



Hutto Police Department  
401 W Front Street  
Hutto Texas 78634

Office (512) 759-5978  
Fax (512) 846-2753

TO: Hutto Police Officer Candidate

DATE: January 3, 2022

Subject: A Message from the City of Hutto – Police Department

The Hutto Police Department is currently accepting applications for Police Officer Candidates. During the application process you will undergo a series of interviews and a rigorous background investigation.

Our commitment is to successfully find the best Police Officer Candidate to become a Hutto Police Officer. The Hutto Police Department strives to develop officers to their fullest potential and to provide the most updated equipment, training and leadership necessary to be successful.

The City of Hutto is one of the fastest growing cities in the central Texas area. As our community grows, the Hutto Police Department will strive to build partnerships and relationships through community interaction. We will make every effort to maintain a high level of safety and security as to improve the quality of life for the citizens of Hutto and its visitors. We are committed to working closely with our citizens in order to achieve the quality of life that brings both citizens and visitors to our city.

The members of the Hutto Police Department are committed to serving the citizens and visitors of our community with open communication, respect, and trust.

If you believe that you have what it takes to be part of the Hutto Police Department, we invite you to participate in this application process.

During this process, if you have any questions or need any help from our department, please email the following:

Sgt. Josh Bellenir: [josh.bellenir@huttotx.gov](mailto:josh.bellenir@huttotx.gov)

Lt. Dwain Jones: [dwain.jones@huttotx.gov](mailto:dwain.jones@huttotx.gov)



401 W Front Street  
Hutto, Texas 78634

Office (512)759-5978  
24 Hour Dispatch (512) 846-2200  
Fax (512) 846-2753

## 2022 Hiring process

### Initial Application Packet for Police Officer

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's Police Department. Only individuals who are TCOLE certified will be considered for police officer. **There are important instructions throughout the packet regarding the application process. Please read the instructions carefully to avoid disqualification.**

This packet contains the following information:

- City of Hutto Application for Employment
- Police Officer 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 Testing Rules

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 Police Officer packet.
2. Pass a cursory background investigation.
3. Pass Concept 2 rowing test.
4. Pass standardized written exam.
5. Submit a completed personal history statement (Must be returned completed within twoweeks from date of receipt)
6. Oral interview board.
7. Receive a conditional offer of employment (includes City Manager approval)
8. Polygraph.
9. Thorough background investigation.
10. Chief of Police interview and approval.
12. Pass a firearms qualifications course.
13. Pass a Human Performance Evaluation, medical physical, and drug screening.
14. Pass a psychological examination.
15. Provide electronic fingerprints.



# 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:**  
 Hutto Police Department  
 401 West Front St.  
 Hutto, Texas 78634  
 Phone: (512) 759-5978  
 Fax: (512) 846-2057

### General Information

Position applied for <b>POLICE OFFICER/POLICE CADET</b>	Date of application
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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 &amp; 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>
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### Education & Training

Enter the highest grade completed: (Grades 1-12) _____			
Did you graduate/achieve GED? <input type="checkbox"/> Yes <input type="checkbox"/> 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):

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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)	TCOLE 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 that employees of the City of Hutto are “at will” meaning the employee or the City of Hutto may terminate my employment at any time, for any reason or for no reason as long as there is no illegal reason. This “employment at will” policy cannot be changed verbally or in writing.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## Patrol Officer

### 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.

### 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

1. Provides for the safety of the public and promotes a high quality of life for citizens.
2. Pursues education and training to enhance crime prevention methods.
3. Utilizes problem-solving techniques and technology to proactively address the immediate conditions that give rise to crime and disorder.

# Patrol Officer

## 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 city ordinances, traffic and state / federal 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. Utilizes effective interviewing techniques and ensures the proper disposition of cases.
5. Secures crime scenes, administers first aid, arbitrates disputes, conducts 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. Performs other duties as assigned.

# Patrol Officer

## LEADERSHIP

Next Level Supervisor: Patrol Lieutenant

Immediate Supervisor: Patrol Sergeant

**This Position:** Patrol Officer

Direct Reports: None

Supervision Received: Works under the general guidance and direction of the Patrol 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 other police officers in the 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 30 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 (TCOLE).

# Patrol Officer

## CREENTIALS

### 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.

# Patrol Officer

Department: Police  
Revised: February 2015

FLSA Status: Non-Exempt  
Pay Group: PD1

## 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: \_\_\_\_\_



## Police Cadet

### ROLE OVERVIEW

Attends a regional law enforcement training academy and successfully completes the academy curriculum for Texas Basic Peace Officer. Successfully completes the Texas Commission on Law Enforcement licensing examination and obtains certification as a Basic Peace Officer.

### 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

1. Provides for the safety of the public and promotes a high quality of life for citizens.
2. Pursues education and training to enhance crime prevention methods.
3. Utilizes problem-solving techniques and technology to proactively address the immediate conditions that give rise to crime and disorder.

# Police Cadet

## 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. Position requires comprehensive study of State laws, police procedures, and all aspects of the law enforcement function, in preparation for becoming a certified peace officer.
2. Position requires continued daily attendance at the law enforcement training academy, successful completion of written tests, participation in physical fitness related activities as required by training academy, and completing academic requirements to obtain the Basic Peace Officer certificate.
3. Position includes assisting department personnel in performing a variety of law enforcement and crime prevention tasks.
4. Must meet all legal requirements for future licensing and certification as required by the Texas Commission on Law Enforcement (TCOLE).
5. Performs other duties as assigned.

## LEADERSHIP

Next Level Supervisor: Chief of Police

Immediate Supervisor: Patrol Lieutenant

**This Position:** Police Cadet

Direct Reports: None

Supervision Received: Works under the general guidance and direction of the Patrol Lieutenant.

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

# Police Cadet

CREENTIALS

## **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 other police officers in the 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):**

**High School Diploma or GED is required.**

### **Must have at least one of the following:**

- Thirty college credit hours and must meet the basic requirements as prescribed by the Texas Commission on Law Enforcement.
- Any equivalent combination of experience and training that provides the required knowledge, skills and abilities.

**Certifications/Licenses:** Must possess a valid Texas Driver's License at the time of appointment. Must be eligible to be licensed with the Texas Commission on Law Enforcement as a Texas Peace Officer.

## **Prior Experience:**

No prior experience in law enforcement is required.

# Police Cadet

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.

Department: Police  
Revised: February 2015

FLSA Status: Non-Exempt  
Pay Group: PDE

## 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

- Basic requirements as prescribed by the Texas Commission on Law Enforcement Standards and Education.

### 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.

### 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 TCOLE as a Peace Officer, Reserve Officer (if applying for Reserve), or be eligible for such license prior to being appointed.

### Military

- Having been discharged from the military service with anything other than an honorable, medical, or general discharge.

# 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.
- Pass a cursory background investigation.
- Pass an entry level written exam.
- Pass a physical ability test.
- Submit a completed personal history statement. (Two weeks to return)
- Oral interview board.
- Polygraph
- Thorough background investigation.
- Chief of Police approval.
- Conditional offer of employment.
- Pass a firearms qualifications course.
- Pass a Human Performance Evaluation, including a medical physical and drug screening.
- Pass a psychological examination.
- City Manager approval.

## Hutto Police Department Applicant Disqualifiers

Any of the following will disqualify an applicant from further consideration:

1. Conviction of, being under indictment for, or charged with felony offense, including cases disposed of through Deferred Adjudication or Probated Sentence (Permanently disqualified).
2. Having a conviction of a Class B misdemeanor, including those disposed of through Deferred Adjudication or Probated Sentence within the past 10 years.
3. Having a conviction of a Class A 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 (10) 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 in 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. Conviction or admission of any Penalty Group I and II illegal drug use (Permanently disqualified).
7. Conviction or admission of any Penalty Group II-A and III illegal drug use in the past five years.
8. Illicit or Illegal use or possession of marijuana in any form within the past two years from the date of application, not including use or possession prior to the age of 17.
9. Having illegally furnished, for personal gain, a controlled substance or dangerous drug to another (Permanently disqualified).
10. 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.

11. Not being of good moral character, or being known to be habitually associated with those of questionable moral character.
12. 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 lists the applicant as being 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.
13. Having been discharged from the military service with anything other than an honorable, medical, or general discharge (Permanently disqualified).
14. 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. (Six (6) month disqualification).
15. Making false statements of fact, being deceptive by statement, omission on written application or by any means in any part of the selection process (Permanently disqualified).
16. Failure to fully complete the application in the prescribed manner. (Six (6) month disqualification).
17. Failing to supply any required documents and/or submit the application within the specified time limit. (Six (6) month disqualification).
18. Having been discharged from any commissioned or non-commissioned position within a law enforcement agency with just cause, resigning to avoid suspension or discharge, or having resigned during a disciplinary investigation without a final judgment being rendered (Permanently disqualified).
19. Conviction or admission of any family violence offenses (Permanently disqualified).
20. Having had a commission license denied by final order or revoked, or have a voluntary surrender of license currently in effect (Permanently disqualified).
21. Having had disciplinary action taken against a licensee by T.C.O.L.E. or another Law Enforcement licensing authority for violations related to arrests and/or convictions (Permanently disqualified).
22. Having a driver's license suspended, revoked, or invalid (Disqualified for five (5) years from reinstatement date).
23. Applicants are deemed unsuitable if they currently are, have belonged to, or been closely associated with:
  - a. Any organization which advocates the overthrow of the United States government or the government of any state of the United States by force or violence.

- b. Any organization which advocates or engages in unlawful conduct related 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."

- 24. Is prohibited by state or federal law from operating a motor vehicle (Permanently disqualified).
- 25. Is prohibited by state or federal law from possessing firearms or ammunition (Permanently disqualified).
- 26. During the five (5) year period preceding date of application or during the hiring process, having a history of delinquent payments.
- 27. During the five (5) year period preceding date of application or during the hiring process, of not meeting financial obligations.
- 28. 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.
- 29. 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).

**Acknowledgement:**

I, \_\_\_\_\_, have read the above applicant disqualifiers. I understand that I will be disqualified for any of the above listed reasons.

\_\_\_\_\_

Signature

\_\_\_\_\_

DATE

**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 health care providers and the U.S. Veteran's Administration; employment records, including background checks, efficiency ratings, complaints or grievances filed by or against, me; and any other individual, business, or organization as deemed necessary by the Hutto Police Department.

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 said 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: \_\_\_\_\_

(SEAL)

**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 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 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 six (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. In the event an applicant talks to someone other than the Proctor, 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 upon established scoring criteria.
10. A passing score on the written exam is 70% or greater. Failure of the written exam will result in disqualification for six (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: E-mail, USPS Mail or hand deliver your completed application packet to 401 West Front Street, Hutto, Texas 78634. Attention: Lt. Dwain Jones and Sergeant Josh Bellenir**

**[Dwain.jones@huttotx.gov](mailto:Dwain.jones@huttotx.gov); [josh.bellenir@huttotx.gov](mailto:josh.bellenir@huttotx.gov)**

**Return only:**

1. The signed employment application.
2. The signed job description.
3. The signed applicant disqualifiers list.
4. The signed and notarized Authorization for Release of Personal Information.

**No other documentation should be submitted at this point.**