



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



Subject			Policy Number
PROCEDURE FOR QUALIFYING APPLICANTS FOR EMPLOYMENT AS PEACE OFFICERS			401
Effective Date	Revision Date	Reevaluation Date	Number of Pages
August 15, 2011		Annually	6
Reference Standards		Rescinds or Amends Policy Number	
TPCA: 4.01.1-4.04.1 CALEA: 32.1.2-32.1.7, 32.2.1-32.2.9 ICALEA: 32.1.1, 32.1.2, 32.2.1, 32.2.2, 32.2.5, 32.2.7, 32.2.8		B-6	

I. PURPOSE

To comply with the Texas Occupations Code, the Texas Administrative Code, the Texas Commission on Law Enforcement Officer Standards and Education, and the Rules and Regulations of The University of Texas System Board of Regents.

II. POLICY

An applicant must meet the Minimum Standards for Appointment as required by the Texas Occupations Code and the Texas Administrative Code. All elements of the selection process for peace officers use only those rating criteria or minimum qualifications that are job related. All elements of the selection process will be administered, scored, evaluated, and interpreted in a uniform manner.

III. PROCEDURES

A. An applicant for employment must have a high school diploma or have passed a General Educational Development (GED) Test indicating high school graduation level.

B. Physical requirements are as follows:

VISION:

1. VISUAL ACUITY - Maximum uncorrected visual acuity of 20/200 and corrected or correctable as follows:

- a. 20/30 THROUGH 20/40 – Correctable to 20/30 in each eye and binocularly;
 - b. 20/40 THROUGH 20/100 – Must be corrected to 20/30 in each eye and binocularly by means of regular eyeglasses or contact lenses;
 - c. IN EXCESS OF 20/100 THROUGH 20/200 – Must be corrected to 20/30 in each eye and binocularly by means of regular eyeglasses or contact lenses. Applicant must obtain a statement from an ophthalmologist that no ocular disease exists.
2. FIELD OF VISION – Horizontal 60-85 degrees in both eyes temporarily from a central fixation point.
 3. MUSCULAR IMBALANCE – Zero vertical deviation. Horizontal – 5 prism diopters exophoria at 20 feet, 10 prism diopters esophoria at 20 feet, 10 prism diopters exophoria at 20 feet.
 4. OTHER VISUAL FACTORS – Applicants may be rejected for color deficiencies as determined by the Director of Police after examination by an approved ophthalmologist. Chronic inflammation of the eye or adnexa, or permanent abnormalities of either eye (including cataracts, corneal opacities, paralysis of ocular muscles, etc.) will be grounds for rejection. The loss of either eye will be grounds for rejection.

HEARING - Applicant must be able to hear ordinary conversation from at least fifteen (15) feet with each ear.

GENERAL HEALTH - Applicant must pass a physical agility test and be capable of performing all police duties specified in the current job description.

- C. Applicants will be required to complete The University of Texas System Police Personal History Statement Form. At the time of formal application, applicants for all positions are informed in writing of:
 1. All elements of the selection process
 2. The expected duration of the selection process
 3. Policy on reapplication
- D. Upon receipt of the Personal History Statement Form, a thorough background investigation must be conducted on each applicant. The individual conducting the background investigation will be trained in collecting required information and the background includes verifying qualifying credentials, review of criminal record, verification of personal references, and verification that all information contained in the Personal History Statement is true and correct.
 1. Applicant will be investigated to determine that the following requirements of the Texas Commission on Law Enforcement Officer Standards and Education are satisfactorily met:

- a. The applicant shall be fingerprinted and subjected to a search of local, state and national records and fingerprint files to disclose any criminal record;
- b. The applicant must never have been or currently on court-ordered community supervision or probation for any criminal offense above the grade of Class B misdemeanor or a Class B misdemeanor within the last ten years from the date of the court order;

The Texas Commission on Law Enforcement Standards and Education may approve the application of a person who received probation or court ordered community supervision for a Class B misdemeanor at least five (5) years prior to application if an agency administrator sufficiently demonstrates in writing with supporting documentation that mitigating circumstances exist with the case and with the individual applying for licensure, and that the public interest would be served by reducing the waiting period;

- c. The applicant is not currently under indictment for any criminal offense.
- d. The applicant must never have been convicted of an offense above the grade of a Class B misdemeanor or a Class B misdemeanor within the last ten years.
- e. The applicant must never have been convicted of any family violence offense.
- f. The applicant is not prohibited by state or federal law from operating a motor vehicle.
- g. The applicant is not prohibited by state or federal law from possessing firearms and ammunition;
- h. The applicant shall be subject to a thorough, comprehensive background investigation;
 - 1. Background investigations shall only be conducted by personnel who have been properly trained in the background investigation process and collecting required information.
- i. The applicant shall be examined by a physician, who is licensed by the Texas State Board of Medical Examiners. The physician must be familiar with the duties appropriate to the license sought and appointment to be made. The applicant must be declared in writing by that professional within one hundred eighty (180) days before the date of appointment to be:
 - 1. Physically sound and free from any defect which may adversely affect the applicant's ability to perform the duties of peace officer; and
 - 2. Show no trace of drug dependency or illegal drug use after a blood test or other medical test.

3. 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.
 - j. The applicant shall be examined by a psychologist who is licensed by the Texas State Board of Examiners of Psychologists. The psychologist must be familiar with the duties appropriate to the license sought and appointment to be made. This examination may also be conducted by a psychiatrist. 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 within one hundred eighty (180) days before the date of appointment. The examination must be conducted pursuant to professionally recognized standards and methods.
 1. The examination may be conducted by a qualified psychologist exempt from licensure by the Psychologist Certification and Licensing Act, Section 22, who is recognized under exceptional circumstances.
 2. The examination shall be conducted within Texas Commission on Law Enforcement Standards and Education licensing requirements.
 - k. The applicant must not have had a court martial resulting in a dishonorable or bad conduct discharge.
 - l. The applicant must not have had a commission license denied by final order or revoked, or have a voluntary surrender of license currently in effect.
 - m. The applicant shall meet the minimum training standards and pass the commission licensing examination.
 - n. The applicant shall not violate any commission rule or statutory provision of Occupations Code, Chapter 1701.
 - o. The applicant shall be a U.S. citizen.
- E. In addition, the following requirements will be met:
1. The applicant must have a satisfactory prior employment record;
 2. The applicant's reputation must be good;
 3. The applicant must agree to swear to the best of his/her ability to preserve, protect, and defend the Constitution and laws of the United States and the State of Texas;
 4. The applicant must have a valid driver's license issued by the State where the employee permanently resides, not in jeopardy of suspension and must provide proof of financial responsibility pursuant to the Safety Responsibility Act of the Texas Motor Vehicle Laws;

5. The applicant must not be nor have been a habitual violator of traffic laws and must be eligible to drive a University vehicle.

F. POLYGRAPH EXAMINATION

1. The applicant must complete form DP #4 (Pre-Employment Polygraph Questionnaire).
2. The applicant must sign form DP #5 (Polygraph Authorization) before taking the polygraph examination.
3. The polygraph examination 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 examination is used to confirm the validity of the information the applicant has provided on his/her application, the personal history statement, and to the oral interview board.
4. The polygraph examination results will not be the sole determinant of employment status.

G. Interviews of the applicants will be conducted as follows:

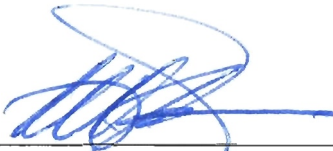
1. An Appointment Interview Board at the employing institution will interview each applicant and select those for final consideration by the Institution Chief of Police.
2. An Appointment Interview Board is comprised of a chair and four other individuals appointed by the Institution Chief of Police of the employing institution.
3. The Institution Chief of Police will then make a recommendation to the Director of Police for commissioning the applicant as a peace officer.

H. Upon satisfactory completion of an Orientation Training Course through the University of Texas System Police Academy and with the approval of the Director of Police, an applicant will be commissioned as a peace officer of The University of Texas System Police.

I. Records

1. All applicants not selected are informed in writing and those notifications are to be filed in their records.
2. The records of applicants commissioned and those applicants not selected for appointment will be retained in accordance with the approved Records Retention Schedule of the institution.

3. The records resulting from medical examinations, emotional stability and psychological fitness examinations will be retained in accordance with federal law and the approved Records Retention Schedule of the institution.
4. Selection materials will be stored in a secure area when not being used and disposed of in a manner that prevents disclosure of the information within.



Michael J. Heidingsfield
Director of Police