



CITY OF LAREDO CIVIL SERVICE COMMISSION



MINIMUM STANDARDS

FOR

POLICE DEPARTMENT

The City of Laredo is an equal opportunity employer and is committed to evaluating each candidate on a non-discriminatory basis.

ALL APPLICANTS MUST MEET THE FOLLOWING QUALIFICATIONS IN ORDER TO BE ELIGIBLE FOR AND BE PLACED ON AN EMPLOYMENT ELIGIBILITY LIST.

A. MINIMUM SCORE

Applicants must score a minimum of 70% or higher on the written examination.

B. YOU MUST BE A UNITED STATES CITIZEN.

C. AGE REQUIREMENT

You must be between the ages of 21 and 42 years of age.

Applicants between the ages of 18 to 20 years of age must have 60 college hours of study at an accredited college or university; or an Associate's Degree from an accredited college or university; or served two (2) years of active service in the U.S. Armed Forces with an Honorable discharge to be eligible for employment. The college hours shall be from an accredited learning institution of higher education recognized by the State Board of Education in the State in which the college resides and accredited by the Southern Association of Colleges and Schools or a similar regional association recognized by the U.S. Department of Education.

Semester hours presented under this cause do not include Continuing Education Credits (CEU), Technical Training, or credit for Life Experience or any other training where college credit was given but specific letter or number grades were not assigned.

D. APPEARANCE

Applicants must demonstrate moderation and good judgment in their personal appearance and should project an appearance befitting that of a professional police officer. To that end, body art should not detract from an applicant's personal appearance.

Body art shall be defined as tattoos, piercings, branding, intentional scarring and intentional mutilation. This includes but is not limited to foreign objects inserted under the skin to create a design, effect, or pattern; a pierced, split, or forked tongue; stretched-out holes in the earlobes; excessive piercings of the ear; piercings of the cheek, nose, eyebrow, or lips.

Piercings of the ear that are not excessive in size or number are acceptable.

Inappropriate body art shall be defined as:

1. Body art that is offensive or obscene.
2. Body art that depicts or advocates discrimination based on sex, age, race, national origin, ancestry, citizenship, religion, disability, and/or sexual orientation.
3. Body art that depicts or advocates gang affiliation, supremacist groups, or illegal drug use.

Applicants exhibiting the following shall be found unsuitable:

1. Inappropriate body art visible on any part of the body.
2. Body art on the head, face, neck, or hands.
3. Dental alterations that serve to exaggerate the shape or size of the teeth or mouth, that include but are not limited to alterations or mouth jewelry commonly referred to as "grillz", alterations or jewelry that resembles the teeth or mouths of animals or fictional characters.

Exceptions:

1. Wedding band tattoo on the left ring finger which symbolizes marriage as long as it can be covered by a traditional wedding band ring
2. Medical alert/information tattoo with approved medical documentation which may extend past the wrist and not covered by the regulation LPD long sleeved uniform.

E. ACADEMICS

A person may not enroll in a peace officer training program under Chapter 170 I, Section 170 1.251 (a), Occupations Code of the Texas Commission on Law Enforcement (TCOLE) unless the person has received:

1. A high school diploma; or,
2. A high school equivalency certificate and must have completed and at least 12 college hours at an accredited college or institution of higher education with at least 2.0 grade point average on a 4.0 scale. The college hours shall be from an accredited learning institution of higher education recognized by the State Board of Education in the State in which the college resides and accredited by the Southern Association of Colleges and Schools or a similar regional association recognized by the U.S. Department of Education. Semester hours presented under this cause do not include Continuing Education Credits (CEU), Technical Training, or credit for Life Experience or any other training where college credit was given but specific letter or number grades were not assigned; or
3. An Honorable discharge from the Armed Forces of the United States after at least 24 months of active service.

Any applicant who has previously attended college or university must not currently be on scholastic probation, suspension or any other scholastic status that would prevent the applicant to be admitted into an institution of higher learning.

Applicants who receive a passing score are eligible for education points to their raw score as follows:

1. Master's Degree of higher from an accredited learning institution of higher education receive five (5) points.
2. Bachelor's Degree of higher from an accredited learning institution of higher education receive three (3) points.
3. Associate's Degree from an accredited learning institution of higher education receive two (2) points.

Applicants can only claim the points from the highest level of education completed and cannot combine degree points.

F. LICENSE REQUIREMENT/RECORD

Applicants must have a valid driver's license at the time of the written entrance examination. Out-of-state residents and active duty military members may possess a valid driver's license of their home state at the time of application. All applicants are required to present a valid Texas driver's license at time of employment.

Applicant's driving record must reflect driving habits that are consistent with the safe operation of motor vehicles. You must not have an excessive record of moving traffic violations and traffic collisions. For purposes of this section, "excessive record of moving traffic violations" is defined as any of the following:

1. During the three (3) year period preceding the civil service written examination, the applicant must not have been cited for three (3) or more moving violations with a disposition other than "not guilty" or a non-conditional dismissal.
2. During the five (5) year period preceding the civil service written examination, the applicant must not have ten (10) or more traffic citations with any disposition other than "not guilty" or a non-conditional dismissal. Traffic citations under this subsection shall include all moving violations as well as invalid/no driver's license, seatbelt violations and financial responsibility ("insurance") citations.
3. The applicant must not have a suspension or revocation of driving privileges within the preceding two (2) years of the Civil Service written examination. Applicants deemed unsuitable under this cause are eligible to reapply after this disqualifying factor no longer exists.
4. The applicant must not have had more than three (3) collisions during the five (5) year period, preceding the Civil Service written examination where the applicant's actions were a determining factor to the cause of the accident, regardless of whether traffic citations were issued or not.
5. Applicants must not have any outstanding traffic warrants/capiases on the date of the Civil Service written examination. Applicants deemed unsuitable under this cause are eligible to reapply after this disqualifying factor no longer exists.

G. CRIMINAL BACKGROUND

The applicant must not have ever been convicted at any time of a felony offense. For the purpose of this requirement, a person is convicted of a felony when an adjudication of guilt for a felony offense is entered against the person by a court of competent jurisdiction whether or not:

1. The sentence is subsequently probated and the person is discharged from probation;

2. The accusation, complaint, information, or indictment against the person is dismissed and the person is released from all penalties and disabilities resulting from the offense, or;
3. The person is pardoned for the offense, unless the pardon is expressly granted for subsequent proof of innocence.
4. Applicants must not be currently charged with or under indictment for any felony offense.
5. Applicants must not have been convicted of a misdemeanor offense of "Class A" or "Class B" within the last ten (10) years preceding the date of the civil service written examination.
6. Applicants must not have been charged with any misdemeanor offense greater than a "Class C", the outcome of which is still pending in a court of competent jurisdiction.
7. Applicants must 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 (10) years preceding the date of the entrance examination. This includes deferred adjudication for Class B misdemeanor or above charges.
8. Applicant must have never been convicted of any Family Violence offense.
9. Applicant must not be under investigation for, or considered a suspect in, any criminal offense.
10. Any applicant who makes a statement as to the involvement in a felony offense which occurred while the applicant was seventeen (17) years of age or older is deemed unsuitable for employment.

H. DRUG POLICY

CRITERIA

1. An applicant who has used any illegal drug while employed in any law enforcement or prosecutorial position, or while employed in a position which carries a high level of responsibility or public trust, will be found unsuitable for employment.
2. An applicant who is discovered to have misrepresented his/her drug history in completing the application will be found unsuitable for employment.
3. An applicant who has sold, delivered, distributed, or possessed any illegal drug for profit or benefit at any time will be found unsuitable for employment.
4. An applicant who has used any illegal drug (including anabolic steroids after February 27, 1991), other than marijuana, within the last ten (10) years, or more than five times in one's life, will be found unsuitable for employment.
5. An applicant, who has used marijuana or synthetic cannabinoids during the two (2) years preceding the Civil Service written examination, or more than three (3) separate occasions during the five (5) years preceding the Civil Service written examination, will be deemed unsuitable for employment.
6. Applicants who have used tetrahydrocannabinol, also known as THC, or any unknown substance with a device used to vaporize substances for inhalation and intoxication, within the last five (5) years preceding the civil service examination date will be found unsuitable for employment.
7. An applicant who has used paint, glue or any other products or chemical, including potpourri, for the purpose of intoxication during the five (5) years preceding the Civil Service written examination, or more than three (3) separate occasions during the five (5) years preceding the Civil Service written examination, will be deemed unsuitable for employment.
8. Applicants who have abused or illegally used prescription medication for the purpose of intoxication or recreation, whether prescribed to them or another person or otherwise obtained, on no more than (3)

independent occasions are deemed unsuitable under this cause are not eligible to reapply for a period of five (5) years from the date of last usage. If the applicant is found to have abused a substance under this sub-section on more than three (3) independent occasions, the applicant will be deemed unsuitable for employment under this cause and remain permanently unsuitable.

To determine whether you qualify under the Laredo Police Department's drug policy, please answer the following questions. If you answer "YES" to any of these questions, you should NOT apply for employment with the Laredo Police Department.

1. Have you used marijuana or synthetic cannabinoids within the last two (2) years?
2. Have you used marijuana or synthetic cannabinoids more than a total of three (3) times in last five (5) years?
3. Have you used any other illegal drug (including anabolic steroids after February 27, 1991) in the past ten (10) years?
4. Have you used any other illegal drug (including anabolic steroids after February 27, 1991) more than a total of five (5) times in your life?
5. Have you ever sold, delivered, distributed, or possessed any illegal drug for profit or benefit?
6. Have you ever used an illegal drug (no matter how many times or how long ago) while in a law enforcement or prosecutorial position, or in a position, which carries with it a high level of responsibility or public trust?

I. MORAL CHARACTER

1. Applicants must be of good moral character and shall not habitually associate with those of questionable moral character.
2. Applicants must not be currently living with anyone who is a convicted felon, unless the individual is an immediate family member, or spouse, and the person is not actively engaging in criminal behavior. Applicants deemed unsuitable under this cause are eligible to reapply six (6) months from the date of disqualification.

J. MILITARY

Applicants must not have been discharged from military service under less than honorable conditions including, specifically:

1. under other than honorable conditions;
2. bad conduct;
3. dishonorable;
4. Any other characterization of service indicating bad character.

Based on the Local Government Code 143.025, an additional five (5) points shall be added to the examination grade of an applicant who served in the United States Armed Forces, received an honorable discharge, and made a passing grade on the examination.

K. FINANCIAL RESPONSIBILITY

Applicant must have a history of meeting financial obligations. An applicant's poor or bad credit history, failure to pay just debts, delinquency on outstanding loans, or bankruptcies, repossessions, and

foreclosures will be considered. The type and number of debts, reasons for credit problems, and extenuating circumstances will be considered on a case-by-case basis due to the number of variables involved.

The applicant shall not have a history of knowingly issuing checks with insufficient funds within the last five (5) years preceding the date of the Civil Service written examination.

Applicant obligated to child and/or spousal support payments must be current on all payments.

Applicants deemed unsuitable under this cause are not eligible to reapply for one (1) year from the date deemed unsuitable under this cause.

- L. APPLICANTS MUST NOT BE A MEMBER OF ANY ORGANIZATION THAT ADVOCATES THE OVERTHROW OF OUR GOVERNMENT BY FORCE OR VIOLENCE OR WHICH ADVOCATES OR ENGAGES IN UNLAWFUL CONDUCT DIRECTED AT INDIVIDUALS OR GROUPS BASED UPON THE INDIVIDUAL’S OR GROUP’S RACE, SEX, RELIGION, NATIONAL ORIGIN, AGE, SKIN COLOR, SEXUAL PREFERENCE, DISABILITY, OR CONDUCT OTHERWISE COMMONLY KNOWN AS “HATE CRIMES”.**

- M. APPLICANTS MUST NOT HAVE BEEN DISCHARGED FROM ANY LAW ENFORCEMENT AGENCY UNDER LESS THAN HONORABLE CONDITIONS, HAVE RESIGNED TO AVOID SUSPENSION OR DISCHARGE, OR HAVE RESIGNED DURING A DISCIPLINARY INVESTIGATION WITHOUT A FINAL JUDGEMENT HAVING BEEN RENDERED AND;**
 - 1. Not had a certificate issued by the Texas Commission on Law Enforcement previously revoked.
 - 2. An application from a person who has resigned or has been terminated from any law enforcement, emergency medical technician or fire fighter academy due to a lack of proficiency in an academic or skilled area will not be eligible to apply within one (1) year of the date of resignation or termination.
 - 3. An applicant who has been terminated from any commissioned or cadet position within a law enforcement, emergency medical technician, or fire fighter agency for disciplinary reasons, having resigned to avoid suspension or discharge or, having resigned during a disciplinary investigation without a final judgment being rendered, will be permanently disqualified.

- N. COMPLIANCE WITH REQUIREMENTS**

An applicant failing to cooperate fully with and keep all scheduled appointments, failing to supply the needed documents within the specified time limits, failing to provide added personal information as needed, or failing to update changes within ten (10) business days of the change will disqualify an applicant from the current eligibility list.

- O. FALSE STATEMENTS/OMISSIONS OF MATERIAL FACT**
 - 1. Applicants must be truthful and honest in their response to all inquiries relative to their suitability for employment.

2. Applicants found to have withheld material information, and/or practiced or attempted to practice deception or fraud in their application, examination, or appointments are deemed unsuitable from the current eligibility list.
3. Any misstatements and/or omissions of material fact during the application process are also cause for disqualification from the current eligibility list.
4. If an applicant is deemed unsuitable for this rule based on a previous finding of false statement/omission, the applicant will be deemed permanently unsuitable for employment.

P. EMPLOYMENT HISTORY

Applicants must demonstrate maturity, dependability, integrity, good work ethic, and loyalty to their past and present employers. The applicant's employment history must not indicate instability; excessive tardiness or absenteeism; inefficiency; failure to follow directions, policies or procedures, and rules and regulations; poor working relationships; or negligent work habits.

1. In the last five (5) years preceding the date of the civil service written examination, applicants must not have been terminated, asked to resign, or resigned from any previous employment for engaging in inappropriate or unlawful behavior, including but not limited to any of the following:
 - a. Theft
 - b. Assault
 - c. Threats
 - d. Disorderly Conduct or Other Breaches of the Peace

Applicants deemed unsuitable under this cause are eligible to reapply for subsequent entrance examinations.

2. Applicants must not have been terminated, asked to resign, or resigned from any previous employment for engaging in inappropriate or unlawful behavior, including but not limited to any of the following:
 - a. Any Felony Offense
 - b. Sex Crimes
 - c. Sexual Harassment
 - d. Discriminatory or Retaliatory Acts
 - e. Any Offense Involving Acts of Moral Turpitude

Applicants deemed unsuitable under this cause are permanently unsuitable.

3. Applicants must not have been employed or engaged in an illegal occupation. Applicants deemed unsuitable due to employment in an illegal occupation remain permanently unsuitable.

PHYSICAL FITNESS

Applicants are required to pass a fitness evaluation (physical agility course), which will be conducted after he/she successfully passes the entrance examination. The evaluation is to determine physical agility and duty fitness for law enforcement duties.

ONCE THE APPLICANT SUCCESSFULLY ACHIEVES A PASSING SCORE ON THE CIVIL SERVICE WRITTEN ENTRANCE EXAMINATION AND PHYSICAL FITNESS EXAMINATION, THE APPLICANT WILL BE GIVEN A "CONDITIONAL OFFER" OF EMPLOYMENT AND MUST THEN SUCCESSFULLY PASS EACH OF THE FOLLOWING PHASES:

COMPLETE BACKGROUND INVESTIGATION

An extensive check of the applicant's persona, work, and criminal history will be performed by a Laredo Police Department designee.

POLYGRAPH EXAMINATION

All applicants are required to submit to a polygraph examination and demonstrate their veracity in responses to all personal history, employment, criminal activity, and personal habit interrogatories presented in the Polygraph Questionnaire. Satisfactory demonstration of this requirement will be based on a polygraph examiner's report of "No Deception Indicated". The following guidelines shall apply to the manner of testing:

1. Each applicant is required to complete an approved "Pre-Employment Polygraph Questionnaire" prior to undergoing the examination.
2. The polygraph examination is the sole purpose of verifying the applicant's truthfulness in the responses to the approved questionnaire.
3. Current or former law enforcement, corrections, or security officers are required to respond to additional questions relating to their conduct as a law enforcement, corrections, or security officer.
4. Polygraph examinations are conducted by a licensed polygraph examiner.
5. Applicants whose original polygraph results are found to be other than "No Deception Indicated" are re-examined within thirty (30) days.
6. Subsequent polygraph examinations are conducted by a different polygraph examiner.
7. Applicants whose polygraph results remain deceptive, inconclusive or no opinion after two (2) examinations are deemed unsuitable for two (2) years from date of disqualification from the process.

PSYCHOLOGICAL EXAMINATION

In accordance with TCOLE Licensing Standards Section §215.15 (c), all applicants are required to undergo a psychological examination administered by a psychologist who is licensed by the Texas State Board of Examiners of Psychologists or by a psychiatrist licensed by the Texas Medical Board selected by the Laredo Police Department to determine mental/emotional fitness for duty. The psychological examination must be conducted pursuant to professionally recognized standards and methods. The examination process must consist of a review of a job description for the position sought; review of any personal history statements; review of any background documents; at least two instruments, one which measures personality traits and one which measures psychopathology; and a face to face interview conducted after the instruments have been scored. Any applicant who is not deemed fit after this examination, must wait a minimum period of one (1) year from the date of disqualification before becoming eligible to reapply or as otherwise indicated by the psychologist.

APPEALS OF PSYCHOLOGICAL EXAMINATIONS WILL REQUIRE THAT ANY SUBSEQUENT EVALUATIONS BE BASED UPON TCOLE STANDARDS: REVIEW OF PERSONAL HISTORY STATEMENTS, BACKGROUND DOCUMENTS AND THE USE OF AT LEAST TWO INSTRUMENTS, ONE WHICH MEASURES PERSONALITY TRAITS AND ONE WHICH MEASURES PSYCHOPATHOLOGY. APPLICANT MUST SUBMIT A WRITTEN NOTICE OF APPEAL ADDRESSED TO THE DIRECTOR OF THE FIRE FIGHTERS' AND POLICE OFFICERS' CIVIL SERVICE COMMISSION OF THE CITY OF LAREDO, TX, WITHIN TEN (10) CALENDAR DAYS OF NOTIFICATION OF DISQUALIFICATION.

ORAL BOARD INTERVIEW

All applicants are required to participate in an oral assessment conducted by an oral interview board comprised of police officers from the Laredo Police Department. Applicants must demonstrate the ability to effectively communicate during an interview process requiring the applicant to respond to queries related to his/her background investigation findings, as well as his/her responses to hypothetical scenarios and related issues.

Applicants whose backgrounds reveal compelling negative evidence, but meet the minimum hiring standards, could still be disqualified by the board without the opportunity of being interviewed.

MEDICAL EXAM

All applicants are then required to submit to a medical evaluation conducted by a physician selected by the Laredo Police Department who is licensed by the Texas Medical Board. The physician must be familiar with the duties appropriate to the type of license sought. The individual must be declared by the physician to be physically sound and free from any defect which may adversely affect the performance of duty appropriate to the type of license sought and show no trace of drug dependency or illegal drug use. The physician will determine the applicant's medical fitness for duty.

APPEALS OF MEDICAL EXAMINATIONS WILL REQUIRE THAT ANY SUBSEQUENT EVALUATIONS BE BASED UPON TCOLE STANDARDS. APPLICANT MUST SUBMIT A WRITTEN NOTICE OF APPEAL ADDRESSED TO THE DIRECTOR OF THE FIRE FIGHTERS' AND POLICE OFFICERS' CIVIL SERVICE COMMISSION OF THE CITY OF LAREDO, TX, WITHIN TEN (10) CALENDAR DAYS OF NOTIFICATION OF DISQUALIFICATION.

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