



Fredericksburg Police Department

Brian Vorauer
Chief of Police

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Fredericksburg Police Department Employee Hiring Procedures

The Fredericksburg Police Department is committed to hiring the most qualified individuals to serve our community. Our hiring process is designed to ensure that we select candidates who meet our high standards of excellence. The methods of selection will be administered in a fair and consistent manner and will provide equal opportunity to everyone regardless of race, creed, color, sex, national origin, sexual orientation, age, or those with disabilities.

Equal Opportunity Employer

Application Process:

- Applications may be submitted at any time and will be kept on file for future consideration. When a vacancy becomes available, applicants will be notified of the opportunity, along with details regarding the testing and interview procedures.

Minimum Qualifications:

- All applicants must meet the minimum qualifications for the position before their application can be processed. These qualifications include the successful completion of both physical and written examinations specific to the role.

Selection Process:

- Applicants who pass the physical and written exams will proceed to an interview with the Employee Interview Board.
- A thorough background check will be conducted on all candidates, followed by a polygraph examination and medical screening to ensure fitness for duty.

New Employee Hiring List:

- Candidates who successfully complete all stages of the hiring process will be placed on the New Employee Hiring List. This list is valid for up to six months or until it is depleted, at which point the process will be updated.

We appreciate your interest in joining the Fredericksburg Police Department and look forward to reviewing your application.

**Minimum Standards for Law Enforcement
Appointment**

1. Must be a citizen of the United States
2. Must be at least twenty-one (21) years of age
3. Must possess a valid Texas Driver's License
4. Must be certified by T.C.O.L.E. or have successfully passed the T.C.O.L.E. exit exam
5. Must never have executed at any time a confession to a felony offense, such confession being admissible as evidence against you in any criminal proceeding in any state or federal court.
6. Must not be under indictment for a felony offense.
7. Must not have any felony conviction, or conviction of a crime of moral turpitude or domestic violence.
8. Must not be on probation for any criminal offense.
9. Must never had been convicted of an offense above the grade of Class B misdemeanor or a Class B misdemeanor within the last ten (10) years.
10. Must be of good moral character, as determined by a thorough background investigation.
11. Must be a high school graduate or possess an equivalent G.E.D. certificate.
12. Must pass a physical fitness exam administered by the police department.
13. Must be examined and certified physically satisfactory by a licensed physician.
14. Must be, when applicable, examined and certified mentally and psychologically satisfactory by a licensed psychiatrist or clinical psychologist.
15. Must have been discharged from military service under honorable conditions, if applicable.
16. Must pass polygraph examination
17. Must meet any other standards set by law or by T.C.O.L.E. statutes and rules

**Minimum Standards for
Non-Sworn/Civilian Personnel**

1. Must be a citizen of the United States
2. Must be at least eighteen (18) years of age
3. Must possess a valid Texas Driver's License
4. Must never have executed at any time a confession to a felony offense, such confession being admissible as evidence against you in any criminal proceeding in any state or federal court.
5. Must not be under indictment for a felony offense
6. Must not have any felony conviction, or conviction of a crime of moral turpitude or domestic violence
7. Must not be on probation for any criminal offense
8. Must never have been convicted of an offense above the grade of Class B misdemeanor or a Class B misdemeanor within the last ten (10) year
9. Must be of good moral character, as determined by a thorough background investigation
10. Must be a high school graduate or possess an equivalent G.E.D. certificate
11. Must be examined and certified physically satisfactory by a licensed physician
12. Must have been discharged from military service under honorable conditions, if applicable
13. Must pass a polygraph examination

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Application for Employment

Please follow these instructions carefully to ensure your application is processed correctly. Complete the application form in its entirety. All fields must be filled out—if a question does not apply to you, please enter "N/A" rather than leaving it blank. The application must be typed or printed legibly in black ink. While you may include a resume for additional information, it cannot replace a fully completed application. Applications can be submitted via email or mailed/hand-delivered to the Fredericksburg Police Department. To submit by email, send your completed application to broemer@fbgtx.org and arivera@fbgtx.org. Alternatively, you may mail or deliver it to: Fredericksburg Police Department, Attn: Lt. Braxton Roemer, 1601 East Main Street, Fredericksburg, Texas 78624.

First Name: _____ Middle Name: _____ Last Name: _____

Address: _____
 _____ Street _____ City _____ State _____ Zip Code _____

Phone Number: _____ Email Address: _____

Date of Birth: ____/____/____ Driver's License: _____
 _____ State _____ Number _____

Position Applying for: _____

Salary Expected: \$ _____ /year Date Available for Work: _____

Full-Time Part-Time Reserve

Education:
List all of your previous and current education.

High School or GED Name	Dates Attended Month/Year From	To	Did you graduate?	Type of Diploma

College/University/ Technical/Vocational Name	Dates Attended Month/Year From	To	Credit Hours Earned	Did you graduate?	Type of Degree

Military Service (Active Duty):

Branch: _____ Dates: _____
From To

Are you in the Active Reserve? _____

Employment Related Licenses and/ or Certifications:

License or Certification	Date Received	License or Certification	Date Received

Employment Record:

Please list all law enforcement and military-related employment, followed by all other employment over the last ten (10) years. Begin with your most recent position and continue in reverse chronological order. If additional space is needed, please attach extra sheets.

Employer: _____ Type of Business: _____
Mailing Address: _____
City, State, Zip Code: _____ Phone Number: _____
 Full-Time Part-Time Reserve Seasonal
Present or Last Title: _____ Starting Position: _____
Starting Date: _____ Leaving Date: _____
Reason for Leaving: _____
Starting Base Salary/Year: _____ Ending Base Salary/Year: _____
Name of Immediate Supervisor: _____

Employer: _____ Type of Business: _____
Mailing Address: _____
City, State, Zip Code: _____ Phone Number: _____
 Full-Time Part-Time Reserve Seasonal
Present or Last Title: _____ Starting Position: _____
Starting Date: _____ Leaving Date: _____
Reason for Leaving: _____
Starting Base Salary/Year: _____ Ending Base Salary/Year: _____
Name of Immediate Supervisor: _____

Employer: _____ Type of Business: _____
Mailing Address: _____
City, State, Zip Code: _____ Phone Number: _____
 Full-Time Part-Time Reserve Seasonal
Present or Last Title: _____ Starting Position: _____
Starting Date: _____ Leaving Date: _____
Reason for Leaving: _____
Starting Base Salary/Year: _____ Ending Base Salary/Year: _____
Name of Immediate Supervisor: _____

Employer: _____ Type of Business: _____
 Mailing Address: _____
 City, State, Zip Code: _____ Phone Number: _____
 Full-Time Part-Time Reserve Seasonal
 Present or Last Title: _____ Starting Position: _____
 Starting Date: _____ Leaving Date: _____
 Reason for Leaving: _____
 Starting Base Salary/Year: _____ Ending Base Salary/Year: _____
 Name of Immediate Supervisor: _____

Employer: _____ Type of Business: _____
 Mailing Address: _____
 City, State, Zip Code: _____ Phone Number: _____
 Full-Time Part-Time Reserve Seasonal
 Present or Last Title: _____ Starting Position: _____
 Starting Date: _____ Leaving Date: _____
 Reason for Leaving: _____
 Starting Base Salary/Year: _____ Ending Base Salary/Year: _____
 Name of Immediate Supervisor: _____

May representatives of the Fredericksburg Police Department Contact:
 Your former employers? _____ Your current employer? _____

Do you have any relatives working for the City of Fredericksburg? _____
 If "yes", list the names of these relatives and their relationship to you.

Name:	Relationship

References:

Give the name, address, and phone numbers of a **minimum of six (6)** references to include:
 Three (3) personal and three (3) professional references.

Personal:

Name:	Address:	Phone Number:

Professional:

Name:	Address:	Phone Number:

I hereby certify that the foregoing statements as well as those on any attachment(s) to this form are to the best of my knowledge true and correct and that they are all given of my own free will. I agree that any misstatement(s) or omission(s) to the material facts will constitute grounds for unfavorable consideration or dismissal from employment. I understand a condition of employment will be passing the Texas Peace Officer licensing examination, if applicable, and that if employed I will serve an initial probation period of six (6) months.

Applicant's Signature

Date

