



Fredericksburg Police Department

Steven T. Wetz
Chief of Police

1601 East Main Street, Fredericksburg, Texas 78624
Telephone (830) 997-7585 Fax (830) 997-9541

Fredericksburg Police Department Employee Hiring Procedures

The Fredericksburg Police Department Employee Hiring Procedures are designed to help ensure that the most qualified people are hired for vacant positions.

Applications may be received at any time and placed on file for future hiring. When a vacancy becomes available, applicants will be notified of the vacancy and the procedures and dates of testing.

Applicants must meet the minimum standards before an application may be accepted. Applicants will be required to perform both physical and written exams. Applicants that successfully pass through these tasks will be selected to continue to an employee interview board and undergo a thorough background check. Applicants will also be required to undergo psychological testing, a polygraph exam and medical screening. Applicants successfully completing all stages will be placed on a New Employee Hiring List. This list will be kept for approximately six months or until the list is depleted.

Attached is a copy of the minimum standards for appointment and minimum physical requirements, along with the application. Thank you for your interest in the Fredericksburg Police Department.

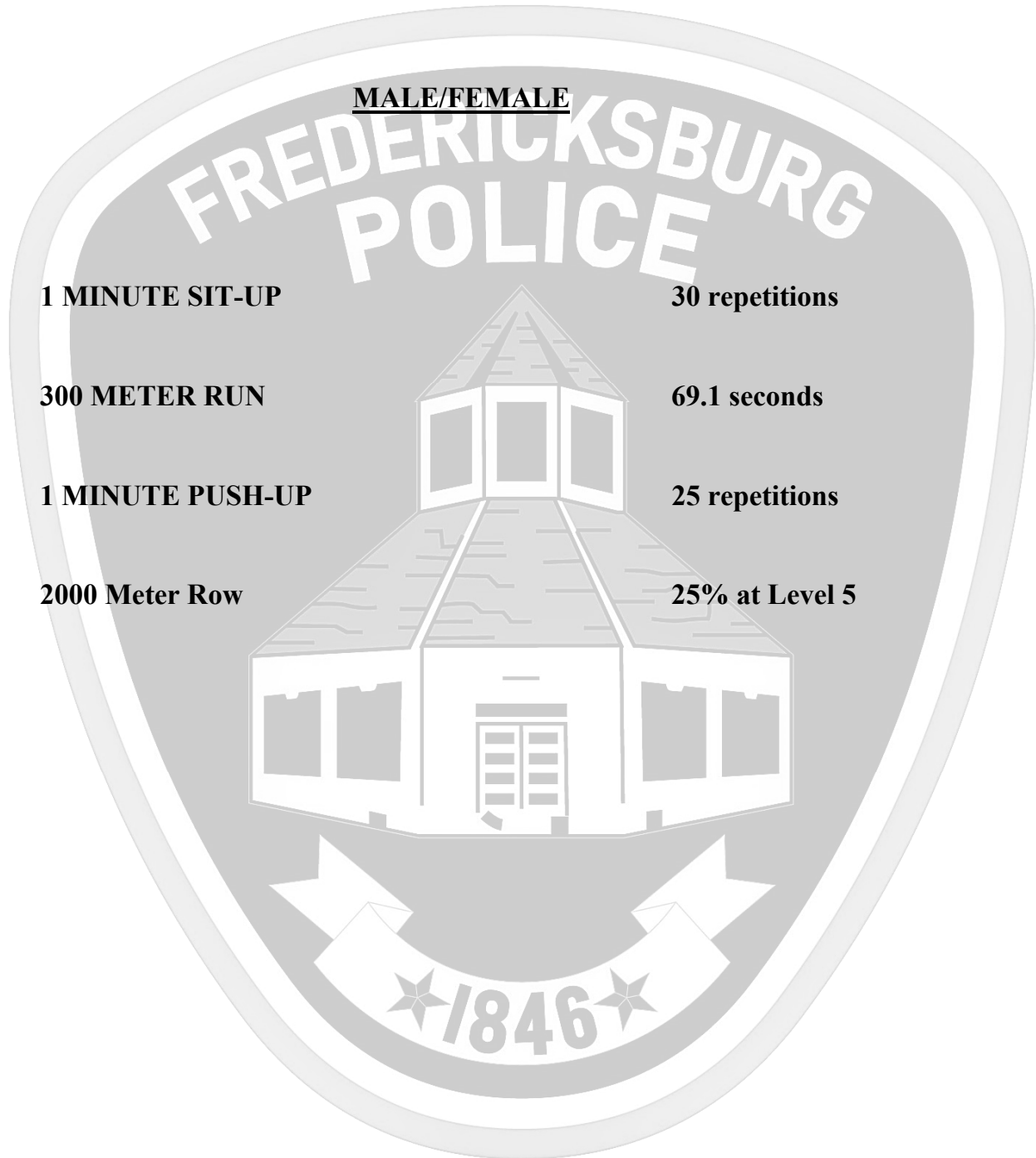
Equal Opportunity Employer

FREDERICKSBURG POLICE DEPARTMENT

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, and possess a valid Texas Drivers' License.
- 3.) Must be certified by T.C.O.L.E. or have successfully passed the T.C.O.L.E. exit examination.
- 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 years.
- 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 pass a Physical Fitness examination administered by the Police Department.
- 12.) Must be examined and certified physically satisfactory by a licensed physician.
- 13.) Must be, when applicable, examined and certified mentally and psychologically satisfactory by a licensed psychiatrist or clinical psychologist.
- 14.) Applicant must have been discharged from military service under honorable conditions, if applicable.
- 15.) Must pass a polygraph examination.
- 16.) Must meet any other standards set by law or by T.C.O.L.E. policy.

**FREDERICKSBURG POLICE DEPARTMENT
APPLICANT PHYSICAL FITNESS EXAM
MINIMUM REQUIREMENTS**



MALE/FEMALE

1 MINUTE SIT-UP

30 repetitions

300 METER RUN

69.1 seconds

1 MINUTE PUSH-UP

25 repetitions

2000 Meter Row

25% at Level 5

THE CITY OF FREDERICKSBURG
POLICE DEPARTMENT
APPLICATION FOR EMPLOYMENT

PRINT IN BLACK INK OR TYPE: These instructions must be followed exactly. Fill out the application form completely; if questions are not applicable, enter "N/A". Do not leave questions blank. Resumes will be accepted for whatever additional information they contain, *but not in place of a completed application.* Applications that are not signed and notarized will not be accepted.

NAME _____ **Social Security No.** _____ - _____ - _____
 (Last) (First) (Middle) (Maiden)

ADDRESS (Mailing) _____
 (Street) (City) (State) (Zip Code)

(Permanent) _____
 (Street) (City) (State) (Zip Code)

PHONE Cell _____ Home _____ Work _____

EMAIL ADDRESS _____

Date of Birth: _____	Driver's License: _____ (State) (Number)
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Position Applying For: _____

Salary Expected \$ _____ **yearly** **Date Available for work** _____

- Full-Time
- Part-Time
- Reserve

Employment Related Licenses and/or Certifications

License or Certification	Date Received	License or Certification	Date Received

MILITARY SERVICE: (active duty) Branch _____ **DATES:** From: _____ To: _____

Are you in the Active Reserve? _____

EDUCATION:

List your education to include: High School, College Undergraduate and Graduate work, Technical, and/or Vocational

Type of School	School Name and City Located	Years Attended		Number of Hrs. Completed	Graduated	Type of Degree	Field of Study
		From	to				
High School							
	College						
Technical Vocational							

If you did not graduate from high School, did you receive a GED? _____
 (yes) (no) (N/A)

EMPLOYMENT RECORD: Please identify all law enforcement and military related employment and the last ten (10) years of all other fields of employment. Start with the most recent position and work back. Use additional sheets if necessary.

Employer:
Mailing Address:
City, State, Zip Code
Telephone:
Type of Business: Full Time Part Time Seasonal
Starting Position: Present or Last Title:
Immediate Supervisor: Starting Base Salary: Yr. Ending Base Salary: Yr.
Starting Date: Leaving Date:
Explain Reason for Leaving:
Employer:
Mailing Address:
City, State, Zip Code
Telephone:
Type of Business: Full Time Part Time Seasonal
Starting Position: Present or Last Title:
Immediate Supervisor: Starting Base Salary: Yr. Ending Base Salary: Yr.
Starting Date: Leaving Date:
Explain Reason for Leaving:
Employer:
Mailing Address:
City, State, Zip Code
Telephone:
Type of Business: Full Time Part Time Seasonal
Starting Position: Present or Last Title:
Immediate Supervisor: Starting Base Salary: Yr. Ending Base Salary: Yr.
Starting Date: Leaving Date:
Explain Reason for Leaving:

I HEREBY CERTIFY THAT THE FOREGOING STATEMENTS AS WELL AS THOSE ON ANY ATTACHEMENT(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 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 PROBATIONARY PERIOD OF ONE (1) YEAR.

APPLICANT'S SIGNATURE

DATE

SUBSCRIBED AND SWORN to before me this _____ day of _____, 20__.

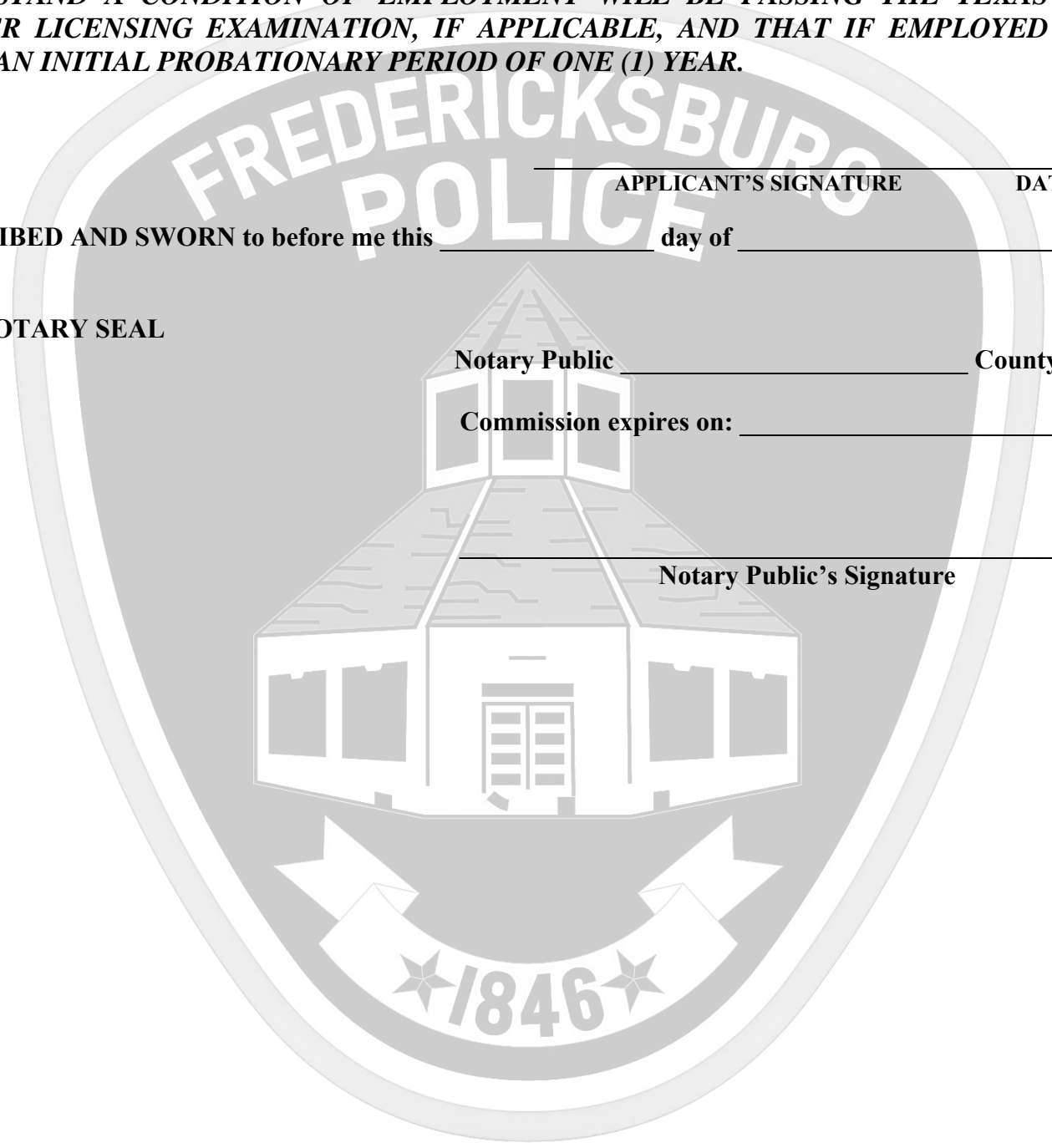
NOTARY SEAL

Notary Public _____

County, Texas

Commission expires on: _____

Notary Public's Signature



AUTHORITY TO RELEASE INFORMATION

TO WHOM IT MAY CONCERN

I hereby authorize any officer or other authorized representative of the Fredericksburg Police Department bearing this release, or copy thereof, within one year if its date, to obtain any information in your files pertaining to my employment, military, criminal, credit or educational records including, but not limited to, academic, achievement, attendance, athletic, personal history, and disciplinary records, medical records, and credit records. I hereby direct you to release such information upon request of the bearer. This release is executed with full knowledge and understanding that the information is for the official use of the Fredericksburg Police Department. Consent is granted for the Fredericksburg Police Department to furnish such information, as described above, to third parties in the course of fulfilling its official responsibilities. I hereby release you, as the custodian of such records, and any school, college, university, or other educational institution, hospital, or other repository of medical records, credit bureau, lending institution, criminal records compilation agency, consumer reporting agency, or retail business establishment including its officers, employees, or related personnel, both individually and collectively, from any and all liability for damages of whatever kind, which may at any time result to me, my heirs, family or associates because of compliance with this authorization and request to release information, or any attempt to comply with it. I am furnishing my Social Security account number, date of birth, and driver's license number on a voluntary basis with the understanding such is not required by Federal statute or regulation. I have been advised the Fredericksburg Police Department will utilize this information in conducting a background investigation. Should there be any question as to the validity of this release, you can contact me as indicated below.

Full Name: _____
(Signature)

Full Name: _____
(Printed or Typed)

Current Address: _____
(Street) (City) (State)

Home Telephone: _____

Work Telephone: _____

SUBSCRIBED AND SWORN to before me this _____ day of _____, 20__.

NOTARY SEAL

Notary Public _____ County, Texas

Commission expires on: _____

Notary Public's Signature