



City of Bastrop Police Department

Police/Patrol Officer Application Instructions and Requirements

INSTRUCTIONS

PLEASE READ INSTRUCTIONS CAREFULLY BEFORE PROCEEDING WITH APPLICATION

Position: CERTIFIED POLICE/PATROL OFFICER

These instructions are provided as a guide to assist you in properly completing your “Application for Employment” and “Personal History Statement”. It is essential that the information be accurate in all respects. It will be used as the basis for a background investigation that will determine your eligibility for employment. Any inaccuracy may result in the rejection of the application.

1. You and no other person must print your “Application for Employment” and “Personal History Statement” legibly in ink. Answer all questions to the best of your ability.
2. If a question is not applicable to you, enter N/A in the space provided.
3. Avoid errors by reading the directions carefully before making any entries on the form. Be sure your information is correct and in proper sequence before you begin.
4. You are responsible for obtaining correct names, addresses and telephone numbers. If you are not sure of an address or telephone number, check it by personal verification.
5. If there is insufficient space on the forms for you to include all information required, please attach extra sheets. Be sure to reference the relevant section and question number on the attached sheets.
6. An accurate and complete form will help expedite your investigation. On the other hand, deliberate omissions or falsifications may result in disqualification.
7. Upon completing the “Application for Employment” and the “Personal History Statement”, re-check each section to ensure that all information requested has been provided or N/A entered, if appropriate. Failure to provide all requested information, or an explanation as to why it was not included, may result in a rejection of the application without any attempt to contact the applicant.
8. In several instances, the same information is requested on the “Application for Employment” and the “Personal History Statement”. Please take the time to fill in the information both times, as it is necessary in both sections.
9. In the section listed “Applicant Process”, several items are requested of you in Paragraphs A2, A3 and A4. BE SURE AND ATTACH THE REQUESTED DOCUMENTATION WITH YOUR APPLICATION WHEN YOU TURN IT BACK IN. Failure to provide all requested documentation, or an explanation as to why it was not included, may result in a rejection of the application.

I. QUALIFICATION REQUIREMENTS

- A. Each applicant for the position of POLICE OFFICER/PATROLMAN shall have met at least the Minimum requirements as mandated by TCLEOSE.
- B. In addition to the above, the following requirements also apply:
 1. Must hold a valid Texas Drivers License
 2. Must hold a permanent Texas Peace Officer license by the TCLEOSE

II. APPLICATION PROCESS

1. Complete and submit a signed City of Bastrop Employment Application and Bastrop Police Department Application/Personal History Statement. (The application and personal history statement will be screened for Minimum qualifications as set forth by TCLEOSE and the Bastrop Police Department).
2. Submit, with application, copies of all Law Enforcement licenses held as issued by TCLEOSE.
3. Submit, with the application, copies of all training certificates which you may have received pertaining to Law Enforcement.
4. In addition to the above documentation, submit with the application the following:
 - a. Documentation which proves Citizenship
 - b. Copy of Texas Drivers License
 - c. Copy of High School diploma or GED certificate (if applicable)
 - d. Copy of College diploma or College transcript (if applicable)
 - e. Copy of Military DD-214 (Honorable Discharge) (if applicable)
 - f. If you have been divorced or have been the subject of a Divorce suit, a copy of the Final Decree, a copy of the Petition and a copy of the answer.
5. Written Testing:
Upon receipt of the Employment application and the Personal History Statement, you may be scheduled for testing.
6. Preliminary Investigation:
If a passing score is attained on the above test, a preliminary Background Investigation will be conducted, to include, but not limited to a Fingerprint search of Local, State, and Federal fingerprint files to disclose any criminal record, verification of Peace Officers license, education, etc.
7. In Depth Background Investigation.
8. Oral Interview Board:
If the Background Investigation does not indicate a reason for disqualification, the applicant will be scheduled for an Oral Interview Board.
9. Final Selection:
If an applicant is selected to fill the position applied for, the final steps in the selection process will be drug screening, a physical and psychological examination conducted by the City physician and psychologist, and a complete Background Investigation.

ALL INFORMATION/DOCUMENTATION SUBMITTED IN CONNECTION WITH APPLYING FOR A POSITION WITH THE CITY OF BASTROP IS SUBJECT TO VERIFICATION AND SHALL BECOME THE PROPERTY OF THE CITY OF BASTROP.

III. DISQUALIFICATION FROM CONSIDERATION

An applicant SHALL be disqualified from consideration if he/she:

1. Does not meet the minimum requirements as set forth in Section 1 (A) and 1 (B) above.
2. Does not meet the qualifications necessary for performance of the duties of the position involved.
3. Has made any false statements or deliberate omissions of fact on the Application or Personal History Statement.
4. Has committed or attempted to commit a fraudulent act at any stage of selection process.
5. Would be in violation of the nepotism laws.
6. Fails to properly complete the application process or any application procedures.

AN APPLICANT MAY ALSO BE DISQUALIFIED FROM CONSIDERATION UPON OTHER REASONABLE GROUNDS RELATING TO JOB REQUIREMENTS.