



**OFFICE OF THE DIRECTOR OF POLICE
THE UNIVERSITY OF TEXAS SYSTEM
POLICY AND PROCEDURE MANUAL**



Subject			Policy Number
APPLICANT SELECTION PROCESS FOR EMPLOYMENT AS A POLICE OFFICER OR POLICE CADET			401
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I. PURPOSE

To comply with the relevant provisions of the Texas Occupations Code, Texas Administrative Code, Texas Commission on Law Enforcement (TCOLE), and *Rules and Regulations* of The University of Texas System Board of Regents.

II. DEFINITIONS

- A. The University of Texas (UT) System Police: except when referring to “UT System Police Policies and Procedures” or “UT System Police Academy,” this term refers to:
 - 1. The University of Texas System, Office of the Director of Police; or
 - 2. The police department of a University of Texas institution.
- B. UT System Police Policies and Procedures: policies and procedures binding on all UT institution police departments and issued by The University of Texas System, Office of the Director of Police.

III. POLICY

An applicant seeking to be employed as a police officer or cadet must meet the Minimum Standards for Appointment required by the Texas Occupations Code, Texas Administrative Code, TCOLE, and the UT System Police Policies and Procedures. Applicants for the position of police officer must have successfully completed a Basic Peace Officer Course and passed the TCOLE licensing exam.

IV. APPLICANT SELECTION PROCESS

The Applicant Selection Process consists of 10 phases. Phases 1 through 4 must be completed in order; Phases 5 and 6 must precede Phase 7, but may be completed in any order; Phase 7 must precede Phases 8-10; and Phases 8-10 may be completed in any order.

V. PHASE 1 – APPLICATION, QUALIFICATION STANDARDS AND DISQUALIFIERS

- A. Each applicant must submit an application for employment to the human resources or personnel department of the institution at which he/she wishes to be employed.
- B. Qualification Standards
 - 1. The applicant must reach his/her 21st birthday on or before the date of commissioning.
 - 2. The applicant must have a high school diploma or have passed a General Educational Development (GED).
 - 3. The applicant must be fingerprinted and subjected to a search of local, state and national records and fingerprint files to disclose any criminal record.
 - 4. The applicant must be a citizen of the United States.
 - 5. The applicant must have not been discharged from any military service under less than honorable conditions, including, specifically:
 - a) under other than honorable conditions;
 - b) bad conduct;
 - c) dishonorable; or
 - d) any other characterization of service indicating bad character.
 - 6. If applicable, the applicant must have registered for the Selective Service.
 - 7. The applicant must meet the following physical requirements:
 - a) **VISION:**
 - (1) VISUAL ACUITY – The applicant must have corrected or correctable visual acuity of 20/40 or better.
 - (2) OTHER VISUAL FACTORS – An applicant may be rejected for color deficiencies as determined by the Director of Police after examination by an approved ophthalmologist.
 - b) HEARING – The applicant must be able to hear ordinary conversation from at least 15 feet.
 - c) GENERAL HEALTH – The applicant must obtain a physician’s Statement of Release, pass the physical agility test and be capable of performing all police duties specified in the current job description.
 - 8. The applicant must successfully pass a written entry-level examination approved by the Director of Police. **This examination does not apply to applicants for the position of police officer.**
 - 9. The applicant must satisfactorily meet the requirements of a thorough, comprehensive background investigation conducted by the institution’s police department.
 - 10. The applicant must be of good moral character and reputation.
 - 11. The applicant must have a satisfactory prior employment record.
 - 12. The applicant must successfully complete an oral board interview.
 - 13. The applicant must successfully complete and pass a polygraph examination commissioned and/or conducted by the institution’s police department.

14. The applicant must possess a valid driver's license issued by the state where the applicant permanently resides, not be in jeopardy of license suspension, and provide proof of financial responsibility pursuant to the Texas Motor Vehicle Safety Responsibility Act.
15. The applicant must be eligible to drive a University vehicle in accordance with University of Texas System Policy UTS157.
16. The applicant must be examined by a physician, selected by the institution police department, who is licensed by the Texas Medical Board. The physician must be familiar with the police duties specified in the job description. To fulfill this requirement, the applicant must be declared in writing by that physician:
 - a) To be physically sound and free from any defect that may adversely affect the applicant's performance of duty as a peace officer;
 - b) To show no trace of drug dependency or illegal drug use after a physical examination, blood test or other medical test; and
 - c) To meet the vision and hearing requirements listed in Subsection V.B.7. If the physician is unable to approve the vision and hearing requirements, another Texas-licensed physician who specializes in vision or hearing may be used.
17. The applicant must be examined by a psychiatrist or psychologist, selected by the institution police department. If the examiner is a psychologist, he/she must be licensed by the Texas State Board of Examiners of Psychologists. The psychiatrist or psychologist must be familiar with the police duties specified in the job description, must conduct the examination pursuant to professionally-recognized standards and methods, and must declare in writing that the applicant is in satisfactory psychological and emotional health to be a peace officer.
18. The applicant must agree to swear or affirm to preserve, protect and defend the Constitutions and laws of the United States and the State of Texas to the best of his/her ability.

C. Disqualifiers

An applicant who falls into any of the following categories is ineligible to be licensed and must be removed from further consideration:

1. Persons who have been or are currently on court-ordered community supervision or probation for any criminal offense above the grade of a Class B misdemeanor or a Class B misdemeanor within the last 10 years from the date of the court order.
2. Persons who are currently charged with or under indictment for any criminal offense for which conviction would be a bar to licensure.
3. Persons who have been convicted of an offense above the grade of a Class B misdemeanor or a Class B misdemeanor in the last 10 years.
4. Persons who have been convicted of any family violence offense.
5. Persons who are prohibited by state or federal law from operating a motor vehicle.
6. Persons who are prohibited by state or federal law from possessing firearms or ammunition.
7. Persons who have had a TCOLE license denied by final order or revoked; is currently on suspension; have a voluntary surrender of a TCOLE license currently in effect; or have violated any TCOLE rules or provisions of the Texas Occupations Code, Chapter 1701.

An applicant who falls into any of the following categories will not be commissioned by the UT System and must be removed from further consideration:

1. Persons who have:
 - a) Used marijuana any time in the 36 months preceding the date of application;
 - b) Regularly used marijuana during the five years preceding the date of application; or
 - c) Persons who have used any of the drugs listed in 1-6 of this section at any time while serving as a law enforcement officer, correctional officer, security officer or fire fighter/EMT.
2. Persons who used paint, glue or other inhalants for the purpose of intoxication within the last five years.
3. Persons who used hallucinogenic drugs, including, but not limited to, LSD, PCP or Psilocybin within the past five years.
4. Persons who abused prescription medicines, whether prescribed to them or another person, in the last five years.
5. Persons who used anabolic steroids for any reason other than the treatment of a medical condition, and as authorized by and under the direction of a licensed physician, within the last five years.
6. Persons who illegally used any other substances or drugs listed in the federal or Texas Controlled Substances Acts, including, but not limited to: amphetamines, methamphetamines, cocaine, opium, barbiturates, heroin, morphine, ecstasy and Eve within the past five years.
7. Persons who illegally sold, produced, cultivated or transported for sale marijuana or any other substances or drugs listed in the Federal or Texas Controlled Substances Acts.
8. Persons who have been terminated, asked to resign, or resigned from any previous employment for engaging in inappropriate or unlawful behavior, including, but not limited to, any of the following:
 - a) Any felony offense;
 - b) Sex crimes;
 - c) Sexual harassment;
 - d) Discriminatory or retaliatory acts; or
 - e) Any offense involving acts of moral turpitude
9. Applicants who do not complete and satisfactorily meet the applicant selection process requirements: Among other duties, the process requires applicants to submit documentation such as the personal history questionnaire and other documents on or before the designated date, report to appointments and examinations on the scheduled dates and times, properly notify the institution police department of address and/or telephone number changes, and comply with the directions and instructions of the background investigator.
10. Applicants who do not demonstrate maturity, dependability, integrity, and good work ethic in their past and present employment. An applicant's employment history since age 18 must not indicate instability in the applicant's employment history, including excessive tardiness or absenteeism; inefficiency; failure to follow directions, policies, procedures, rules and regulations; poor working relationships; or negligent work habits.
11. Applicants with an unstable credit history. This includes a consistent history of issuing insufficient funds checks, a history of delinquent payments, or a failure to meet financial

obligations. An applicant's credit history will be reviewed on a case-by-case basis to determine his/her continuing eligibility in the hiring process.

12. Applicants who have made false/deceptive statements. Applicants must be truthful and honest in their responses to all inquiries relative to their suitability for employment with the institution police department. Applicants found to have withheld material information, and/or to have committed or attempted to commit any deception or fraud in their applications, examinations or appointments are deemed unsuitable.

VI. PHASE 2 – TESTS

A. WRITTEN EXAMINATION

1. An entry-level police officer examination approved by the Director of Police shall be administered to applicants to qualify them to attend any Basic Peace Officer Course if that applicant is sponsored by a UT System Police Department. This is contingent upon the applicant successfully completing Phase 1. **This examination does not apply to applicants for the position of police officer.**
2. The examination approved by the Director of Police is:
Entry-level police officer examinations produced by International Public Management Association for Human Resources (<http://www.ipma-hr.org/>);
3. An applicant must score a minimum of 70 to pass the entry-level examination.

B. PHYSICAL AGILITY TEST

The Physical Agility Test shall be given to all persons applying to attend the Basic Peace Officer Course conducted by the UT System Police Academy. For further details on the test, please refer to UT System Police Policy 402 (Physical Agility Test).

VII. PHASE 3 – REQUIRED DOCUMENTATION

- A. The applicant must complete The University of Texas System Police Personal History Statement Form (DP #1) and a Pre-Polygraph Questionnaire (DP #4). The applicant must return the packet and all required supporting documents to the institution police department by the assigned deadline.
- B. If the Personal History Statement or Pre-Polygraph Questionnaire Packet is received after the deadline, the applicant's employment process will terminate unless the applicant furnishes appropriate mitigating information.
- C. The individual conducting the background investigation must verify that all information contained in the Personal History Statement is true and correct.
- D. The following documents must be submitted by the applicant, verified by the background investigator and placed in the appropriate section of the background investigation folder:
 1. UT institution employment application
 2. DP #1 (Personal History Statement) – completed and signed
 3. DP #38 (Authorization for Release of Personal Information) – signed and notarized
 4. DP #4 (Pre-Employment Polygraph Questionnaire)
 5. Copy of current driver's license
 6. Copy of Social Security card

7. Copy of birth certificate
8. Certified copy of high school diploma or GED
9. Certified copies of transcripts and degrees from accredited colleges or universities.
10. Copies of all certificates of training or achievement
11. Copy of TCOLE license or written exam results, if applicable
12. Copy of military discharge papers (DD-214), if applicable
13. Certified copy of U.S. citizenship papers, if applicable
14. Copies of all TCOLE F-5 forms from previous law enforcement agencies, if applicable
15. Copy of Selective Service registration verification
16. Copy of credit rating report

VIII. PHASE 4 –BACKGROUND INVESTIGATION

After receiving the Personal History Statement Form (DP #1), Pre-Polygraph Questionnaire (DP #4) and Authorization for Release of Personal Information (DP #38), the institution police department must conduct a thorough background investigation on each applicant.

- A. The background investigation must insure, at a minimum, that:
 1. An applicant is in compliance with all minimum standards for employment; and
 2. An applicant is screened out if, based on the applicant's past history or other relevant information, he/she is found to be unsuitable for the position.
- B. The background investigation must examine, at a minimum:
 1. All of the applicant's previous law enforcement employment, by available methods of review that must include contact with all former law enforcement employers;
 2. The applicant's dependability, integrity, initiative, situational reasoning ability, self-control, writing skills, reading skills, oral communication skills, interpersonal skills and physical ability to perform the essential functions of the job;
 3. The applicant's suitability for licensing and appointment, by reviewing the applicant's biographical data, scholastic records, employment and criminal history; and statements made through publicly-available sources that include, but are not limited to, publications, documents and social networking media; and by interviewing references, supervisors, and others who know the applicant's abilities, skills, and character.
- C. The individual conducting the background investigation must scrutinize all information contained in the Personal History Statement and report all information that is found not to be true and correct.
- D. The individual conducting the background investigation must record his/her findings on forms DP #6 (Evidence Organizer and Report of Background Investigation), DP #7 (Background Investigation – Evidence Summary) and any attached pages that are necessary.
- E. The background investigation shall examine at a minimum the immediate past 15 years calculated from the date of application by the applicant.

IX. PHASE 5 – ORAL INTERVIEW BOARD

In accordance with the *Rules and Regulations* of The University of Texas System Board of Regents and TCOLE rules, interviews of the applicants will be conducted as follows:

- A. The Chief of Police or designee at the employing institution police department must interview each applicant and select those appropriate for final consideration by an Appointment Interview Board.
- B. An Appointment Interview Board is composed of the Chief of Police or designee at the employing institution police department and four other individuals appointed by the Chief of Police or designee. The Board must consist of five persons. The individual who conducted the background investigation should be available for questions at the time of the Appointment Interview Board. On request, that individual should provide a summary of the background investigation to each member of the Board. The summary should include, but not be limited to, the following information about the applicant:
 1. Name, age, height, weight, and address;
 2. Place of birth;
 3. Results of criminal history and driving record inquiries;
 4. Brief geographical history;
 5. Family information – name of father, mother, brothers, and sisters;
 6. Educational record – brief summary of education;
 7. Employment history – brief summary of current and past employment;
 8. Written examinations – results of all tests administered during the application process;
 9. Military service record, if applicable;
 10. Economic status – including present income and indebtedness;
 11. Brief handwritten statement of the applicant's reasons for applying (completed in the presence of the background investigator);
 12. Medical history – a brief history of any serious illness or injury; and
 13. Special training and/or skills applicable to law enforcement.
- C. During the interview, the Board will ask the applicant various questions designed to determine the applicant's situational reasoning ability, maturity, integrity, self-control, adaptability, and overall suitability for employment.
- D. An applicant already employed in any capacity by the employing police department must complete a new application for employment. The applicant should understand that acceptance into a Basic Peace Officer Training Course is not a "promotion" from any other position.
- E. After the Board interviews all current applicants, it must assign an Appointment Interview Board score to each applicant. These scores will be used to rank each applicant in the order of his/her suitability for the position sought. To continue in the application process, an applicant who has successfully completed Phases 1 through 5 must rank within the number of available vacancies for the position sought. Applicants must be selected from this list in the order of their final ranking.
- F. An applicant who obtains a passing Appointment Interview Board score, but whose score ranks him/her outside the number of currently-available vacancies, may continue the application process by being placed on a limited-term eligibility list for future vacancies.

- G. An applicant who chooses not to be placed on the limited-term eligibility list will be removed from further consideration. The University of Texas System Police reserves the right to discontinue this limited-term eligibility list at any time.

X. PHASE 6 – POLYGRAPH EXAMINATION

- A. The applicant must complete form DP #4 (Pre-Employment Polygraph Questionnaire).
- B. The applicant must sign form DP #5 (Polygraph Authorization) before taking the polygraph examination.
- C. The polygraph exam must be administered by an examiner who is licensed by the Texas Polygraph Examiners Board or its successor, the Texas Department of Licensing and Regulation. The polygraph exam is used to confirm the validity of the information the applicant has provided on his/her application and personal history statement, and to the oral interview board.
- D. The applicant must successfully complete and pass the polygraph exam.

XI. PHASE 7 – CONDITIONAL OFFER OF EMPLOYMENT

- A. An applicant who successfully completes of Phases 1 through 6 and who ranks within the number of available vacancies will be extended a Conditional Offer of Employment (DP #2).
- B. An applicant who does not successfully complete all phases of the selection process will have the conditional offer of employment rescinded.

XII. PHASE 8 – MEDICAL/EXTENDED MEDICAL/VISION EXAMINATIONS

- A. Licensed health care providers must perform a battery of tests designed to determine an applicant's medical, physical and vision suitability for the respective position sought.
 - 1. The applicant must be examined by a physician licensed by the Texas Medical Board. The physician must be familiar with the duties appropriate to the license sought and the peace officer appointment to be made. Within the 180 days before the date of peace officer appointment, the applicant must be declared in writing by that professional to be physically sound and free from any defect that may adversely affect the applicant's ability to perform the duties of a peace officer. Applicants for the position of police officer with less than a 180 day break in service are exempt from the physical exam requirement.
 - 2. The Physical Exam section of TCOLE Form L-2 (Declaration of Medical Condition) must be completed by the examining physician. The original document must be placed in the appropriate section of the Background Investigation folder submitted to the Office of the Director of Police.
 - 3. A copy of the medical report shall be included with the L-2 in the Background Investigation folder.

XIII. PHASE 9 – PSYCHOLOGICAL EXAM

- A. The applicant shall be examined by a psychiatrist or psychologist. If examined by a psychologist, the psychologist must be licensed by the Texas State Board of Examiners of Psychologists. The psychologist or psychiatrist must be familiar with the duties appropriate to the license sought and the appointment to be made. Within the 180 days before the date of peace officer appointment, the applicant must be declared in writing by that professional to be in satisfactory psychological and emotional health to serve as the type of officer for which the license is sought. The examination must be conducted pursuant to professionally recognized standards and methods. Applicants for the position of police officer with less than a 180 day break in service are exempt from the psychological exam requirement.
 - 1. In exceptional circumstances, TCOLE may allow a licensed physician to perform the evaluation of psychological and emotional health. In these circumstances, the Office of the Director of Police may request an exception from TCOLE in writing and must receive approval from TCOLE before the evaluation can be completed.
 - 2. The examination may be conducted by a qualified person identified by Texas Occupations Code § 501.004. In this situation, the Office of the Director of Police may request an exception from TCOLE in writing and must receive approval from TCOLE before the evaluation can be completed; and
 - 3. For the purpose of meeting the requirements for initial licensure, an individual's satisfactory psychological exam that is conducted as a requirement of a basic licensing course shall remain valid for 180 days from the individual's date of graduation from that academy, if accepted by the appointing agency.
- B. TCOLE Form L-3 (Declaration of Emotional and Psychological Health) must be completed by the examining licensed psychiatrist or psychologist. The original document must be placed in the appropriate section of the Background Investigation folder submitted to the Office of the Director of Police.

XIV. PHASE 10 – DRUG SCREENING

- A. The Drug Exam section of TCOLE form L-2 (Declaration of Medical Condition) must be completed by the examining licensed physician.
- B. The applicant must show no trace of drug dependency or illegal drug use after a physical examination, blood test, or other medical test.
- C. A copy of the drug screening report shall be included with the L-2 in the Background Investigation folder.

XV. BACKGROUND FOLDER SUBMISSION

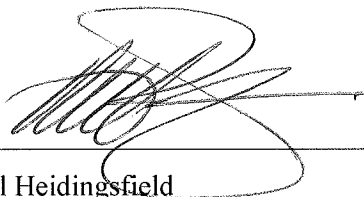
- A. The individual conducting the background investigation for a police cadet applicant must submit the completed background investigation folder to the Office of the Director of Police no later than 25 calendar days before an academy class begins.
- B. The background investigation shall examine at a minimum the immediate past 15 years calculated from the date of application by the applicant
- C. The folder must be reviewed by the Office of the Director of Police to insure the applicant meets the qualifications to attend the academy. After its review, the Director of Police, or designee, shall notify the employing institution's Chief of Police if the applicant is approved or not approved to be hired as a police officer or police cadet. If hired, the applicant for the position of police cadet must then attend a Basic Police Officer's Course.

- D. Each applicant selected for employment must provide the following completed documents for the background investigation folder in the following order:
1. TCOLE Form L-1 (Report of Appointment/License Application) - all blanks completed except #1, "Date of Appointment"
 2. TCOLE Form L-2 (Declaration of Medical Conditions)
 3. Medical and drug screening reports.
 4. TCOLE Form L-3 (Declaration of Emotional and Psychological Health & Evaluation Report)
 5. TCOLE Form A-1 (Academy Applicant Form)
 6. TCOLE Form F-7 (Report of College Education)
 7. Two completed FBI fingerprint cards (originals) containing the ORI number. Cards must not be more than 6 months old.
 8. DP #7 (Background Investigation Evidence Summary)
 9. DP #6 (Evidence Organizer and Report of Background Investigation)
 10. Copy of original birth certificate
 11. Certified copy of U. S. citizenship papers, if applicable
 12. Copy of Social Security card
 13. Copy of high school diploma and transcripts, or GED certificate
 14. Certified copies of college transcripts
 15. CCH Return (TCIC/NCIC)
 16. Copy of current, valid driver's license
 17. Driver's License Return (10-27)
 18. Proof of current liability insurance
 19. Copy of military discharge papers – DD-214, if applicable
 20. Copy of Selective Service registration verification
 21. DP #1 (Personal History Statement)
 22. TCOLE Form F-5 from previous law enforcement agencies, if applicable
 23. DP #38 (Authorization for Release of Personal Information)
 24. DP #45 (Entrance Examination Scores)
 25. DP #37 (Physical Agility Test/Physician's Statement of Release)
 26. DP #36 (Assumption of Risks, Covenant Not to Sue)
 27. DP #12 (Interview Board Results)
 28. DP #5 (Polygraph Authorization)
 29. DP #4 (Pre-Employment Polygraph Questionnaire)
 30. Polygraph Report
 31. Psychological Report
 32. DP #2 (Conditional Offer of Employment)
 33. Copy of UT institution employment application

34. Credit report
35. Certificates of training or achievement

XVI. COMMISSIONING

Upon satisfactory completion of a Basic Peace Officer Training Course, which includes the passing of the Texas Commission on Law Enforcement license examination, and with the recommendation of the Director of Police, an applicant will be commissioned as a peace officer of The University of Texas System Police by the Director of Police. An applicant that does not attend the UT System Basic Peace Officer Training Course must attend the first scheduled UT System Police Lateral Officer Orientation Course following their commissioning as a UT System Police Officer.



Michael Heidingsfield
Director of Police

Corrections/Revisions since last publication:

Revised Paragraph V. B. 7. a) (1) to allow applicants with corrected or correctable visual acuity of 20/40 or better.
January 6, 2014

Revisions throughout to change references from TCLEOSE to TCOLE. January 10, 2014