



Hutto Police Department

Harold Q. Thomas
Chief of Police

Lt. Dwain Jones
Patrol Services

Lt. Todd Looney
Support Services

May 2010

Re: Initial Application Packet for Police Officer

Applicant:

You are receiving this packet or downloading it from the website because you are interested in the position of police officer with the City of Hutto Police Department. Candidates who are currently enrolled in a Texas Peace Officer Cadet Academy may apply. **This packet contains important instructions through out the packet regarding the application process so please read it carefully to avoid disqualification.**

This packet contains the following information:

- Job Description.
- Additional Qualifications for Police Officer Candidates.
- Police Officer Applicant Disqualifiers.
- Physical Ability testing information.
- Physical Ability Test Release of Liability.
- Personal information release
- Written Exam Information.

The hiring process will include the following phases and may include additional phases as deemed appropriate by the Chief of Police:

1. Submit a completed City of Hutto Application.
2. Pass a cursory background investigation.
3. Pass an entry level written exams.
4. Pass a physical ability test.
5. Submit a completed personal history statement. (Two weeks to return)
6. Oral interview board.
7. Polygraph
8. Thorough background investigation.
9. Chief of Police approval.
10. Conditional offer of employment.
11. Pass a firearms qualifications course.
12. Pass a Human Performance Evaluation, including a medical physical and drug screening.
13. Pass a psychological examination.
14. City Manager approval.



Hutto Police Department

Harold Q. Thomas
Chief of Police

Lt. Dwain Jones
Patrol Services

Lt. Todd Looney
Support Services

TO: Hutto Police Department Applicant

FROM: **Harold Q. Thomas**
Chief of Police

DATE: May 2010

SUBJECT: A message from the Chief

It is with great pride that I personally welcome you to the Hutto Police Department application process. It is obvious that you are a person who wants to fit the Hutto Police Department profile as a top notch recruit. You will undergo a series of tests, the interview process and a rigorous background. If you are successful, you will be asked to open your mind and be trained in the Hutto Police Department's ways of operation.

Some of you will bring a great deal of experience and ideas with you. Here, we are always searching for a better way of doing business and encourage you to make suggestions on how to accomplish our mission as we continue to be a dynamic, growing City. Your input is extremely valuable as you begin to engage and become a member of our team.

It is the Hutto Police Department's goal to develop officers to their fullest potential and to provide the necessary equipment, training and leadership each will need to be successful.

If I or any member of the department can assist you in any way, please do not hesitate to call on us.

Sincerely,

Harold Q. Thomas
Chief of Police



Application for Employment City of Hutto

POLICE DEPARTMENT APPLICATION

EQUAL OPPORTUNITY EMPLOYER: The City Of Hutto does not discriminate on the basis of race, color, religion, sex, age, national origin, disability, or veteran status.

Submit to:
 LT. Dwain Jones
 City of Hutto
 401 West Front St.
 Hutto, Texas 78634

Phone: (512) 759-5983
 Fax: (512) 846-2753

General Information

| | |
|----------------------|---------------------|
| Position applied for | Date of application |
|----------------------|---------------------|

| | | | |
|---------------------------------|---------------|----------|------------------------|
| Name | Last | First | Middle |
| Address (Street/Route/P.O. Box) | | City | State |
| | | Zip Code | |
| Telephone | Email Address | | Social Security Number |
| () | | | |

| | |
|--|---|
| <p>Do you have a valid Driver's License? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>State _____ Lic. # _____</p> <p>Exp. Date _____ Type _____</p> <p>Can you show proof of eligibility to work in this country? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Are you under 18 years of age? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Have you been employed under any other name? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, please list: _____</p> | <p>Are you related by kinship or marriage to any City of Hutto employee or City Council member? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, please give name & relationship: _____</p> <p>Have you been convicted of a felony? <input type="checkbox"/> Yes <input type="checkbox"/> No (For consideration on certain positions)</p> <p>If yes, explain: _____</p> <p>Date available for work: _____</p> <p>Available for: <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Temporary <input type="checkbox"/> Shift</p> |
|--|---|

Education & Training

Circle the highest grade completed 1 2 3 4 5 6 7 8 9 10 11 12

Did you graduate/achieve GED? Yes No

| Higher Education Institution* | Location | Major | Type of degree or certificate earned |
|-------------------------------|----------|-------|--------------------------------------|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

*Please include undergraduate colleges or universities, graduate schools and technical, vocational or business schools.

Special Skills/Qualifications

Add any additional special job-related skills or qualification you may have received from your experiences (e.g., foreign language proficiency, office or special equipment you can use and types of computer software and hardware):

If a license, certificate or other authorization is required or related to the position for which you are applying, complete the following:

| License/Certificate (i.e. PE, RN, CPA, etc) | Date Issued | Issued by (State or other Authority) | TCLEOSE PID Number | Location of issuing Authority (City/State) |
|--|-------------|---|--------------------|---|
| | | | | |

Employment Record

Instructions: Beginning with your most recent job, list below jobs which you have held and specifically describe duties performed. Include any job-related military service assignments or volunteer work. **YOU MAY ATTACH A RESUME IF YOU WISH, BUT YOU MUST FILL OUT THIS SECTION FULLY.** If you need additional space, please continue on a separate sheet of paper.

LIST NAME, ADDRESS & PHONE NUMBER OF PREVIOUS EMPLOYERS WITH MOST RECENT EMPLOYER FIRST

Job Title: _____ From: _____ To: _____

Immediate Supervisor: _____ Last salary (Hr., Mo., or Yr.): _____

Employer Name: _____ Phone: _____

Address: _____

Duties: _____

Reason for leaving: _____

Job Title: _____ From: _____ To: _____

Immediate Supervisor: _____ Last salary (Hr., Mo., or Yr.): _____

Employer Name: _____ Phone: _____

Address: _____

Duties: _____

Reason for leaving: _____

Job Title: _____ From: _____ To: _____

Immediate Supervisor: _____ Last salary (Hr., Mo., or Yr.): _____

Employer Name: _____ Phone: _____

Address: _____

Duties: _____

Reason for leaving: _____

Job Title: _____ From: _____ To: _____

Immediate Supervisor: _____ Last salary (Hr., Mo., or Yr.): _____

Employer Name: _____ Phone: _____

Address: _____

Duties: _____

Reason for leaving: _____

References – (Give name, address, telephone number and e-mail address of three persons excluding relatives and previous supervisors)

| Name | Address | Telephone | E-mail |
|------|---------|-----------|--------|
| | | | |
| | | | |
| | | | |

Applicant's Statement (Please read and sign below)

I certify that all answers given in this application are true and complete. I also understand that any offer of employment may be conditional upon the satisfactory results of a medical evaluation, drug screening and driver's license check. I authorize investigation of all statements contained in this application for employment, as may be necessary in arriving at an employment decision and do not hold the City or any other individual involved in this investigation liable for information obtained in this process. I also understand that false or misleading information given in my interview or this application may result in elimination from consideration for employment or discharge at any time. I further understand that, if employed, I will abide by all policies, rules and procedures of the City of Hutto. I understand the City of Hutto follows an "employment at will" meaning the City of Hutto may terminate my employment at any time, for any reason consistent with applicable state or federal law. This "employment at will" policy cannot be changed verbally or in writing.

Signature: _____ Date: _____



Police Officer / Detective

ROLE OVERVIEW

Facilitates law enforcement by providing effective service to the City. Performs a variety of routine and complex public safety work in the performance of police patrol, traffic regulation, investigations and other related law enforcement activities. Ensures the effective enforcement of Federal and State laws as well as City ordinances and department operating procedures and maintains a high professional standard for the patrol Shift/Unit.

ORGANIZATIONAL IMPACT

Provides services, analysis, **advice or recommendations** and/or responds/takes actions that have a **direct impact** on a **specific business function** or organizational entity. The work involves the execution of specific rules, regulations or procedures and typically comprises a complete segment of an assignment or project of broader scope. The work product or service affects the accuracy, reliability or acceptability of further processes or services and/or impacts the social, physical and/or economic well-being of people. Must interact with the public and therefore has an impact on the department and the city.

Customer Service

Position requires the ability to **persuade and/or convince** customers to accept, cooperate and/or take specific action. **Anticipates customer needs and determines the necessary resources** to implement any required improvements in service. The personal contacts are with individuals or groups from **outside the organization** in a **moderately unstructured setting**. For example, the contacts are not established on a routine basis; the purpose and extent of each contact is different; and the role and authority of each party is identified and developed during the course of the contact. Typical of contacts at this level are those with peers in the capacities as professionals/public officials; contractors; or representatives of community or professional organizations, local news media or public action/community groups. The purpose is to influence, motivate, interview, or control persons or groups. The persons contacted may be fearful, skeptical, uncooperative or dangerous. Therefore, the employee must be skillful in approaching the individual or group in order to obtain the desired effect, such as gaining compliance with established policies and regulations by persuasion or negotiation, or gaining information by establishing rapport.

Creativity and Continuous Process Improvement

Position requires the ability to **develop better methods, procedures, or techniques** for areas affecting this position and other positions. The work includes various duties involving different and unrelated processes and methods. The decision regarding what needs to be done depends upon the analysis of the subject, phase or issues involved in each assignment, and the chosen course of action may have to be selected from many alternatives. The work involves conditions and elements that must be identified and analyzed to discern interrelationships.

PRINCIPLE OUTCOMES

Principle Outcomes

- 1.
- 2.
- 3.

Police Officer / Detective

RESPONSIBILITY FOR RESULTS

Performs duties that require the incumbent to **coordinate efforts** with the workflow of other shifts/units. Duties involve setting priorities, analyzing information, and compiling results. **Achieves results** that depend in part on others in the department. Responsibilities include serving as a technical resource or providing training or guidance to others. Procedures for doing the work have been established and a number of specific guidelines are available. The number and similarity of guidelines and work situations require the employee to use **judgment in locating and selecting the most appropriate guidelines**, references and procedures for application and in making minor deviations to adapt the guidelines to specific cases. The officer may also **determine which of several established alternatives to use**. Situations to which the existing guidelines cannot be applied or significant proposed deviations from the guidelines are referred to the supervisor. The officer uses initiative in carrying out recurring assignments independently without specific instructions, but refers deviations, problems and unfamiliar situations not covered by instructions to the supervisor for decision or help. The supervisor assures that finished work and methods used are technically accurate and in compliance with instructions or established procedures. Review of the work increases with more difficult assignments if the officer has not previously performed similar assignments.

Capital and/or Fiscal Responsibility

[Content Here]

ESSENTIAL DUTIES

Essential Duties

1. Patrols the City on foot, in a radio equipped patrol car or other modes of transportation to prevent, discover, and deter the commission of crime. Performs complex investigations, renders service, enforces traffic and criminal laws, and generally provides for the safety of the public.
2. Interacts and works with diverse groups of people within the department and the community to deliver services and collect information.
3. Responds to calls for service involving fires, automobile accidents, domestic and neighborhood disturbances, assaults, robberies, civil matters, and other misdemeanor and felony complaints.
4. Utilize effective interviewing techniques and ensure the proper disposition of cases.
5. Secure crime scenes, administers first aid, arbitrates disputes, conduct preliminary and follow-up investigations, gathers evidence, obtains witness statements, apprehends suspects, makes arrests, and transports prisoners.
6. Gives advice and general information to inquiries asked by the public.
7. Testify as a witness in court in connection with arrests, civil matters, and investigations.
8. Keeps informed of persons and places suspected of illegal activity and/or potential for problems within the City.
9. Demonstrate a continuous effort to improve operations, decrease turnaround times, streamline work processes, and work collectively and jointly to provide quality service. Attend periodic training classes in police related subjects.
10. Train new recruits if Field Training Officer Certified or assigned by a supervisor, Chief of Police, or his designee.
11. Other duties as assigned.

Police Officer / Detective

LEADERSHIP

Next Level Supervisor: Police Lieutenant

Immediate Supervisor: Police Sergeant

This Position: Police Officer / Detective

Direct Reports: None

Supervision Received: Works under the general guidance and direction of the Police Sergeant.

Supervision Exercised: Position has **no responsibilities** or authority for direction of others, except as a Field Training Officer or temporary appointment. This position has high visibility and interacts regularly with the public so it is essential that a professional presence be maintained at all times.

CREDENTIALS

Knowledge / Skills / Ability

In-depth job skills of a specific technical or administrative area are required. Trains or acts as troubleshooter to others in a specialty area. Skills are typically obtained through vocational school or junior college. Skill, acquired through considerable training and experience, such as to operate and adjust varied equipment or software for purposes such as producing work product or performing numerous standardized tests or operations. Federal, State, and City criminal and traffic laws, city ordinances, related court decisions, and departmental policies. Must be able to communicate effectively both orally and in writing and to be able to produce accurate, detailed and grammatically correct reports regarding police activities. Knowledge of computers and related equipment including hardware and software to prepare reports and conduct research via databases. Exercises self initiative and independent judgment. Embraces the cultural diversity of citizenry. Understands and uses modern police methods, practices, and procedures. Familiar with the geography of the City and the locations of facilities and buildings belonging to county law enforcement agencies and courts. Establish and maintain effective working relationships with those contacted in the course of work including community service organizations. Adapt to new and changing procedures, programs, regular and special assignments and to be able to act quickly and appropriately in emergency situations including the ability to work safely without presenting a direct danger to self and others. Learn and operate a patrol vehicle and all other related equipment and qualify as required with a duty pistol, shotgun, rifle and any other weapons used. Do basic math and calculations accurately related to traffic accidents and crime scenes. Maintain the highest level of integrity and moral standards. Have a basic understanding of proper employment practices. Must be able to set a positive example for the other police officers in the Patrol Shift/Unit and act as a mentor for fellow officers. Understands governmental budgeting concepts and provide input to the Sergeant regarding resources required for Shift/Unit operations. Maintain a level of physical fitness to meet departmental standards. Work hours, shifts, days, and overtime as determined by the Police Lieutenant or Chief of Police. Must be able to work both indoors and outdoors in a variety of weather conditions.

Formal Education / Certification / Licenses (minimum preferred)

Vocational or technical school programs or equivalent experience. Knowledge of an extensive body of rules, procedures or operations that required extended training and experience to perform a wide variety of interrelated or nonstandard procedural assignments and resolve a wide-range of problems. Prefer minimum of 60 college credit hours or any equivalent combination of experience and training.

Graduation from an accredited Police Academy.

Certifications/Licenses: Valid Class "C" drivers' license issued by the State of Texas; Possession of a Basic Peace Officer License issued by the Texas Commission on Law Enforcement Officers' Standards and Education (TCLEOSE).

Police Officer / Detective

CREDENTIALS

Prior Experience

Two years experience as a Law Enforcement Officer or any equivalent combination of experience and training that provides the required knowledge, skills and abilities for this position.

WORK CONDITIONS

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work requires **some physical exertion**, such as long periods of standing; walking, jumping and/or running over rough, uneven, or rocky surfaces; recurring bending, crouching, stooping, stretching, climbing, reaching or similar activities; or recurring lifting of moderately heavy items, such as stolen property, car parts and boxes. The work may require specific, but uncommon, physical characteristics and abilities, such as above average agility and dexterity.

The employee must occasionally lift, carry and/or move up to 20 pounds and rarely lifts, carries and/or moves from 21-100 pounds.

Work Environment

The work environment characteristics describe here are representatives of those an employee encounters while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work environment involves **high risks with exposure** to potentially dangerous situations or unusual environmental stress that require a range of safety and other precautions, e.g., working highway traffic, working with violent suspects, violent and mental individuals, frequent/extended exposure to outdoor weather conditions, requirement to work in extreme weather conditions, subject to possible physical attack or mob conditions; clearing high risk buildings and vehicles; or similar situations where conditions cannot be controlled. Officers may be required to use protective clothing or gear, such as body armor, masks, coats, boots, goggles, gloves or shields.

Tools and Equipment Used

Emergency vehicle operation; Assigned firearms; Cameras; Computer; Calculator; Telephone; Emergency Radio; Fax, Copier, Printer and Scanner machines. Also other tools deemed necessary for this position.

Police Officer / Detective

Department: Police
Revised: March 2010

FLSA Status: Non-Exempt
Pay Grade: E
Position Code: 6300

Acknowledgement

This role description does not constitute an employment agreement and is subject to change. This description is intended to indicate the type of outcomes, essential duties and levels of work difficulty required for this role. Other outcomes and/or responsibilities may be added, deleted or changed at anytime, at the discretion of Management, formally or informally, either verbally or in writing. I have read and understand the duties required of this position and further affirm that I am physically and mentally able to perform the duties as described.

Employee: _____
(Print Name)

Signature: _____

Date: _____

HUTTO POLICE DEPARTMENT

MINIMUM QUALIFICATIONS FOR APPLICANTS

In order for an applicant to be considered for appointment for full time paid or non- paid with the Hutto Police Department, it is necessary that you meet the minimum qualifications set forth below. Read these carefully. If you do not meet all qualifications, your application will be rejected. **If the candidate is currently attending a Texas Peace Officer Academy he/she may apply for open positions as long as the other requirements are met.**

Age Requirements

- At least 21 years of age to be appointed.

Education Requirements

- Sixty college credit hours or 2 years experience as a Law Enforcement Officer is **preferred** and the basic requirements as prescribed by the Texas Commission on Law Enforcement Standards and Education.
- **-Or-**
- Any equivalent combination of experience and training that provides the required knowledge, or skills and abilities

Residency

- Must be a citizen of the United States.
- Must be a permanent resident in the State of Texas prior to becoming appointed as an officer. Residence within 30 minutes from the city is preferred but not required.

Physical Condition

- Must be able to perform the duties as described in the job description, which can be obtained from the police department.

Licenses

- Possess a valid Texas Driver's License at the time of appointment.
- Must be currently licensed with TCLEOSE as a Peace Officer, Reserve Officer (if applying for Reserve), or be eligible for such license prior to being appointed.

HUTTO POLICE DEPARTMENT

MINIMUM QUALIFICATIONS FOR APPLICANTS

Background Investigation

A thorough background investigation is conducted in all aspects of your Personal History Statement. You must be able to establish evidence of good moral character and a well-adjusted personality. There cannot be any traits displayed which do not meet the usual standards of acceptable conduct. Evidence of conduct which could bring reproach upon the reputation of this department, is grounds for rejection or termination if appointed and later found.

Past Employment

Past employment history, number of jobs, reasons for leaving, and employment references will be considered. Unfavorable records may be grounds for rejections. All cases will be evaluated.

Criminal History

- Any applicant who has been charged with a crime above a class "C" misdemeanor within the past six (6) months will not be considered.
- Applicants convicted of a crime above a class "C" within the last five (5) years may be rejected.
- A felony conviction will be cause for rejection.
- Discovery of bad moral character, membership in an organization advocating the overthrow of the government, dishonorable discharge from the U.S. Military, mental or emotional instability, excessive traffic convictions, DWI or DUID charges, along with DWLS charges are grounds for rejection. (see complete list of disqualifiers)

Procedure:

The hiring process will include the following phases and may include additional phases as deemed appropriate by the Chief of Police:

Submit a completed City of Hutto Application.

2. Pass a cursory background investigation.
3. Pass an entry level written exams.
4. Pass a physical ability test.
5. Submit a completed personal history statement. (Two weeks to return)
6. Oral interview board.
7. Polygraph
8. Thorough background investigation.
9. Chief of Police approval.
10. Conditional offer of employment.
11. Pass a firearms qualifications course.
12. Pass a Human Performance Evaluation, including a medical physical and drug screening.
13. Pass a psychological examination.
14. City Manager approval.

Hutto Police Department Applicant Disqualifiers

Any of the following will disqualify an applicant from further consideration at any stage of the process.

1. Conviction of, being under indictment for, or charged with any felony offense, including cases disposed of through Deferred Adjudication or Probated Sentence.
2. Conviction of a Class A misdemeanor, including cases disposed of through Deferred Adjudication or Probated Sentence.
3. Having a conviction of a Class B misdemeanor, including those disposed of through Deferred Adjudication or Probated Sentence within the past 10 years.
4. Having a conviction for Driving under the Influence (DWI, DUI) or Driving While License Suspended, revoked or invalid. If during the hiring process an applicant is charged with DWI or DUI, the applicant will be eliminated from the process and no future application will be considered until final disposition of the charge with an acquittal or ten years from the date of conviction.
5. Currently being on probation for any offense. For the purpose of these requirements, a person has been adjudged guilty or has had a judgment of guilt entered in a criminal case that has not been set aside on appeal, regardless of whether:
 - a. the sentence is subsequently probated and the person is discharged from probation;
 - b. the charging instrument is dismissed and the person is released from all penalties and disabilities resulting from the offense;
 - c. the cause has been made the subject of an expungement order, or
 - d. the person is pardoned, unless the pardon is expressly granted for subsequent proof of innocence.
6. Circumstances surrounding the usage of the below listed controlled substances will be evaluated by the department on a case by case basis depending on the substance, the frequency, and recency for final determination.
 - a. Hallucinogens
 - b. Cocaine
 - c. Methamphetamines
 - d. LSD
 - e. Heroin
 - f. PCP
 - g. All other controlled substances listed in the Health and Safety Code.
7. Having illegally used or possessed marijuana in the past.
 - a. Usage of marijuana will be considered on a case by case basis.
8. Having illegally furnished, for personal gain a controlled substance or dangerous drug to another will result in permanent disqualification of an applicant.
9. Having an excessive record of traffic convictions or negligent collisions. This is defined as:
 - a. During the five (5) year period preceding the entrance examination, convictions for four or more moving violations in a twelve month period.
 - b. Failing to maintain financial responsibility.

- c. A series of negligent collisions during the five (5) year period preceding the entrance examination that would indicate poor driving behavior or habits, whether or not citations were issued.
10. Not being of good moral character, or being known to be habitually associated with those of questionable moral character.
11. During the five (5) year period preceding date of application or during the hiring process having delinquent payments or not meeting financial obligations and occurrences of issuing checks without sufficient funds.
 - a. Texas Guaranteed Student Loan Corporation list the applicants delinquent on student loan payments.
 - b. Criminal Non-Support; the applicant will be disqualified from being hired if it has been determined that the applicant is not current on child support payments.
12. Having been discharged from the military service with anything other than an honorable discharge. (Permanently disqualified)
13. Failing to cooperate fully with and keep all scheduled appointments with staff involved in the selection process or failing to provide personal information as requested.
14. Making false statements of fact, being deceptive by statement, omission or written application or by any means in any part of the selection process. (Permanently disqualified)
15. Failure to fully complete the application in the prescribed manner. (six (6) month disqualification)
16. Failing to supply any required documents and or submit the application within the specified time limit. (six (6) month disqualification)
17. Having been discharged from any commissioned or recruit position within a law enforcement agency with just cause, resigning to avoid suspension or discharge, having resigned during a disciplinary investigation without a final judgment being rendered. (Permanently disqualified)
18. Having been convicted of any family violence offense. (Permanently disqualified)
15. Having had a commission license denied by final order or revoked, or have a voluntary surrender of license currently in effect. (Permanently disqualified)
19. Having had disciplinary action taken against a licensee by T.C.L.E.O.S.E. or other Law Enforcement licensing authority for violations related to arrests and/or convictions. (Permanently disqualified)
20. Having a driver's license suspended, revoked, or invalid. (Disqualified for 5 years from reinstatement date)
21. Applicants are deemed unsuitable if they currently are, have belonged to, or been closely associated with:
 1. Any organization, which advocates the overthrow of any government by force or violence.
 2. Any organization, 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 known as "Hate Crimes".
 3. Individual deemed unsuitable under this section remain permanently unsuitable.

22. Is prohibited by state or federal law from operating a motor vehicle.
23. Is prohibited by state or federal law from possessing firearms or ammunition.
24. During the five (5) year period preceding date of application or during the hiring process having a history of delinquent payments.
25. During the five (5) year period preceding date of application or during the hiring process of not meeting financial obligations.
26. During the five (5) year period preceding date of application or during the process repeated occurrences of issuing checks without sufficient funds, without extenuating circumstances. This excludes checks covered by overdraft protection. This disqualification is for one (1) year after establishing and maintaining a history of no delinquent payments.
27. Without being specifically enumerated in the above disqualifiers if circumstances exist which indicate the applicant is clearly unsuited for a career with the Hutto Police Department. (Permanently disqualified)



Hutto Police Department

Harold Q. Thomas
Chief of Police

Lt. Dwain Jones
Patrol Services

Lt. Todd Looney
Support Services

Physical Ability Testing Information for Officer Candidates

Failure of any testing section or failure to complete any testing section will result in disqualification for 6 months.

The Hutto Police Department uses standardized fitness testing recommended for law enforcement by the Cooper Institute. All fitness tests are given in the following order and run concurrently.

Prior to testing officer candidate will warm up for at least 3 minutes.

Vertical Jump Test

Procedures

1. Officer stands with one side toward the vertec and reaches up as high as possible to mark his/her standard reach point.
2. Officer jumps as high as possible and pushes the blades on the vertec. Prior to jump, one foot must remain stationary on the ground.
3. Score is the difference between the standard reach and top of the jump mark, to the nearest ½ inch.
4. The best of three trials is the score.

Passing score equals a jump of or greater than 16.5”

Officer Candidate will recover for at least 1-2 minutes after the Vertical Jump and prior to the Sit-up test

1 Minute Sit-Up Test

Procedures

1. The officer starts by lying on the back with their knees bent, feet flat on the floor, with the fingers laced and held behind the head. Avoid pulling on the head with the hands. The buttocks must remain on the floor with no thrusting of the hips.
2. A partner holds the feet down firmly using their hands.
3. The officer then performs as many correct sit ups as possible in one minute
4. In the up position, the officer should touch elbows to knees and then return until the shoulder blades touch the floor.
5. Score is total number of correct sit ups. Any resting should be done in the up position.

"Serving and Protecting LIFE"

(Leadership by Integrity, Fairness & Equality)

401 West Front Street ▪ Hutto, Texas 78634 ▪ Voice (512) 846-2057 ▪ Fax (512) 846-2753

6. Breathing should be as normal as possible. Exhaling on the way up and inhaling on the way down is strongly recommended. Do not hold your breath.
7. Neck remains in the neutral position.
8. Do not pull on the neck or head.

Passing score equals correct sit-ups equal to or greater than 34 in one minute

Officer Candidate will recover for at least 5 minutes after the sit-up test and prior to the 300 meter run.

300 Meter Run

Procedures

1. Warm up and stretching should be performed prior to test
2. On 400 meter track, officer runs $\frac{3}{4}$ of a lap on the inside lane at maximal level of effort. Officer may also use the start point for 300 meters and be designated a lane on the track. Officer must remain in that lane till they cross the finish line.
3. Score is time to complete distance
4. Officer should walk for 3-5 minutes immediately following test to cool down. This is an important safety consideration.

Passing score equals a run equal to or less than 70 seconds.

Officer Candidate will recover for at least 5-10 minutes after the 300 meter run and prior to the push-up test.

1 Minute Push-Up Test

Procedures

1. The hands are placed slightly wider than shoulder width apart, with fingers pointed forward. The administrator/partner places one fist on the floor below the subject's chest. If a male is testing a female, a 3 inch sponge may be placed under the sternum to substitute for the fist. The feet cannot be braced against anything.
2. Starting from the up position, elbows extended, the officer must keep the back straight at all times and lower the body to the ground until chest touches the administrator/partner's fist. Officer then returns to the up position. This is one repetition. The modified push up is not used in this test.
3. Resting should be done in the up position. Both hands must remain in contact with the floor at all times. No piking or arching is allowed at any time; the back must keep the back straight.
4. The total number of correct pushups in 1 minute is recorded as the score.

Passing score equals correct push-ups equal to or greater than 29 in one minute

Officer candidates should recover for at least 5 minutes after the push-up test and for at least 20-30 minutes after the 300 meter run test prior to 1.5 mile run.

Officer candidates should warm up and stretch prior to the test for 3-5 minutes.

"Serving and Protecting LIFE"

(Leadership by Integrity, Fairness & Equality)

401 West Front Street ▪ Hutto, Texas 78634 ▪ Voice (512) 846-2057 ▪ Fax (512) 846-2753

1.5 Mile Run

Procedures

1. Officers should not eat a heavy meal or smoke for at least 2-3 hours prior to the test. Officers should warm up and stretch thoroughly prior to the test.
2. If possible, each officer should have experienced some practice in pacing prior to the test. Often officers will attempt to run too fast early in the run and become fatigued prematurely.
3. The officer runs 1.5 miles as fast as possible. When using a 400 meter track, an additional 15 yards must be run after the 6th lap is completed.
4. During the administration of the test, the officers can be informed of their lap times. Finish times should be called out and recorded.
5. Upon test completion, a mandatory cool down period is enforced. Officers should walk slowly for about 5 minutes immediately after the run to prevent pooling of the blood in the lower extremities which reduces the return of blood to the heart and may cause cardiac arrhythmias.

Passing score is a run equal to or less than 17 minutes and 45 seconds (17:45)

"Serving and Protecting LIFE"

(Leadership by Integrity, Fairness & Equality)

401 West Front Street ▪ Hutto, Texas 78634 ▪ Voice (512) 846-2057 ▪ Fax (512) 846-2753

**Hutto Police Department
Physical Ability Test
Release of Liability**

I, _____, hereby do release and forever discharge the City of Hutto, the Hutto Police Department, the Chief of Police, and it's agents, servants, and employees of and from any and all manner of claims, liabilities, and causes of action which might have against the City of Hutto as a result of any injury sustained while taking said physical ability test. I am thoroughly familiar with this type of exercise and physical ability and capacity necessary in order to attempt to pass said test and I hereby request that I be given an opportunity to take same and assume all risk incident thereto.

Candidates must fully complete the section below

I have read and fully understand the above statement.

Date

Print Name

Applicant's Signature

Address, City, State, Zip

Date

Print Name of Witness

Signature of Witness

Address, City, State, Zip

Texas Driver's License Number of Witness

Hutto Police Department
Authorization for Release of Personal Information

I, _____, do hereby authorize a review of and full disclosure of all records concerning myself to any authorized agent of the Hutto Police Department, whether the said records are public, private, or confidential in nature.

The intent of this authorization is to give my consent for full and complete disclosure of the records of loans, records of commercial or retail credit agencies (including credit reports and / or rating) and other financial statements and records wherever filed; private practitioners, and the U.S. Veteran's Administration; employment records, including background checks, efficiency ratings, complaints or grievances filed by or against, me and the records and recollections of attorneys at law, or of other counsel, whether representing me or another person in any case, either criminal or civil, in which I presently have or have had an interest.

I understand that any information obtained by a personal history background investigation, which is developed directly, or indirectly, in whole or part, upon this release authorization will be considered in determining my suitability for employment by the City of Hutto (Hutto Police Department). I also certify that any person(s) who may furnish such information concerning me shall not be held accountable for giving this information; and I do hereby release person(s) from any and all liability which may be incurred as a result of furnishing such information.

A photocopy of this release form will be valid as an original thereof, even though the said photocopy does not contain an original writing of my signature.

Signature

Name (printed or typed)

Address / City / State / Zip

Area Code / Phone Number

Subscribed and sworn to before me, by the said _____ this _____ day of _____, 20___. To certify which witness my hand and seal of Office.

_____ in and for _____ County, Texas
Notary Public

My commission expires: _____

**Hutto Police Department
Applicant Testing
Written Exam**

All police applicants that meet minimum standards and are not disqualified through the application process will be permitted to take the written examination. Written exams will be administered on set dates and times.

1. Each applicant will be given a date and time to take the written examination.
2. In the event an applicant is late to the test they will be disqualified for a period of six (6) months.
3. Each applicant must possess and display a valid state issued identification card in order to enter the testing area.
4. There will be one Test Administrator and / or Proctor present in the room at all times during the testing process.
5. Once the test has begun no one will be allowed entry into the testing area.
6. Failure to follow directions given by the Test Administrator or Proctor will result in disqualification of the applicant for six (6) months.
7. In the event an applicant fails to complete all sections of the test as required they will be disqualified for 6 months.
8. Once the test begins there will be no talking in the testing area unless it is an applicant asking a question to the Proctor or the Test Administrator. In the event an applicant talks to someone other than the Proctor or Test Administrator the applicant will be asked to leave the room resulting in disqualification for six (6) months.
9. Applicants will not have the ability to challenge any part of the test. All grades are final based on the scoring criteria set forth by the Police Department.
10. The Police Department requires that all sections be passed individually with a score of at least 70%. Failure of any testing section will result in disqualification for 6 months.
11. After all applicants complete their tests they will be advised of whether they passed or failed.
12. The score sheets from the examinations will be attached to the application until final disposition of the application.

**Special Note: Mail or hand deliver your original completed application to 401 West Front Street, Hutto, Texas 78634.
Attention: Police Department**

Return only your signed application, signed job description, signed and notarized Authorization for Release of Personal Information and signed and witnessed Physical Ability Test Release of Liability.

No other documentation should be submitted at this point, failure to follow these instructions will result in your disqualification.