Government Code Chapter 143.

The commission shall provide for open, competitive and free entrance examinations to provide eligibility lists for beginning positions in the fire and police departments. The examinations are open to each person who makes a proper application and meets the requirements prescribed by this chapter.

As you embark on your quest to become a police officer, we wish you success, remembering that many individuals have preceded you and are yet to follow you and that each individual has an equal chance to succeed.

THE CIVIL SERVICE COMMISSION HUMAN RESOURCES DEPARTMENT 72 W. COLLEGE AVENUE, SUITE 201 SAN ANGELO, TEXAS 76903 (325) 657-4221

SAN ANGELO POLICE COMMUNITY SERVICES 301 W. BEAUREGARD AVENUE, SUITE 205 SAN ANGELO, TEXAS 76903 (325) 657-4331

BASIC REQUIREMENTS TO BE MET

The police service of the City of San Angelo is under the State's Civil Service Statutes for Municipal Government (Texas Local Government Code Chapter 143). Each applicant must meet certain requirements to become a police officer.

The City of San Angelo has a non-discriminatory policy which states:

The City will not discriminate in its Human Resources selection, or hiring, training, or promotions with regards to race, color, religion, sex, or national origin as defined in Title VII of the Civil Rights Act of 1964, as amended.

DO YOU MEET THE MINIMUM REQUIREMENTS OUTLINED BELOW?

AGE: Persons for the police department shall be certified for beginning positions in accordance with the age requirements in Chapter 143 of the Texas Local Government Code. Generally, twenty-one (21) is the minimum age for applicants. However, state and federal law provide an exception to the minimum age. An applicant younger than twenty-one should contact the Human Resources Department at (325) 657-4221 for more information regarding age limits. The maximum age to apply is forty-five (45).

EDUCATION: All applicants must have a high school diploma or a GED certificate. Applicants must be able to intelligently read and write the English language. This requirement must be met before the applicant can take the exam.

CHARACTER & BACKGROUND: All applicants must be of good moral character with temperate habits. Applicants with a felony conviction will not be accepted under the state laws nor will applicants who were former civil service employees dismissed for misconduct or disciplinary reasons. Applicants with illegal drug use in the previous 2 years will not be eligible to apply.

PHYSICAL EXAMINATION: The city's Human Resources Department will make appointments for physical examinations of the candidates beginning at the top of the roster. A candidate who does not pass the physical examination will be dropped from the roster.

PHYSICAL CONDITION: All applicants must pass a rigid physical examination before employment. The candidate must have adequate strength for rescue drag and demonstrate good cardiovascular endurance. The candidate must be able to lift 93 lbs.

EYESIGHT: Eyesight must be correctable to 20/30 in each eye binocularly. The maximum uncorrected visual acuity is 20/200. Must be able to successfully pass the Ishihara color-blind test.

WITH MINIMUM REQUIREMENTS MET, WHAT DO YOU DO TO APPLY?

APPLICATION: Complete the application and return it to the Human Resources Department. If you make an application before an examination is announced, the Human Resources Department will notify you by mail (at the address on the application) when and where the examination will be held.

When you submit your application, you should have the following original items attached:

- 1. The application form must be completed and signed.
- 2. Additional application sheets should be attached to explain items on the form where you do not have enough space. Under employment, you must include all your employment for the last ten years.
- 3. Your high school diploma or GED certificate.
- 4. Your high school transcript or GED transcript.
- 5. Your college degree(s).
- 6. Your college transcript(s).
- 7. Your technical school certificate(s).
- 8. A certified copy of your birth certificate or naturalization certificate. Birth certificate must have a seal from the Bureau of Vital Statistics.

 NOTE: The copy from the hospital with footprints on the back WILL NOT SUFFICE.
- 9. MILITARY SERVICE DD FORM 214 A copy of honorable discharge papers. Applicants currently in the reserves are to attach a letter from their commanding officer indicating good standing. This information will determine if you are eligible for veterans' points.
- 10. Your driver license.
- 11. Your social security card.

Incomplete applications will not satisfy eligibility requirements.

Applications once filed remain the property of the City and are not returned under any circumstances. You <u>MUST</u> submit original documents and the Human Resources staff will make copies.

* * Notice * *

WRITTEN EXAMINATION: The written examination tests applicants in reading comprehension and writing skills related to police work. Each applicant's grade on the written examination is to be based on a maximum grade of 100% determined entirely by the correctness of answers to the questions. Minimum passing grade is 70% and each applicant must pass the examination in order to be placed on the eligibility list. The grade that goes on the eligibility list is computed by the applicant's written examination grade being added to any veterans' preference points earned. Your exam will be graded within a week of the exam and you will be notified by mail.

CREDIT CHECK: Each applicant will have his/her credit checked by a background investigator. If you have any problems with your credit, it is suggested that you talk with the credit bureau and try to correct the problem.

BACKGROUND INVESTIGATION: Each candidate will have a complete background check by the police department's background investigators. Your background will include a driver's license check, criminal history, and inquiries to people who know you and your character, such as references, neighbors, etc.

CRIMINAL RECORD: Candidate must not have been convicted of a misdemeanor offense above the grade of a Class C Misdemeanor within the last ten years.

DRIVING RECORD: During the last three years, an individual must not have: 1) a DWI conviction; 2) more than three moving violations; or 3) more than two moving violations and one chargeable accident.

POLYGRAPH EXAMINATION: A polygraph examination will be administered to all police recruit finalists to verify application and background information.

ORAL INTERVIEW: After successfully passing the written examination, credit check, background investigation, and polygraph, an oral interview will be held before a board consisting of the police chief, police department officers, and the civil service director.

PSYCHOLOGICAL EVALUATION: All applicants for beginning positions who have successfully passed all phases will undergo a psychological and an emotional health examination.

HIRING PROCEDURES

ELIGIBILITY ROSTER: After successfully completing the written examination, you become a candidate and your name is placed on the Police Officer Recruit Eligibility Roster. The candidate's placement on this roster is determined by the total points accumulated from the written examination and veteran's preference points. Five (5) extra points are given to veterans of the armed forces with an **HONORABLE** discharge; or active reserves indicating good standing from their commanding officer. The candidate with most points is listed first on the eligibility roster and so-forth in descending order of total points. This eligibility roster is good for one (1) year unless all the candidates are hired before the end of the year. If at any point you fail the credit check, background investigation, or oral examination, you will be dropped from the roster and notified.

HIRE DATE: As the Police Chief needs new Human Resources, the Chief selects the candidate to be hired from the eligibility roster. Normally, the individual with the highest score is selected first. A candidate may be "bypassed" by the chief. If a candidate is "bypassed" three times, he/she will be dropped from the roster. When a candidate is selected he/she will be notified by the Civil Service Director to report for duty on a specified date.

EQUAL OPPORTUNITY EMPLOYER

ANYONE WHO DOES NOT PASS PART OF THIS ENTRY PROCESS MAY APPLY AGAIN WHEN THE NEXT EXAMINATION IS ANNOUNCED. HOWEVER, THOSE WHO WISH TO TRY AGAIN MUST BEGIN WITH FILING ANOTHER APPLICATION.





Employment Application San Angelo Police Department

An Equal Opportunity Employer
Visit us on the Web at www.cosatx.us
72 W. College Avenue, Suite 201, San Angelo TX 76903 Phone: (325) 657-4221

Instructions: PLEASE PRINT AND USE BLACK INK ONLY. Complete ALL necessary information. You may be asked to provide additional information on another form. **If a section does not apply, indicate "Not Applicable"**. Be sure to sign and date the application.

	PERSO	NAL DATA		
Name:				
Last	First	Middle	Social Sec	curity Number
Address:				
Number & Street		City		Zip
Phone: (a/c)	Message Phone:		E-mail Address	:
Where is your present legal re	esidence? County		State	
For how long?	If your legal reside	ence has been	elsewhere within the pa	ast two years, give
the county, state, and date of	each residence			
Date of Birth		Age at t	ime of application	
	GENERAL I	NFORMATIO	N	
Driver's License: State	Number		Expiration Date	
Type of Driver's License:				
☐ Class A ☐ Class B ☐ Class	c C □ Class M □ Class A C	Commercial 🗆 (Class B Commercial ☐ Cl	ass C Commercial
CDL Endorsements				
Have you ever been convicte suspended sentence such as PLEASE NOTE: Your record ADMIT CONVICTIONS WILL	deferred adjudication in codoes not constitute an au	ourt? List all c tomatic disqua	ases other than minor to	affic violations.
(Check one)	o If Yes, please provide th	e following:		
Date:// Charge:		City	//State:	
Disposition:				
Date:// Charge:		City	//State:	
Diamanitian.				

,	peen denied bond? Yes	No				
Have you ever b	peen employed by the City of San Ar	ngelo? 🗆 Yes [□ No If y	yes, please ir	ndicate:	
Title of Position:		_ Department: _				
Dates of Employ	yment:	_ Reason for Sep	paration: _			
Do you have an	y relatives, by blood or by marriage,	working for or hol	lding electe	d office for th	ne City of Sa	n Angelo?
☐ Yes ☐ No	If yes, please indicate:					
Name:		_ Relationship:				
Department:		_ Position:				
May your currer	nt employer be contacted by the City	? □ Yes □ No	□ Not c	currently emp	loyed	
Are you legally	eligible for employment in the United	States? □ Ye	s 🗆 No			
How were you r	eferred to our agency?					
	MILITAR	Y BACKGROU	ND			
Have you ever served in the U.S. Military? ☐ Yes ☐ No. If yes, please list all periods of service. * Individuals with military service MUST provide a copy of their discharge papers (DD 214 Form) for each period of service indicating HONORABLE to be eligible for Veteran's points. Applicants currently in the reserves/national guard MUST submit a letter from their Commanding Officer indicating good standing to be eligible for Veteran's points.						
	□ No Branch					 -
*Reserve □ Yes □ No *National Guard □ Yes □ No *Veteran □ Yes □ No						
Type of discharge Highest rank						
		_				
	Date	Discharged				
	Date	_				
Date Entered	Date	Discharged				
Date Entered	Date	Discharged				
Date Entered Circle Highest G Check one:	Date EDUCAT Grade Completed: 1 2 3 4 5 6 7 8 9 1 High School Diploma	Discharged ON AND TRAIL 0 11 12 □ GED Semester	NING Graduated	Expected	Type of	Major/Minor
Date Entered Circle Highest G Check one:	Date EDUCAT Grade Completed: 1 2 3 4 5 6 7 8 9 1	Discharged ON AND TRAIL 0 11 12 □ GED Semester	NING			
Circle Highest Coheck one: Type of School College or	Date EDUCAT Grade Completed: 1 2 3 4 5 6 7 8 9 1 High School Diploma	Discharged ON AND TRAI 0 11 12 GED Semester Hours	NING Graduated	Expected Graduation	Type of Diploma	Major/Minor Field of
Circle Highest Control Check one: Type of School	Date EDUCAT Grade Completed: 1 2 3 4 5 6 7 8 9 1 High School Diploma	Discharged ON AND TRAI 0 11 12 GED Semester Hours	NING Graduated	Expected Graduation	Type of Diploma	Major/Minor Field of
Circle Highest Coheck one: Type of School College or	Date EDUCAT Grade Completed: 1 2 3 4 5 6 7 8 9 1 High School Diploma	Discharged ON AND TRAIL 0 11 12 GED Semester Hours	NING Graduated	Expected Graduation	Type of Diploma	Major/Minor Field of
Circle Highest Control Check one: Type of School College or University Technical, Vocational, or Business School	Date EDUCAT Grade Completed: 1 2 3 4 5 6 7 8 9 1 High School Diploma	Discharged ON AND TRAIL 0 11 12 GED Semester Hours Completed	NING Graduated Yes No	Expected Graduation Date	Type of Diploma	Major/Minor Field of
Circle Highest Control Check one: Type of School College or University Technical, Vocational, or Business School Do you hold a Total	EDUCAT Grade Completed: 1 2 3 4 5 6 7 8 9 1 High School Diploma Name & Location of School	Discharged	NING Graduated Yes No	Expected Graduation Date	Type of Diploma or Degree	Major/Minor Field of

If you hold a license, certificate or other specialized certification that is required/related to position for which you are applying, complete the following:

License/Certification/PID#	Date Issued	(authority)		ation of Issu //state)	ing Authority
		(3,4,4,4,4,4,4,4,4,4,4,4,4,4,4,4,4,4,4,4	(-,	,	
	EMPLOYMENT	HISTORY			
In the space provided below, give your en List each position held (even those with the and any periods of unemployment. Please	e same employer),	including military	, part-time	e, summer, vo	
Employer:				Start Date	End Date
Address/City/State:				ı	
,				Storting	
Phone: Job 1	Гitle:		_	Starting Salary	Final Salary
Supervisor: Title:	·		-	ı	
Reason for Leaving:				<u> </u>	
Briefly Desc	ribe the Nature and	Duties of Your Po	sition		
F dama.					
Employer:				Start Date	End Date
Address/City/State:					
Phone: Job 1	Γitle:		_	Starting Salary	Final Salary
Supervisor: Title:	-		-	Salary	
•	-		-		
Reason for Leaving:	ribe the Nature and	Duties of Your Po	sition		

Employer:			Start Date	End Date
Address/City/State:				
Phone:	Job Title:		Starting	Final Salary
			Salary	Tillal Galary
Supervisor:	litie:			
Reason for Leaving:	y Describe the Nature and Dutie	s of Your Position		
brien	y Describe the Nature and Dutie	s or rour rosition		
crovided is true and complete to the proves false, misleading, or erroned San Angelo. In submitting this appoint application and to obtain refer application becomes the property of also understand that I will have the without notice and for any reason. Established personnel policies. If rewill be subject to one or more of the medical examination and/or a pre-ericity is contingent upon favorable information and/or a pre-ericity is contingent upon favorable information.	bus, may result in the rejection lication, I authorize the City of rences from my present and it the City of San Angelo and with the City of San Angelo and with the City of I understand that the City of required for the position, I also be following: driving record chaployment drug-alcohol screen formation received.	of my application or San Angelo to verify bast employers. I full not be returned. Syment with the City of San Angelo has the understand that as a eck, criminal history ling test. An employn	discharge fro all data need orther underst of San Angelo e same right condition of e investigation, nent offer rece	m the City of ed to support and that this o at any time according to employment I credit check, sived from the
All individuals hired must satisfy the citizenship status and employment (trol Act of 19	86. Proof of
Signature of Applicant:	I	Date of Application: _		
APPLICATION RETURN PROCES You may return your application as				

- Return to Human Resources, 72 W. College, Suite 201, San Angelo, TX 76903
 Mail to Human Resources, 72 W. College, Suite 201, San Angelo, TX 76903
 Applications must be received by the deadline date.

For Administrative Services Use Only					
Notes:					
Date of App	Time of App	Application received by	Application Complete	PHS	
Oral Interview	WTRC	EHC	Hire Date		
Oral litter view	WINO	Liio	Time Date	Rev. 2/15/2018	

This application questionnaire will be used to determine your eligibility for the position of Police Recruit. Deliberate misstatements or falsifications of required information are grounds for rejection.

Answer all questions completely. If a question does not apply to you, enter "N/A" in the field provided. Additional pages will be provided if needed.

Name: (Last, First, Middle)
List all other names used (maiden, adoption, nickname, etc.):
Social Security # Date of Birth
Are you a US citizen? Yes No No
<u>Have you ever been arrested</u> (regardless of conviction) by any law enforcement agency?
Yes No No Note: This includes juvenile as well as adult instances of arrest.
Date:
Offense:
Agency:
Disposition:
Date:
Offense:
Agency:
Disposition:
Date:
Offense:
Agency:
Disposition:
Date:
Offense:
Agency:
Disposition:

Have you ever committed a criminal offense, whether or not this act was detected? (i.e. burglary, crimi assault, forgery, theft, theft from employer, family violence, prostitution, sexual assault, bribery, retaliation public servant, indecency with a child, incest, kidnapping, possession of child pornography, manufacture of substance) Note: This includes juvenile as well as adult criminal offenses, Yes No	on, perjury, impersonating a
Date:	-
Offense:	-
Victim:	
Explain:	
Date:	-
Offense:	-
Victim:	
Explain:	
Date:	-
Offense:	-
Victim:	
Explain:	
List ALL traffic citations you have received in the last three years (3) years:	
Date (mm/yy):	-
Type of Violation:	
Issuing Agency:	
Disposition:	
Date (mm/yy):	-
Type of Violation:	
Issuing Agency:	
Disposition:	
Date (mm/yy):	-
Type of Violation:	
Issuing Agency:	
Disposition:	

Offense:	
Oate:	
ist All pesidonts in which you have been involved in as a driver in the last th	roo (2) voors, (whather report
ist ALL accidents in which you have been involved in as a driver in the last thi	ree (5) years. (whether report
Date:	
nvestigating Agency:	
Location:	
Date:	
Investigating Agency:	
Location:	
Date:	
Investigating Agency:	
Location:	
Date:	
Investigating Agency:	
Location:	
Date:	
Investigating Agency:	
Location:	
Date:	
Investigating Agency:	
Location:	

Have you ever committed any of the below criminal offenses, whether or not this act was detected?

Offense	Dat	e of Offense
Criminal Negligent Homicide	Yes 🗌 No 🗌	
Kidnapping	Yes 🗌 No 🗌	
Indecent Exposure	Yes No No	
Indecency with a Child	Yes No No	
Incest	Yes No No	
Bribery	Yes No No	
Tampering with a Witness	Yes No No	
Retaliation	Yes No No	
Perjury	Yes No No	
Tampering/Fabricating Physical Evidence	Yes No No	
Tampering with a Governmental Record	Yes No No	
Impersonating Public Servant	Yes No No	
Permitting/Facilitating Escape	Yes No No	
Implements for Escape	Yes No No	
Abuse of Official Capacity	Yes No No	
Official Oppression	Yes No No	
Violation of Civil Rights of a Prisoner	Yes No No	
Misuse of Official Information	Yes No No	
Theft by Public Servant of Government Property over which he exercises control in his/her official capacity	Yes No No	
Abuse of Corpse	Yes No No	
Prostitution	Yes No No	
Promotion of Prostitution	Yes No No	
Aggravated Promotion of Prostitution	Yes No No	
Sexual Performance by a Child	Yes No No	
Possession of Child Pornography	Yes No No	
Gambling Promotion	Yes No No	
Possession of Gambling Devices, Equipment, or Paraphernalia	Yes No No	

List any controlled substance that you have ever used, tried or experimented with. Drug use covers all words used to describe the ingestion, inhalation, or injection of any drug into a person's system.

Drug/Substance		Number of Times	Date Last Used
Marijuana	Yes 🗌 No 🗌		
Hashish	Yes 🗌 No 🗌		
Methamphetamine	Yes 🗌 No 🗌		
Amphetamines	Yes No No		
Cocaine/Crack	Yes No No		
LSD	Yes No	-	
"XTC"	Yes No No		
PCP	Yes No No		
Peyote	Yes 🗌 No 🗌		
Mushrooms	Yes 🗌 No 🗌		
Quaaludes	Yes 🗌 No 🗌		
Barbiturates	Yes 🗌 No 🗌		
Tranquilizers	Yes 🗌 No 🗌		
Heroin	Yes No No		
Steroids	Yes No No		
Any Designer Drug	Yes No No		
K-2	Yes 🗌 No 🗌		
Synthetic Marijuana	Yes No No		
Bath Salts	Yes 🗌 No 🗌		
Signature of Applicant		•	Date
For Official Use Only			

Approved Disqualified Disqualified