

	<b>TEAGUE POLICE DEPARTMENT</b>	
	<b>Policy 4.0 Hiring and Selection</b>	
	<b>Effective Date: 06/12/2023</b>	<b>Replaces: November 21, 2021</b>
	<b>Approved:</b> _____  <b>Chief of Police</b>	
	<b>Reference:</b> TEXAS BEST PRACTICES 2.23, 3.17, 4.01, 4.02, 4.03, and 4.04.	

## I. POLICY

The Teague Police Department strives to obtain the best law-enforcement officers possible to help achieve the department's policing goals. To that end, the department shall practice a regimented, rigorous selection procedure while simultaneously affording equal opportunity to everyone regardless of race, creed, color, sex, national origin, sexual orientation, or age. The department does not discriminate against people with disabilities and affords them the same access to employment provided to all other people. All personnel who participate in screening and hiring applicants shall be guided by fairness, equal opportunity, and consistency in applying the procedures set forth in this order.

## II. PURPOSE

The purpose of this policy is to outline the minimum hiring requirements and the selection process for police officers, cadets, and non-sworn members of the department.

## III. DEFINITIONS

- A. Disability: A physical or mental impairment that substantially limits one or more of the major life activities.
- B. Good moral character: The attributes of a prospective employee that enhance his or her value to the department and the goals of community-oriented policing, among which are honesty, integrity, truthfulness, obedience to the oath of office and the department's code of ethics, respect for authority, and respect for the rights of others.

## IV. QUALIFICATIONS FOR EMPLOYMENT

- A. The minimum qualifications that all applicants for the position of police officer must meet include the following:
  - 1. Age of 21.
  - 2. High school graduation or GED completion.
  - 3. Pass a background investigation that includes the following:
    - a. Personal and family history

- b. Credit history, including current creditors.
  - c. Education, including all schools attended and degrees or certificates obtained.
  - d. All residences for the past ten years
  - e. Comprehensive employment history
  - f. A fingerprint-based criminal history search, including all arrests, locations, dates, and dispositions.
  - g. Traffic summonses and accidents
  - h. An inquiry of family, friends, and associates as to character and reputation, plus an informal interview with the applicant's spouse or "significant other," as well as any ex-spouse.
- 4. Pass an interview.
  - 5. Pass a physical/medical examination, psychological screening, and a drug test.
  - 6. Be of good moral character.

NOTE: Good moral character is determined by a favorable report following the comprehensive background investigation. Also, the interview shall be employed to help evaluate good moral character. Good moral character ensures compatibility with the department's community-oriented policing goals.

- 7. Any other standards set by law or by policy of the Texas Commission on Law Enforcement.

## **V. DISQUALIFIERS FOR EMPLOYMENT**

The following are absolute disqualifiers for employment as a sworn officer:

- A. Conviction or admission of any felony, or a conviction of a Class A misdemeanor.
- B. Conviction of any Class B misdemeanor in the past ten years.
- C. Conviction or admission of marijuana use within the past two years, or of any other illegal drug within the past five years.
- D. Conviction of family violence.
- E. Dishonorable discharge from the military.

## **VI. APPLICATION PROCESS FOR SWORN OFFICERS AND CADETS**

A. The applicant must do the following:

1. Complete a written city application and a personal history statement and submit them to the Chief of Police.
2. Submit a copy of each of the following documents:
  - a. Birth certificate
  - b. Driver's license
  - c. High school diploma or transcript, or GED certificate
  - d. Any college transcripts
  - e. Copy of military discharge papers, if any.
3. Arrange a meeting with the Chief of Police, or his designee, to appear for other steps in the selection process.

**V. SELECTION PROCESS FOR SWORN OFFICERS AND CADETS**  
(TEXAS BEST PRACTICES: 4.01)

- A. The Chief of Police or his/her designee will review the application and documents for basic qualifications. If basic qualifications are met and an opening exists, the Chief may assign a supervisor/officer to conduct a preliminary review of the candidate. If no opening exists, the application will be placed in a file to await an opening for a period of not more than one year. When an opening occurs within 1 year from application submission, the applicant will be contacted to determine if he/she is still interested in the position.
- B. The Teague Police Department has two classifications for Police Officer Applicants, Certified Officer, and Police Cadet. The Department hires qualified Applicants based on Departmental needs and allocation of staffing by the Board of Aldermen. All Applicants must meet the same qualifications and standards. Currently "Certified" competes against "Certified" and "cadet competes against cadet" for ranking on the eligibility list. Upon successful completion of the testing/hiring process, eligible Applicants are placed on an eligibility list effective for 365 days from posting date.
- C. A supervisor/officer may be assigned to conduct a comprehensive background investigation of the applicant. The officer assigned to conduct the background investigation may question the applicant regarding his or her prior medical problems, including any worker's compensation claims and conditions. The officer will then conduct a detailed background investigation in accordance with the Background Investigation Manual. (TEXAS BEST PRACTICES: 4.03)

NOTE: The background check shall specifically include contact with all former law enforcement employers. (TEXAS BEST PRACTICES: 3.17).

- D. The supervisor/officer conducting the background investigation shall have had training in conducting background investigations or shall conduct the background in compliance with the Background Investigation Manual.
- E. The polygraph examination, if used, will be conducted by an operator certified and licensed by the State of Texas to conduct polygraph examinations. (TEXAS BEST PRACTICES: 4.02)
- F. Upon completion of the background investigation, the applicant's file will be returned to the Chief of Police for review, with a recommendation from the background investigator.
  - 1. Any disqualified applicant will be notified, in writing, that they have not been selected for employment.
  - 2. Any qualified applicant will be interviewed by a review board, designated by the Chief of Police. The applicant will be referred to the chief of police with the board's recommendation.
- G. The applicant, if approved by the Chief of Police in consultation with the Board of Aldermen, may be extended a conditional offer of employment.
- H. Applicants given a written conditional offer of employment are scheduled for a psychological examination of the police department's choosing. Those candidates successfully completing the psychological examination are required, at the Police Department's expense, to be evaluated by a Physician of the Police Department's choosing. The Physician will assess each Applicant's physical condition to ensure he/she can perform the essential physical job functions required to be a Teague Police Officer, along with a drug screening. The Teague Police Department is responsible for expenses related to psychological, medical, and drug screening examinations.
- I. Following a psychological, medical, and drug screen examination, an applicant may be withdrawn from the process if the applicant is incapable of performing the core job functions for the position or poses a "direct threat" in the workplace (per EEOC guidelines, "a significant risk of substantial harm to the individual or others that cannot be eliminated or reduced . . . through reasonable accommodation"). The Chief must base the threat on medical knowledge presented to him/her, not just speculation. Any positive results on a drug screen may result in a withdrawal of the conditional offer of employment with the City of Teague.
- J. Unsuccessful applicants who do not have permanent disqualifiers may re-apply after one year from the date of the last application if a vacancy exists.
- K. Successful applicants may be hired at the discretion of the Chief of Police, in consultation with the Board of Aldermen.
- L. Individuals employed in the position of Cadet will be required to enter into a repayment agreement with the City for funds expended by the city for academy and equipment expenses. Cadets will be placed on an 18-month probationary period.

M. Lateral entry.

1. A licensed officer from another Texas agency must meet the same criteria set forth above.
2. The employee assigned to investigate the applicant shall ensure that an applicant with prior law-enforcement experience has not had his or her peace officer license suspended or revoked. A query will be made to the Texas Commission on Law Enforcement to determine all other agencies where the licensee has worked. These agencies will be contacted before completion of the background to determine work history and any significant details of their employment.

**VII. APPLICATION PROCESS FOR NON-SWORN PERSONNEL**

- A. The applicant must do the following for all positions within the police department:
1. Complete a written city application and personal history statement. The completed application and personal history statement must be submitted to the Chief of Police.
  2. Copies of the following documents will also be submitted:
    - a. Birth certificate
    - b. Driver's license
    - c. High school diploma or transcript, or GED certificate
    - d. Any college transcripts
    - e. Copy of military discharge papers, if any.

**VIII. SELECTION PROCESS FOR NON-SWORN PERSONNEL (TEXAS BEST PRACTICES: 4.01)**

- A. The Chief of Police, or designee, will review the application and documents for basic qualifications. If basic qualifications are met and an opening exists, the Chief assigns an officer to conduct a preliminary review of the candidate. If no opening exists, the application will be placed in a file until there is an opening or for one year, whichever is sooner. If an opening occurs within one year, the applicant may be contacted to determine if he/she is still interested in the position.
- B. An employee may be assigned to conduct a comprehensive background investigation of the applicant. the officer assigned to conduct the background investigation may question the applicant regarding his or her prior medical problems, including any worker's compensation claims and conditions. The officer will then conduct a detailed background investigation in accordance with the Background Investigation Manual. (TEXAS BEST PRACTICES: 4.03)

- C. The officer conducting the background investigation shall have had training in conducting background investigations or shall conduct the background in compliance with the Background Investigation Manual. (TEXAS BEST PRACTICES: 3.17)
- D. Upon completion of the background investigation, the applicant's file will be returned to the Chief of Police for review.
  - 1. Any disqualified applicant will be notified, in writing, that they have not been selected for employment.
  - 3. Any qualified applicant will be interviewed by a review board, designated by the Chief of Police. The applicant will be referred to the chief of police with the board's recommendation.
- E. The applicant, if approved by the Chief of Police in consultation with the City Administrator, may be scheduled for a medical, psychological, and drug screening examinations as required.
- F. Following a medical/psychological examination, an applicant may be withdrawn from the process if the applicant is incapable of performing the core job functions for the position or poses a "direct threat" in the workplace (per EEOC guidelines, "a significant risk of substantial harm to the individual or others that cannot be eliminated or reduced . . . through reasonable accommodation"). The Chief must base the threat on medical knowledge presented to him/her, not just speculation.
- G. If the individual is not selected, a letter will be sent to the applicant advising him or her that they have not been selected for employment with Teague Police Department.
- H. Successful applicants may be hired at the discretion of the Chief of Police, in consultation with the City Administrator.

## **IX. PERSONNEL RECORDS**

- A. For each employee, the city maintains a personnel file. This file contains a copy of the background investigation package, a copy of all forms completed during the hiring process, all evaluations, disciplinary action amounting to a written reprimand or higher, leave/attendance record, and assignments. The original of the officer's background investigation and all selection materials are sealed in an envelope, which is confidential, and maintained in a TCOLE ready file. All TCOLE required documents are maintained in a separate file, from the personnel file, and must be secured with access limited to designated personnel. (TEXAS BEST PRACTICES: 2.23, 4.04)
- B. The Chief of Police shall maintain and control all TCOLE required personnel records. The City Secretary is the custodian of record for the city and maintains all personnel files. The department complies with the records retention schedule set by state law and city policy. (TEXAS BEST PRACTICES: 4.04)
- C. Employees may review their records at any reasonable time upon request. The Chief may release a copy of a record from the file upon obtaining a signed authorization from the employee or in conjunction with an appropriate submitted open records request.

- D. All personnel records are considered confidential. Supervisory or investigative personnel who have a need to review sensitive information may do so only with the express approval of the City Administrator or Chief of Police.
- E. If the Chief deems it necessary to include derogatory information in a personnel file, he/she shall notify the employee of the fact in writing. The employee may protest the inclusion of such information in writing to the Chief.
- F. Personnel records are the permanent property of the City of Teague.
- G. Officers from the department may terminate their employment and seek a lateral hire with another agency. Requests for employment information on these officers shall be referred to the Chief. The Chief shall disclose the employee's performance record consistent with current law, when requested, and a properly executed release form is obtained from the subject of the records in compliance with Texas Occupations Code 1701.451 and TCOLE Rules.
- H. All records of unsuccessful applicants shall be maintained, including all test results (if any), in a confidential file by the Chief of Police. These records can be released to other law enforcement agencies when requested and a properly executed release form is obtained from the subject of the records. (TEXAS BEST PRACTICES: 4.04)
- I. Photographs of sworn officers shall not be released by the department to any organization or media outlet, nor shall any be posted on any department website, or in a publicly displayed department yearbook or photograph unless the officer has given his or her consent or signed a release to that effect. Exceptions to this prohibition include:
  - 1. If the officer is charged by indictment or information.
  - 2. If the officer is a party in an arbitration process.
  - 3. If the officer's photograph is introduced in judicial proceedings.

NOTE: Photographs displayed on officer's identification cards are not considered released as they are intended for internal use or to properly identify an officer if required.