



EL CAMPO POLICE DEPARTMENT

EMPLOYMENT APPLICATION FOR THE EL CAMPO POLICE DEPARTMENT 303 E. JACKSON STREET EL CAMPO, TEXAS 77437-4590

The City of El Campo is an equal opportunity employer, dedicated to a policy of non-discrimination in employment on any basis, including race, color, age, sex, religion, disability or national origin.

▼ GENERAL INFORMATION

Position you are applying for: <h3 style="text-align: center;">POLICE OFFICER</h3>	Type of employment interested in: Full Time <input type="checkbox"/> VOE <input type="checkbox"/> Part Time <input type="checkbox"/> Temporary <input type="checkbox"/>	Date: _____	
Last Name _____	First Name _____	Middle Name _____	Social Security Number _____
Address (No., Street, City, State, Zip Code) _____			
Telephone (Home) _____	Telephone (Business) _____		

Do you have a Valid Texas Driver's License? <input type="checkbox"/> Yes License Number: _____ <input type="checkbox"/> No	Have you ever applied for a job with the city of El Campo? <input type="checkbox"/> Yes Date(s): _____ <input type="checkbox"/> No
Have you ever worked for the City of El Campo? <input type="checkbox"/> Yes Date(s): _____ <input type="checkbox"/> No Position Held: _____	Do you have any relatives working for the City of El Campo? <input type="checkbox"/> Yes Name: _____ <input type="checkbox"/> No Department: _____
If hired, can you furnish proof that you are a U.S. Citizen (required for Police Officer)? <input type="checkbox"/> Yes <input type="checkbox"/> No	Have you ever served in the U.S. Armed Services? <input type="checkbox"/> Yes If Yes, proof of discharge (DD214) must be submitted <u>prior</u> to Civil Service Examination. <input type="checkbox"/> No

▼ **AVAILABILITY**

Are you willing to comply with the current City Policy relating to the response time limit of 20 minutes from a residence outside of the city limits? <input type="checkbox"/> Yes <input type="checkbox"/> No	I will accept: Full Time <input type="checkbox"/> Temporary <input type="checkbox"/> Part Time <input type="checkbox"/>	Date available?
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▼ **EDUCATION**

High School attended and location	Highest grade successfully completed	Year Graduated	
College (University or Community) attended and location	No. of yrs. completed	Year Graduated	Degree(s)
Major subjects of specialization			

▼ **JOB DESCRIPTION**

You must be able to perform all duties of a police officer as described on the attached job description. Persons hired are initially classified as a Probationary Police Officer for six (6) months. This classification is used to train new employees to perform police duties. Employees participate in on-the-job training (under immediate supervision) in basic police procedures, techniques and laws required to perform the duties of a police officer.

X _____
 Sign here acknowledging that you are in receipt of an El Campo Police Officer Job Description.

▼ **MINIMUM REQUIREMENTS**

Check box if you comply with the requirement:

- Must be a citizen of the United States and be able to competently read and write the English language.
- Must not have been convicted or placed on probation of any type by any state or by the federal government for driving while intoxicated (DWI) or driving under the influence of drugs (DUID) in the past ten (10) years.
- Must not have been convicted or placed on deferred adjudication or probation for any felony under the laws of Texas, another state, or the United States.
- Must be of good moral character, as determined by a thorough background investigation.
- Must be a high school graduate.
- Must now possess a current Texas Peace Officer License.

▼ **MINIMUM REQUIREMENTS - Continued**

Check box if you comply with the requirement:

- If applicable, must have an honorable discharge from the U.S. Armed Services.
- Must not be on probation, community supervision, or deferred adjudication for a criminal offense.
- Must not have been convicted of a misdemeanor charge offense of the grade of "Class A" or its equivalent within the last twelve (12) months.
- Must not have been convicted of a misdemeanor offense of the grade of "Class B" or its equivalent within the last six (6) months.
- Must not be under indictment for a felony offense.
- Must not have ever executed at any time a confession to a felony offense, such confession being admissible as evidence against the person in any criminal proceeding in any state or federal court.
- Must not have had a license issued by the Texas Commission on Law Enforcement Standards and Education previously revoked.
- Must be physically able to perform the essential duties and functions of a Police Officer as determined by a physician.
- Willing to submit to physical examination, drug screen and psychological test.
- Must possess a valid Texas Driver's License
- Must be at least twenty-one (21) years of age.
- Must not have ever injected or inhaled a controlled substance or dangerous drug without a prescription recommended by a physician.
- Must not have ever engaged in the illegal manufacture or sale of any drug listed in the Texas Controlled Substance Act.
- Applicant must never have used any illegal drug or controlled substance beyond experimentation (1-3 times). Marijuana is the only exception to this qualification.
- Must not have ever used the following specific illegal drugs or substances. These are considered absolute disqualifiers unless taken according to prescription:
 - Opiate, natural or synthetic
 - Any hallucinogens
 - Barbiturates, or their derivatives
 - Amphetamines, or their derivatives
 - P.C.P.
 - Acid / LSD

▼ **MINIMUM REQUIREMENTS - Continued**

Check box if you comply with the requirement:

- Crack Cocaine
- Heroin / Cocaine combined in one dosage
- Steroids

Must not have used any illegal drug or controlled substance within two (2) years prior to the applying for employment with the El Campo Police Department.

Applicant Score of Minimum Requirements

- I can comply with all of the minimum requirements in this application.
- I cannot comply with all of the minimum requirements in this application.

▼ **REQUIRED DOCUMENTS FOR APPLICATION**

1. College transcripts must be submitted prior to application deadline. Transcripts from institutions out of the area should be requested by the applicant immediately and a photocopy of the letter of request should be attached to the application.
 2. Form DD214 (Proof of Military Service) if applicable, to verify **honorable discharge**.
 3. A photocopy of your Texas Driver's License (or Texas D.L. receipt if you have not yet received the D.L.).
 4. Other documentation, e.g., miscellaneous training certificates, letters of appreciation or commendation, award certificates, etc., will not be submitted at the time of application. These documents may be submitted at a later stage of the hiring process.
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Checklist of required documents you are submitting with this application:

- College Transcripts attached to application
or
- Photocopy of Letter requesting transcripts attached to application
- Form DD214 (Honorable Discharge) attached to application
or
- Form DD214 not applicable to you due to no prior military service
- Texas Driver's License (photocopy) or receipt for same

▼ APPLICANT PROCESSING PROCEDURE (Information Only)

The selection process for the position of Police Officer for the El Campo Police Department consists of the following:

1. Complete an Employment Application with the El Campo Police Department. Applicant must Pass all minimum requirements and provide requested documents in order to proceed to next phase.
2. Applicant must complete a Personal History Statement and return it before the deadline established in order to Pass this phase and proceed to the next step in the selection process.
3. Applicant must appear before an Interview Board and Pass the interview in order to proceed.
4. Based upon the number of open positions to be filled, a sufficient number of applicants passing the Interview Board will be made a conditional offer of employment, and proceed to the next phase of the hiring process. Applicants are selected in order of their rank on the eligibility list.
5. Applicant must Pass a physical examination, drug screen and psychological test.
6. The applicant's performance at each phase of the hiring process is scored on a Pass-Fail basis. A failure at any phase will disqualify the applicant from further consideration at this time. In most cases you are welcome to re-apply at a later date or to apply for other employment with the City.

▼ RELEASE OF INFORMATION AUTHORIZATION AND STIPULATIONS

I understand that this is not an employment agreement between the City of El Campo and the applicant.

I expressly request employers and any persons who may have information (including records of criminal convictions) concerning me to furnish that information to the City of El Campo and to the El Campo Police Department, and I agree to hold such harmless, and I do hereby release them of any and all liability and damages of any nature whatsoever for furnishing such information.

I understand that I must complete a physical examination, at the City of El Campo's expense, before final acceptance for employment. If a doctor determines I have certain medical restrictions relating to my ability to perform the functions of Police Officer, those restrictions will be communicated to the City of El Campo.

I certify that all the answers I have given are true to the best of my knowledge and belief. I further acknowledge that I have read and understood the questions regarding the minimum requirements for a Police Officer and I have answered these questions truthfully. I understand that either the failure to answer all questions completely and truthfully, or failure to timely submit required documents, will remove me from the hiring process and I will not be considered for employment with the City of El Campo, whether the failure is discovered now, or at a later part of the hiring process, or after employment. I understand that I will have failed in this phase of the process and must re-apply at a later date.

Signature of Applicant

Date Signed

We sincerely appreciate your interest in the El Campo Police Department and look forward to seeing you in the next employment phase.

▼ FOR USE BY THE EL CAMPO POLICE DEPARTMENT

Vision Requirement <input type="checkbox"/> Yes <input type="checkbox"/> No	College Transcript <input type="checkbox"/> Yes <input type="checkbox"/> No
DD214 (Honorable Discharge) <input type="checkbox"/> Yes <input type="checkbox"/> No	Age <input type="checkbox"/> Yes <input type="checkbox"/> No
Driving Record - DWI /DUID <input type="checkbox"/> Yes <input type="checkbox"/> No	Driving Record - Citations <input type="checkbox"/> Yes <input type="checkbox"/> No
Comments / Additional Information	



EL CAMPO POLICE DEPARTMENT

CITY OF EL CAMPO

Minimum Requirements for the position of:

POLICE OFFICER

Applicants for employment with the El Campo Police Department for the position of Police Officer shall meet the following minimum requirements:

1. Must be a citizen of the United States and be able to competently read and write the English language.
2. Must not have been convicted or placed on probation of any type by any state or by the federal government for driving while intoxicated (DWI) or driving under the influence of drugs (DUID) in the past ten (10) years.
3. Must not have been convicted or placed on deferred adjudication or probation for any felony under the laws of Texas, another state, or the United States.
4. Must be of good moral character, as determined by a thorough background investigation.
5. Must be a high school graduate.
6. Must now possess a current Texas Peace Officer License.
7. If applicable, must have an honorable discharge from the U.S. Armed Services.
8. Must not be on probation, community supervision, or deferred adjudication for a criminal offense.
9. Must not have been convicted of a misdemeanor charge offense of the grade of "Class A" or its equivalent within the last twelve (12) months.
10. Must not have been convicted of a misdemeanor offense of the grade of "Class B" or its equivalent within the last six (6) months.
11. Must not be under indictment for a felony offense.
12. Must not have ever executed at any time a confession to a felony offense, such confession being admissible as evidence against the person in any criminal proceeding in any state or federal court.

▼ CITY OF EL CAMPO-Minimum Requirements for the position of: POLICE OFFICER (Continued)

13. Must not have had a license issued by the Texas Commission on Law Enforcement Standards and Education previously revoked.
14. Must be physically able to perform the essential duties and functions of a Police Officer as determined by a physician.
15. Willing to submit to physical examination, drug screen and psychological test.
16. Must possess a valid Texas Driver's License
17. Must be at least twenty-one (21) years of age.
18. Must not have ever injected or inhaled a controlled substance or dangerous drug without a prescription recommended by a physician.
19. Must not have ever engaged in the illegal manufacture or sale of any drug listed in the Texas Controlled Substance Act.
20. Applicant must never have used any controlled substance or dangerous drug beyond experimentation (1-3 times). Marijuana is the only exception to this qualification.
21. Must not have ever used the following specific illegal drugs or substances. These are considered absolute disqualifiers unless taken according to prescription:
 - Opiate, natural or synthetic
 - Any hallucinogens
 - Barbiturates, or their derivatives
 - Amphetamines, or their derivatives
 - P.C.P.
 - Acid / LSD
 - Crack Cocaine
 - Heroin / Cocaine combined in one dosage
 - Steroids
22. Must not have used any illegal drug or controlled substance within two (2) years prior to the applying for employment with the El Campo Police Department.



EL CAMPO POLICE DEPARTMENT

PERSONAL HISTORY STATEMENT

EL CAMPO POLICE DEPARTMENT
303 EAST JACKSON STREET
EL CAMPO, TEXAS 77437-4590
(409) 543-5311

NAME OF APPLICANT

<p><u>FOR OFFICE USE</u></p> <p>DATE ISSUED: _____</p> <p>TIME ISSUED: _____</p> <p>DATE RETURNED: _____</p> <p>TIME RETURNED: _____</p>	<p>RETURN TO: _____</p> <p><u>YOUR PERSONAL HISTORY STATEMENT WILL NOT BE ACCEPTED AFTER:</u></p> <p>DAY: _____</p> <p>DATE: _____</p> <p>TIME: _____</p> <p>IMPORTANT - DEADLINE INFORMATION</p>
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N O T I C E

READ BEFORE YOU BEGIN FILLING OUT THIS FORM

This Personal History Statement must be completed by you **in your own handwriting** and must be returned by the day, date and time printed above. If you cannot complete this form and return it to the **EL CAMPO POLICE DEPARTMENT** by the deadline established on this form, you will be considered to have **FAILED** and no further action will be taken with your application.

Please read all instructions carefully before writing in this Personal History Statement.

Any willful omissions, deceptions, or false information will be considered an absolute disqualifier and you will have **FAILED** this part of your selection process and will not be processed further for the position you are applying for, whether now or at a later phase of the selection process.

▼ INSTRUCTIONS

READ THESE INSTRUCTION CAREFULLY BEFORE PROCEEDING

These instructions are provided as a guide to assist you in properly completing your personal history statement. It is essential that the information be accurate in all respects. It will be used as the basis for a background investigation that will determine your eligibility for employment.

Answer all questions to the best of your ability.

- Your Personal History Statement should be printed, **in your own handwriting** legibly in **black ink**. Do not type your answers, we are interested in your handwriting skills.
- Print your name at the top of each page in the space provided.
- If a questions does not apply to you, enter N/A in the space provided. Leave no empty lines.
- Avoid errors by reading the directions carefully before making any entries on the form. Be sure your information is correct and in proper sequence before you begin.
- You are responsible for obtaining correct mailing addresses. If you are not sure of an address, check it by personal verification. Your local library may have a directory service or copies of local phone directories.
- If there is insufficient space on the form for you to include all information required, complete the extra supplemental pages attached to the Personal History Statement. Be sure to reference the relevant section and question number before continuing your answer.
- All requested documents must be submitted with this Personal History Statement when you return it to the EL CAMPO POLICE DEPARTMENT. No exceptions or waivers will be allowed.

N O T I C E

YOU MUST SUCCESSFULLY COMPLETE AND TIMELY RETURN THIS PERSONAL HISTORY STATEMENT IN ORDER TO PROCEED TO THE NEXT PHASE OF YOUR SELECTION PROCESS. LISTED BELOW ARE SOME, BUT NOT ALL OF THE AREAS WHICH WILL CAUSE YOU TO FAIL IN THE PROCESS.

- Failure to turn in Personal History Statement and requested documents by the Deadline established on the cover of this form.
- Any willful omissions, deceptions or false information will be considered an absolute disqualifier and you will have **FAILED** this part of your selection process and will not be processed further for the position you are applying for, whether now or at a later phase of the selection process.

I HAVE READ THE ABOVE NOTICE, AND ALL INSTRUCTIONS, AND UNDERSTAND THAT I WILL TO THE BEST OF MY ABILITY COMPLETE THIS PERSONAL HISTORY STATEMENT WITH TRUTHFUL AND ACCURATE INFORMATION. I FURTHER UNDERSTAND THAT IF I WILLFULLY AND INTENTIONALLY OMIT INFORMATION REQUESTED IN THIS PERSONAL HISTORY STATEMENT, I WILL HAVE FAILED IN THE SELECTION PROCESS AND NO FURTHER ACTION WILL BE TAKEN WITH MY APPLICATION. I UNDERSTAND THAT I MUST RE-APPLY FOR THIS POSITION IF I DO FAIL.

 APPLICANT'S SIGNATURE

▼ APPLICANT IDENTIFICATION

Information provided in this section is used for identification purposes only.

Last Name		First Name		Middle Name	
Home Address (complete mailing address)					
Business Address (complete mailing address)					
Home Telephone Number () -			Business Telephone Number () -		
Date of Birth		Place of Birth			
		City	County		State
Social Security Number		Are you a U.S. Citizen?	Driver's License Number		State if Issue
		<input type="checkbox"/> YES <input type="checkbox"/> NO			
Height		Weight	Color of Eyes		Color of Hair
Scars, Tattoos or Other Distinguishing Marks					
Nickname(s), Maiden Name, or other Names by which you have been known					

▼ WORK HISTORY

Beginning with your present or most recent job, list all employment since the age of sixteen (16), including part-time, temporary or seasonal employment. Include all periods of employment. Attach supplemental page if necessary.

From	To	Employer (Business Name)
Business Address (complete mailing address)		Business Phone Number () -
Your Last Name at time of employment	Job Title	
Duties		
Reason for Leaving		
Supervisor	Name of Co-Worker	
From	To	Employer (Business Name)
Business Address (complete mailing address)		Business Phone Number () -
Your Last Name at time of employment	Job Title	
Duties		
Reason for Leaving		
Supervisor	Name of Co-Worker	
Continue Work History on next page . . .		

▼ WORK HISTORY - Continued

From	To	Employer (Business Name)
------	----	--------------------------

Business Address (complete mailing address)	Business Phone Number () -
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Your Last Name at time of employment	Job Title
--------------------------------------	-----------

Duties

Reason for Leaving

Supervisor	Name of Co-Worker
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From	To	Employer (Business Name)
------	----	--------------------------

Business Address (complete mailing address)	Business Phone Number () -
---	--

Your Last Name at time of employment	Job Title
--------------------------------------	-----------

Duties

Reason for Leaving

Supervisor	Name of Co-Worker
------------	-------------------

Continue Work History on next page . . .

▼ WORK HISTORY - Continued

From	To	Employer (Business Name)
------	----	--------------------------

Business Address (complete mailing address)	Business Phone Number () -
---	--

Your Last Name at time of employment	Job Title
--------------------------------------	-----------

Duties

Reason for Leaving

Supervisor	Name of Co-Worker
------------	-------------------



From	To	Employer (Business Name)
------	----	--------------------------

Business Address (complete mailing address)	Business Phone Number () -
---	--

Your Last Name at time of employment	Job Title
--------------------------------------	-----------

Duties

Reason for Leaving

Supervisor	Name of Co-Worker
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Have you served in the U.S. Armed Forces? <input type="checkbox"/> YES <input type="checkbox"/> NO	Date of Service From: _____ To: _____
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Branch of Service - If more than one list all	Unit Designation - Last Duty Assignment
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Highest Rank Held	Military Service Number
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Type of Discharge from the U.S. Armed Forces

▼ EDUCATIONAL HISTORY

High School Attended	City & State	Dates Attended		Graduated	
		From	To	Yes	No

College or University Attended	City & State
--------------------------------	--------------

Dates Attended	Units Completed	Major / Minor
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Degree Received, if any and Date Received

College or University Attended	City & State
--------------------------------	--------------

Dates Attended	Units Completed	Major / Minor
----------------	-----------------	---------------

Degree Received, if any and Date Received

College or University Attended	City & State
--------------------------------	--------------

Dates Attended	Units Completed	Major / Minor
----------------	-----------------	---------------

Degree Received, if any, and Date Received

List other School attended (Trade, Vocational, Business, etc.). Give name & address, dates attended, course of study, certificate, and any other pertinent information.

▼ SPECIAL QUALIFICATIONS AND SKILLS

This area is your opportunity to list any specialized training you may have received.

List any special licenses you hold (such as pilot, radio operator, scuba, etc.), showing licensing authority, original date of issue, and date of expiration:

List any specialized machinery or equipment which you can operate:

If you are fluent in a foreign language, indicate in each area your degree of fluency (excellent, good, fair):

Language	Reading	Speaking	Understanding	Writing

List any other special skills or qualifications you may possess:

▼ ARRESTS, DETENTIONS AND LITIGATIONS

This section is important, you must list any and all arrests, detentions and litigations. Your records will be checked by a Background Investigator and documented in the Background Investigation.

Were you ever arrested as a Juvenile? (16 years of age or under) <input type="checkbox"/> YES <input type="checkbox"/> NO If so, what was the charge(s): _____			
Were you ever processed in a Juvenile Court? <input type="checkbox"/> YES <input type="checkbox"/> NO Disposition of your case(s): _____			
Have you ever been arrested, detained by police or summoned into court (do not include traffic tickets) <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, complete the following:			
Offense Charged	City & State	Date	Disposition
Have you ever been convicted for any offense? <input type="checkbox"/> YES <input type="checkbox"/> NO		Have you ever been on Probation for any offense? <input type="checkbox"/> YES <input type="checkbox"/> NO	
If you were placed on Probation, list the Offense and how long you were on Probation: _____			
If you were placed on Deferred Adjudication, list the Offense and date(s): _____			
Have you ever been arrested for a Felony? <input type="checkbox"/> YES <input type="checkbox"/> NO		Have you ever been convicted of a Felony? <input type="checkbox"/> YES <input type="checkbox"/> NO	
Have you ever done anything that you could have been arrested for had you gotten caught? <input type="checkbox"/> YES <input type="checkbox"/> NO			
Have you ever been arrested for Driving While Intoxicated or Driving Under the Influence of Drugs? (DWI/DUID) <input type="checkbox"/> YES <input type="checkbox"/> NO			
Other than traffic citations, have you ever been fined for any Offense? <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, How much fine did you pay?: _____			
Have you ever been involved as a party in Civil Litigation? (Include Divorces and/or Custody Suits) <input type="checkbox"/> YES <input type="checkbox"/> NO			
If yes, give details below: _____ _____			

▼ TRAFFIC RECORD

This section is important, you must list any and all information relating to your driving record. Your records will be checked by a Background Investigator and documented in the Background Investigation.

Has your Driver's License ever been suspended or revoked?

YES NO

What is the name of you Insurance Company and is it current?

Have you ever held or presently hold a Driver's License in another state?

YES NO

List to the best of your memory all driving citations (tickets) you have received (excluding Parking Tickets):

Month & Year	Charge	City & State	Disposition

Describe in a brief narrative any traffic accidents in which you have been involved, giving approximate dates and locations:

▼ MARITAL AND FAMILY HISTORY - Continued

List all other dependents:

Name	Address	Relation

List other relatives in the following order: Father, Mother (include maiden name), Brothers & Sisters.
If deceased, so indicate in Age column.

Name	Address	Relation	Age

▼ FINANCIAL HISTORY

Complete this section with accurate information, it will be verified by a credit check performed in the Background Investigation. Include account numbers and correct addresses.

What is your present salary or wages?	
Do you have income from any source other than your principal occupation? <input type="checkbox"/> YES <input type="checkbox"/> NO	
If you answered Yes: How much? _____ How often? _____	
What is the source of this additional income?	
Do you own any Real Estate? <input type="checkbox"/> YES <input type="checkbox"/> NO Value: _____	
Location of Real Estate (Address):	
Do you own any bonds, government or other? <input type="checkbox"/> YES <input type="checkbox"/> NO Value: _____	
Do you own any corporate stock? <input type="checkbox"/> YES <input type="checkbox"/> NO Value: _____	
Do you have a bank account? <input type="checkbox"/> YES <input type="checkbox"/> NO Value: _____	
Savings Account	Name & Address of Bank
Checking Account	Name & Address of Bank
List any other type of income you have earned that is not addressed in the above areas. <hr/> <hr/> <hr/>	

▼ REFERENCES

List five (5) persons who know you well enough to provide current information about you. Do not list relatives or employers (former or current). Attempt to list local persons first, then out of state. Include current mailing addresses and telephone numbers.

Name	Address	
Residence Phone () -	Business Phone () -	Years Known
Business Address		

Name	Address	
Residence Phone () -	Business Phone () -	Years Known
Business Address		

Name	Address	
Residence Phone () -	Business Phone () -	Years Known
Business Address		

Name	Address	
Residence Phone () -	Business Phone () -	Years Known
Business Address		

Name	Address	
Residence Phone () -	Business Phone () -	Years Known
Business Address		

▼ ALCOHOL / DRUG

Complete the table below and answer all questions accurately and completely.

Describe in your own words the frequency and extent of your use of intoxicating liquors.

Have you ever used, sold, experimented with, provided with any of the following illegal drugs?

Illegal Substance	YES or No	Number of Times in Life	Last Time Used	Form(s) of Drug(s)	Used, Sold, Experimented, Provided
Marijuana					
Hashish					
Speed (Meth.)					
Heroin					
L.S.D.					
Cocaine					
"Crack" Cocaine					
Ecstasy ("XTC")					
Peyote					
Mushroom					
Qualude					
Tranquilizer					
Any Designer Drug					
Steroids					
P.C.P.					
Inhalants					
Other Illegal Drugs					

Have you ever taken Amphetamines, Barbiturates, or any other Controlled Medication not prescribed to you?

YES NO

What	Number of Times in Life	Last Time - Month / Year

▼ LICENSED PEACE OFFICERS AND APPLICATION FOR OTHER POLICE DEPARTMENTS

This section is to be completed if you are a Licensed Peace Officer, or if you have been employed by or applied with other Police Departments or with the EL CAMPO POLICE DEPARTMENT in the past.

Have you ever applied with this department or any other law enforcement agency? <input type="checkbox"/> YES <input type="checkbox"/> NO			
Agency, City, State	Date	Outcome	If Rejected, Why?
Have you ever been employed by a law enforcement agency? <input type="checkbox"/> YES <input type="checkbox"/> NO			
Agency, City, State	Date	Outcome	Reason for Leaving
List any suspension(s), disciplinary action(s) while employed at above agency.			
Agency, City, State	Date	Outcome	Reason?
Are you currently licensed with any state agency as a peace officer? <input type="checkbox"/> YES <input type="checkbox"/> NO Agency: _____			
What Agency or Academy did you attend in order to obtain you license? _____			
Date(s) Attended: _____		State: _____	

▼ PERSONAL DECLARATIONS

It may become necessary for you to take a human life in the course of your duties as a Police Officer. Do you hold any beliefs that would prevent you from doing so?

YES NO

If yes, explain

We endeavor to accommodate our employees religious observances, however that accommodation is subject to manpower requirements and public safety concerns. Do you have any religious, customs, or other beliefs which would prevent you from fully performing the duties of a Police Officer, such as working on weekends, evening or night shifts?

YES NO

If yes, explain

Are there any incidents in your life or details not mentioned herein within this Personal History Statement which may be relevant to this Department's evaluation of your suitability for employment as a Police Officer?

YES NO

If yes, explain

I HEREBY CERTIFY THAT THERE ARE NO WILLFUL MISREPRESENTATIONS, DECEPTIONS, OMISSIONS, OR FALSIFICATIONS IN THE FOREGOING STATEMENTS AND ANSWERS TO QUESTIONS. I AM FULLY AWARE THAT ANY SUCH WILL SUBJECT ME TO DISMISSAL FROM THE SELECTION PROCESS.

Signature of Applicant

Date

▼ ADDITIONAL INFORMATION TO SECTION

Use this supplemental page for additional information in any section of this Personal History Statement. Be sure and reference the section and question you are answering on this sheet. Add an additional sheet when you go to another section. Do not answer two or more sections on the same supplemental page. Insert this sheet after the page it references to when you submit this form.

Section Number and Title	Page Number
Continue you statement or answer below, reference it to the question	



EL CAMPO POLICE DEPARTMENT

EMERGENCY TELECOMMUNICATIONS OPERATOR GENERAL INFORMATION AND BENEFITS

The City of El Campo Police Department is a progressive agency that serves a community of approximately 11,000 citizens. The Department has 24 full-time officers, 4 reserve officers, 1 correctional officer, and 12 civilian employees. It supports and maintains the operation of a Uniformed Patrol Division, Detective Division, Communications Division, Animal Control, Special Services, and Administrative Division. The Department offers a competitive salary and benefit package to employees. It recognizes their value to the success of the organization. A brief summary of the qualifications and employee benefits are listed below. These qualifications and benefits are subject to modification as determined by the Department and/or the City Council.

MINIMUM QUALIFICATIONS: Applicants must be a U.S. citizen (18) years of age or older. They must have a high school diploma or equivalent. They must demonstrate basic computer, word processing, data entry, and clerical skills. They must demonstrate effective oral and written communications skills. They must undergo and pass an extensive pre-employment background investigation, a physical and psychological examination, and drug screen test.

SALARY: Starting pay depends on the employee's experience, educational background, and overall qualifications. The current salary levels range from \$24,250.00 to \$31,075.00 per year with a total of (11) annual pay steps. Each step is separated by a 2.5% salary increase and rewards employees for their continued service and commitment to the organization.

HOLIDAY PAY: The City provides for 10.5 paid holidays per year as designated in the Personnel Policy Manual. The dates may be added or deleted each year by action of the City Council. Telecommunication Operators are paid for all holiday time. If scheduled to work a holiday, they are paid at a rate of double time and a half their regular salary (or eighteen extra hours of pay). If not scheduled to work they are paid an additional (8) hours of regular pay.

LONGEVITY PAY: All employees receive longevity pay. It is calculated based on the number of months an employee has worked for the City. The current rate of longevity pay is \$5.00 per month for each month of continuous service with a maximum longevity period of (25) years (or 300 months).

OVERTIME: Operators are allowed their choice of time off or pay for all overtime worked with an accrued comp-time limit of (40) hours.

TRAINING: Probationary Operators must participate in and successfully complete a (10) week (or 420 hour) field-training program. The length of this program may be amended for prior experience. Probationary Operators must pass a basic (40) hour telecommunicators certification course. The Department provides all funding for the cost of mandatory, required in-service or Department sponsored training to include tuition, study materials, lodging, meals, and transportation.

SHIFTS: Telecommunication Operators work a permanent 12 hour shift with (1) thirty-six hour week and (1) forty-eight hour week. The operator's assignment is based on seniority or promotional rank.

UNIFORMS: Telecommunication Operators are furnished with casual dress uniforms or associated allowances after completing an initial training and probationary period (normally three to six months).

VACATION: Employees earn two weeks of vacation per year during the first (9) years of employment accruing at the rate of 6.66 hours per month. Employees with 10 - 14 years of service earn three weeks accruing at the rate of 10.00 hours per month. Employees with 15 or more years of service earn four weeks accruing at the rate of 13.33 hours per month.

SICK LEAVE: Employees accrue sick leave at a rate of 8.00 hours per month to a maximum of 960 hours. Sick leave may be used for a personal illness or for an immediate member of an employee's family.

EMERGENCY LEAVE: Employees are granted 3 days per year.

RETIREMENT: The City participates in the Texas Municipal Retirement System (TMRS). The employee makes a required contribution of 5% of their earnings. The City makes a matching contribution of 7.5%. The City's match is made only if the employee stays in the retirement system until they are eligible to retire. If an employee leaves the City prior to reaching retirement, the employee is entitled to their accumulated deposits plus interest. The City also offers other financial investment and planning options to its employees such as the 457 Deferred Compensation Plan that allows you to save and invest for your retirement. Participation is handled through payroll deductions so your taxes are reduced each pay period.

MEDICAL AND LIFE INSURANCE: The City has provides paid medical coverage for all full-time employees. Dependant coverage for spouse and children is available at discount group rates. A prescription drug and eyewear plan is included in the medical coverage. Dental insurance is available for employees and their dependants at group discount rate. Additionally, the City provides a \$15,000 life insurance policy for its employees. Coverage for medical and life insurance is available 30 days after employment. The City also offers supplemental health and life insurance options to its employees. Aflac and Allstate are used to offer employees supplemental insurance such as dental, life, cancer, long/short term disability, as well as other benefits. Participation is handled through payroll deductions. Some premiums and/or benefits may be pre-taxed or taxable.

CREDIT UNION: The City is a participating member of a local credit union. Employees are eligible to become a member of the credit union and take advantage of available services provided.

The Police Department accepts applications on a continuous basis. For more information about employment opportunities please contact our Special Services or Administrative Division at (979) 543-5311 or make written inquiries to the City of El Campo Police Department, 303 East Jackson, El Campo, TX 77473.