

PART I.

Instructions for Applicants

Please Read This Carefully

You must meet the minimum requirements for the position that you are applying. If you do not meet any one of these requirements, please do not complete this application and do not apply. If you meet all of the requirements, complete this application and submit it with all required documentation to Corporal B. J. Yother at the Personnel Office, in person located at 333 Lockwood Dr., 2nd floor, Houston, Texas 77011.

Failure to comply with any of the instructions in completing this application, failure to submit required documents or submitting false or misleading information may cause your application not to be considered.

Minimum Requirements

General Age Requirements:

Any applicant for a Deputy position must have reached his/her 21st birthday prior to, or by the date of appointment.

Physical Condition (L-2 form)

Applicants for a position of deputy or reserve deputy must submit to a physical examination by a licensed physician. The physician must certify, by acknowledgement on the L-2 form, that you are physically sound and free from any defect or illness which may adversely affect the performance of the duties of a peace officer. The cost of this exam is borne by the applicant. You may use the physician of your choice.

The physician must check the two boxes acknowledging (1) that you are physically fit for duty and (2) that you have been tested and found clean of illegal or non-prescribed (to you) drugs. A results page of the drug screen must be attached to the L-2.

For Deputy Positions, you must have eyesight which is correctable to 20/20.

Psychological Evaluation (L-3 form)

All applicants must submit to a psychological examination by an approved licensed psychologist, and the psychologist must certify, in writing, that you are in good health both psychologically and emotionally and capable of fulfilling the duties and responsibilities of a peace officer. This department uses Dr. Carole Busick, P.H.D. exclusively. The evaluation report must be purchased at your own expense. The L-3 form (Psychological) will be mailed directly to Precinct Six office by Dr. Busick. (The L-2 and L-3 forms, once completed, are good only for 180 days.)

Peace Officer's Bond:

Prior to being commissioned by Precinct Six, all deputies are required to purchase a Peace Officer's Bond annually. **Peace Officer Bonds must be renewed each January regardless of the original anniversary date.**

Education:

All applicants must have graduated from an accredited high school **or** have received a G.E.D. certification with proof of a minimum of 12 semester college credits from an accredited college or university. In some situations, the police academy attended may give credit in the form of college hours for passing the academy to students who choose to pay for the college hours. Proof of college hours is a prerequisite to being considered.

Certification:

An applicant must have passed the licensing examination and be certified by the Texas Commission on Law Enforcement Officer Training and Education (TCLEOSE) with at least a basic peace officer certification and show proof of a passing grade. This certificate of passing is mandatory.

Residency:

All applicants must be citizens of the United States of America, and may be required to reside in Harris County, Texas on the date of the appointment.

Driver's License:

All applicants must hold a current and valid Texas Operator's license, Commercial and / or Chauffeur's license.

Military Service:

Applicants who have been in the military service must have received an honorable discharge and must not have been convicted while in the military of an offense, the facts of which would be a felony crime of any type, a felony crime of moral turpitude, driving while under the influence of intoxicating beverages or drugs, in the civilian court of the State of Texas.

Credit:

An applicant must have a good credit history. Precinct Six is currently handling the cost of credit history checks, however, the applicant may be required to provide a credit history report at any time upon request and is to provide credit history information to investigators including court records, dispositions or other documents as needed. Failure to provide requested information shall result the file being presented as non-compliant.

Past Employment:

All applicants must provide a complete listing of all current and previous employers, the number and types of positions held, the reason for leaving those positions, addresses and telephone numbers of all prior employers, and the names of all past supervisors. Unfavorable past employment histories may be grounds for rejection of this application.

Release of Information Form:

Applicants applying for a position of deputy, reserve deputy or any sworn law enforcement position with precinct six must provide notarized, signed "Release of Information" form permitting investigators to obtain information regarding the applicants previous history, education, financial affairs including any criminal history or other information needed. This release is valid indefinitely until and/or unless the applicant provides a notarized statement retracting the release.

Background Investigation:

A thorough background investigation is conducted on all applicants. Evidence of a good moral character and reputation is mandatory. Disclosure of any one or more of the following may be grounds for rejection of the application:

1. Conviction for any felony offense
2. Conviction for any misdemeanor offense, other than a minor traffic infraction
3. Conviction of driving while intoxicated or under the influence of drugs within the previous two year period
4. Being on probation for any criminal offense
5. Conviction of any offense of moral turpitude
6. Being under indictment for, or awaiting trial for any criminal offense
7. Having an unfavorable or unacceptable record of traffic convictions or collisions
8. Having any history of drug or alcohol abuse
9. Any revocation of your peace officer's license by the Texas Commission, TCLEOSE
10. Any history of poor credit or of failing to meet your financial responsibilities
11. Any military discharge under less than honorable conditions
12. An admission or confession to any felony offense, such admission or confession being admissible as evidence against you in any criminal procedure in any State or Federal court
13. Membership or association with any subversive or extremist organization as viewed by Harris County, Harris County Precinct Six or the Precinct Six Administration
14. Any false statement of fact, fraud, or deception in your application
15. Failure to disclose information regarding my previous work history, criminal history including civil complaints may result in the termination of this application and the possibility of criminal prosecution where applicable (note: read and agree to confidentiality agreement)

Testing:

All applicants must successfully pass all testing requirements for the position being sought. Applicants may be required to take a 45 minute Nelson-Denny Reading/Vocabulary Skills Test and must receive a passing score on this test.

Polygraph:

All applicants must agree to submit to a polygraph examination as a condition of employment.

Assignment:

Applicants must be willing to accept any position or assignment within the Constable's Office and must agree to accept an assignment or reassignment to any shift, and be able to work on occasion on weekends and holidays.

Instructions for Completing This Application

Read the Minimum Requirements section carefully. Applicants who do not meet any one or more of the minimum requirements need not complete this application. Applicants who meet all of the minimum requirements for this position may complete the attached application.

Qualified applicants must call for an appointment to turn in applications. Sgt. McMillin or Corporal B. J. Yother or a designee will review applications and interview applicants at the personnel division at 333 Lockwood Dr., Houston, Texas 77011.

The information requested in this application must be completed fully and correctly. All blanks must be filled in or indicate that it does not apply by printing "N/A" on the blank line. Do not leave blank spaces.

All information must be printed legibly in black ink.

Answer all questions. Additional sheets may be attached as needed for necessary information.

Incomplete applications will not be accepted.

APPLICANTS ARE EXPECTED TO MAKE ALL NECESSARY COPIES AND BRING DOCUMENTS PRE-NOTORIZED AS REQUIRED IN THIS APPLICATION.

REQUIRED DOCUMENTS which MUST be submitted with the completed application. (Original forms or certified copies will be accepted)

One (1) of the following documents:

- a. High School Diploma
- b. G.E.D. (and 12 college hours transcript)
- c. College Diploma or Transcript of College Hours Earned toward a Degree

Form DD-214:

Certificate of Release or Discharge from Active Duty, if you are a veteran of the military services. You must submit page 4 of form DD-214, if one was issued to you, and if your discharge was under honorable conditions. If you received a medical discharge, or are now receiving Disability Compensation, you must provide documentary evidence of your disability.

F-5 Reports: You should maintain a copy of your (F-5) or separation report anytime you leave an agency. This form will assist in your background investigation when applying for a new position by clarifying the reason for your leaving. Commission rules mandate that you receive a copy of your F-5 at the time of separation either in person or by certified mail. The Texas Commission now requires that each agency to requests the separation report (F-5) for all persons who are considered for hire after being employed by any agency as a peace officer or licensed jailer.

Training Certificates: Submit only copies of items required for the hiring process. The department no longer maintains files of all certificates since the information is available on-line as needed through the Texas Commission on Law Enforcement.

T.C.L.E.O.S.E.: Applicants who need information regarding certification requirements by T.C.L.E.O.S.E. may find the necessary information on-line at <http://www.tcleose.state.tx.us/> contact T.C.L.E.O.S.E. by phone at (512) 936-7700 or write to:

Texas Commission on Law Enforcement Officers
Standards and Education
1033 La Posada, Suite 240
Austin, Texas 78752

Copies of Original Documents are acceptable with original copy for proof:

1. Valid Texas Driver's License
2. Social Security Card
3. Birth Certificate (and citizenship papers if born outside of the U.S.)
4. Certificate of Law Enforcement Academy hours completed
5. T.E.C.L.E.O.S.E. License
6. T.E.C.L.E.O.S.E. Test results
7. Proof of Automobile Liability Insurance
8. F-5 from each law enforcement agency previously employed by
9. Documentation regarding any arrest, charges or convictions

Photograph(s): One (1) color photograph, full view (head to foot)

INSTRUCTIONS FOR SUBMITTING THE COMPLETED APPLICATION WITH ALL REQUIRED DOCUMENTS:

After you have completed filling out the application and you have all of the required documents along with copies and photographs, follow these instructions:

1. Call the Recruiting/Training Division at (713) 923-9156 and request an appointment to submit the application, photographs and all required documents. You will be given a date and time for this appointment.
2. After you have obtained an appointment, you must personally bring the application, photographs and required documents to your appointment. You will meet with someone from the Recruiting Division or with an investigator.
3. The location for your appointment will be at 333 Lockwood, 1st Floor in Houston, Texas 77011 where you will contact the deputy at the front desk and advise that you are there for an appointment to submit an application.
4. At this time you may be fingerprinted and have several documents to sign.
5. Do not make an appointment until you have fully and completely filled out the application, obtained your photographs and have in your possession all required supporting documents.

BACKGROUND INVESTIGATION and NOTIFICATION:

Once your application has been accepted, and you meet all of the minimum requirements, a background investigation will be completed. This averages from six to eight weeks from the date that the application is accepted. In some cases, this time period may be shorter.

You should not call to inquire of the status of your application after it has been submitted, and while the background investigation is being conducted. You will be contacted by telephone, by e-mail or by U.S. Mail of the status of your application. The use of e-mail is a preferred method. You should have an e-mail account and understand the use of electronic mail before making application.

Harris County Constable's Office
Precinct Six
333 Lockwood Dr.
Houston, Texas 77011

Personnel Division

CONFIDENTIALITY AGREEMENT

In the event that I am not selected by the Harris County Constable's Office, Precinct Six for appointment, I understand that:

1. I may never be informed or told on what grounds I was not selected.
2. The background investigation pertaining to my application is confidential and any information obtained during the course of that investigation will not be disclosed to me in any form except in order to clarify information.
3. I understand that failure to disclose information regarding my previous work history, criminal history including civil complaints may result in the termination of this application and the possibility of criminal prosecution where applicable.

I certify that I have read this agreement, and I fully understand and agree to abide by the terms of this agreement.

Signature of Applicant

Printed Name of Applicant

Date signed

SUBSCRIBED AND SWORN to before me, the undersigned authority, on this the ____ day of _____, 19____.

SEAL

Notary Public in and for the State of Texas

My Commission Expires:
