



401 W Front Street
Hutto, Texas 78634

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

2023 Hiring Cadet 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 Cadet with the City of Hutto's Police Department. **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 Cadet 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 Cadet packet.
2. Pass an initial interview.
3. Pass a cursory background investigation.
4. Pass Concept 2 rowing test.
5. Pass standardized written exam.
6. Submit a completed personal history statement (Must be returned completed within 14 days from date of receipt)
7. Pass an oral interview board.
8. Receive a conditional offer of employment (includes City Manager approval)
9. Pass a thorough background investigation.
10. Chief of Police interview and approval.
12. Pass a medical physical, and drug screening.
13. Pass a psychological examination.
14. 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 POLICE CADET	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 & 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):

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: _____



Title: CADET
Department: Police Department
Status: Full-Time
FLSA: Non-Exempt
Salary: Starting at \$58,880

POSITION 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 (TCOLE) licensing examination and obtains certification as a Basic Peace Officer.

ESSENTIAL DUTIES

- 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.
- 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.
- Position includes assisting department personnel in performing a variety of law enforcement and crime prevention tasks.
- Must meet all legal requirements for future licensing and certification as required by the Texas Commission on Law Enforcement (TCOLE).
- This is not an exhaustive listing of duties. Cadets may serve in other roles, such as assisting officers and staff, assisting detectives with case management, assisting with the processing/disposal of property and evidence; and other similar work functions designed to afford cadets with an understanding of the workings of a law enforcement agency.

EDUCATION, CERTIFICATION, LICENSE, & REQUIREMENTS

- High School Diploma or GED equivalent
- Thirty (30) college credit hours is preferred.
- Must meet the basic requirements as prescribed by the Texas Commission on Law Enforcement.

- Must meet the hiring qualifications as set forth by the Hutto Police Department.
- Must possess a valid Texas Driver License at the time of appointment.

WORK ENVIRONMENT

The work environment characteristics described 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 at heights, working in construction sites, frequent/extended exposure to outdoor weather conditions, requirement to work in extreme weather conditions, subject to possible physical attack or mob conditions or similar situations where conditions cannot be controlled.

KNOWLEDGE SKILLS AND ABILITIES

Basic typing abilities.

Ability to use effective customer service techniques.

Ability to follow oral and written instructions.

Operate a variety of office equipment in law-enforcement equipment.

Write clear and concise reports.

Forms simple mathematical calculations.

Communicate clearly and effectively both orally and in writing.

Establish and maintain effective cooperative working relationships with citizens city employees and other law-enforcement agencies.

SUPERVISION RECEIVED

Works under the administrative supervision of a police officer and/or a designee instructor who outlines work, frequently reviews work in progress and carefully reviews completed work.

PRINCIPLES OF POSITIVE CUSTOMER SERVICE

This position requires providing positive customer service. The key to good customer service is building positive relationships with the public, vendors, and co-workers. Thanking the customer and promoting a positive, helpful and friendly environment will ensure individuals will leave with a great impression. Treat others as you would want to be treated.

DISCLAIMER

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Candidate Signature

Date

Candidate Printed Name

HUTTO POLICE DEPARTMENT

MINIMUM QUALIFICATIONS FOR APPLICANTS

In order for an applicant to be considered for appointment for full time paid Cadet position 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.

Age Requirements

- At least 21 years of age to be appointed.

Education Requirements

- Meet the basic licensing requirements as prescribed by the Texas Commission on Law Enforcement.

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 be eligible to hold a Texas Peace Officer license issued by the Texas Commission on Law Enforcement.

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 order of operation may change)

1. Submit a completed City of Hutto Police Cadet application packet.
2. Pass an initial interview.
3. Pass a cursory background investigation.
4. Pass Concept 2 rowing test.
5. Pass standardized written exam.
6. Submit a completed personal history statement (Must be returned completed within 14 days from date of receipt)
7. Pass an oral interview board.
8. Receive a conditional offer of employment (includes City Manager approval)
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10. Chief of Police interview and approval.
12. Pass a medical physical, and drug screening.
13. Pass a psychological examination.
14. Provide electronic fingerprints.

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 in the past five years.
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

Applicant Physical Readiness Test

All police applicants shall demonstrate an acceptable level of physical readiness to perform all duty assignments as measured by the Physical Readiness Test (PRT). The applicant may choose any one of three rowing options to complete their PRT.

1. **500 Meter Row Test** – Low impact physical test option using the Concept 2 Rower on resistance level 5.5 which is used to measure the capacity for an individual’s anaerobic potential. This is a gender test that utilizes a 500 Meter row test chart (refer to Appendix A).
 - a. Females test performance time is 2.25 or less.
 - b. Males test performance time is 2.0 or less.

Prior to participating in the PRT, every applicant must have completed and signed a PRT Medical Release Form (Appendix D), and an Informed Consent Form (Appendix E) on file with the Professional Standards Unit.

Appendix A – 500 Meter Row Test Chart

	Female	Female	Male	Male	
	Minute(s)	Seconds	Minute(s)	Seconds	64%
Time	2	25	2.0	0	



Applicant Medical Release Form Appendix D

Liability Waiver/Release for the City of Hutto Police

Department Physical Fitness Test

PLEASE READ CAREFULLY. THIS FORM AFFECTS YOUR LEGAL RIGHTS.

Name: _____

NOTICE: Physical activity, of any kind, presents a risk of injury. This injury includes but is not limited to economic injury, personal injury, and even death.

Individuals applying for the law enforcement profession are required to perform a variety of essential physically demanding tasks which may include the following:

- Walking for extended periods of time
 - Standing/Sitting for long periods of time
 - Short sprints and long pursuit running lasting over 2 minutes
 - Pushing, lifting and carrying heavy objects
 - Jumping over and around obstacles, crawling and stooping
 - Using hands and feet in use of force situations
 - Using force in short and long-term (greater than 2 minutes) efforts
 - Bending and reaching
 - Dragging people and objects
 - Working in extremes of climatic conditions for extended periods of time
- For the valuable consideration of participating in the selection process for Police Officer, I agree to assume all risks of any injury and hereby waive any claim, foreseeable or otherwise, that I may have against the City of Hutto through my participation in the Physical Fitness Test ____ (initials)
 - I further understand that my physical abilities will be tested to achieve the following:

Currently the Hutto Police Department's applicant **Physical Readiness Testing** consists of the following minimum requirements highlighted in yellow below:

- **500 Meter Row Test** (Low impact physical test option using the Concept 2 Rower which is used to measure the capacity for an individual's anaerobic potential)

The PRT will be conducted in one day, and it will be preceded and followed by period of time allotted for the applicant to do some warm-up and cool-down exercises.

I understand that to “waive any claim” means that I will give up my right to bring any legal action against the City of Hutto in the event that I am injured through my participation in the Physical readiness testing conducted by the staff of the Hutto Police Department ____ (initials)

I do fully release and indemnify the City of Hutto from any negligence for supervised activities to be engaged in, and for any acts of Third Parties. _____ (initials)

I have previously consulted with a physician, and I am cleared to participate in physical activity that will be tested as outlined above. If I have not consulted with a physician, I understand the risk of engaging in physical activity without consulting a physician and assume all risks for any injury that could have been prevented had I consulted a physician. _____ (initials)

I understand that I know my own limitations and will use caution when engaging in physical activity. _____ (initials)

I understand that the City of Hutto does not provide any medical or other insurance protection benefits for those candidates that have voluntarily selected to be evaluated through the Physical Readiness Test conducted by staff of the Hutto Police Department and the City of Hutto. _____ (initials)

I ACCEPT ALL RESPONSIBILITY FOR INJURIES WHICH MAY BE INCURRED. _____ (initials)

DO NOT SIGN BELOW UNTIL INSTRUCTED TO DO SO BY A MEMBER OF HUTTO PD.

Signature of Applicant

Date

Witness (City of Hutto PD Staff)

Date



Applicant Informed Consent PRT Form Appendix E

I give my informed consent to engage in a series of Physical Readiness Tests (PRT) administered by the Hutto Police Department:

- **500 Meter Row Test** (Low impact physical test option using the Concept 2 Rower which is used to measure the capacity for an individual's anaerobic potential)

I realize that there may be some risk of injury or aggravating existing medical conditions in any of assessments involving physical exertion. The testing will require a maximal level of exertion, stretch, and perform tasks requiring musculoskeletal endurance and strength. There exists the possibility of certain hazards and detrimental physiological changes that may occur during exercise and exercise testing. These changes may result in serious injury or death and could include but are not limited to:

- heat-related illnesses
- muscular-skeletal injuries (i.e. strains, sprains, and fractures)
- soft tissue damage such as bruises, scrapes and lacerations
- abnormal heart beats and blood pressure
- heart attack, stroke, or death

I have no knowledge of any physical condition or disease which would preclude my participation in this testing. I understand that there are inherent risks associated with physical activity and recognize it is my responsibility to provide accurate and complete health/medical history information to my personal physician and to obtain a medical clearance before participating in this PRT.

I HEREBY AGREE TO RELEASE HUTTO POLICE DEPARTMENT, EMPLOYEES AND AGENTS, AND ALL PERSONS NATURAL OR CORPORATE IN PRIVACY WITH ANY OF THEM, FROM ANY AND ALL CLAIMS OR CAUSES OF ACTION ON BEHALF OF MYSELF, MY ESTATE OR MY SURVIVORS, WHICH MAY ARISE FROM MY PARTICIPATION IN THE PHYSICAL READINESS TEST.

Furthermore, it is my responsibility to monitor my physical performance during the testing. Danger signs could include but is not limited to dizziness, shortness of breath, pain, loss of balance or chest pain. In the event of a medical problem, I further recognize that any medical care that may be required is my personal financial responsibility.

I give informed consent for testing data to be used for purposes listed above and for scientific research and health program development and evaluation.

Name _____ Signature _____ Date _____



PHYSICAL READINESS TESTING

NAME: _____ DATE: _____

CONCEPT 2 ROWER PHYSICAL READINESS TEST (PRT) SELECTIONS:

_____ 500 Meter Row Test PASS FAIL

Time: _____ % Score: _____

Notes:

Test Administered By (Print Name)

Signature

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: Scan and email, hand deliver or send the application by US mail your original completed application packet to 401 West Front Street, Hutto, Texas 78634. Attention: Asst. Chief Dwain Jones and Sergeant Josh Bellenir
Dwain.jones@huttotx.gov 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.
5. Applicant Medical Release Form-Appendix D.
6. Applicant Informed Consent PRT Appendix E.

No other documentation should be submitted at this point.