

RICHWOOD POLICE DEPARTMENT

215 Halbert
Richwood, Texas 77531
979-265-8157

PRE-EMPLOYMENT SCREEN CHECKLIST

Patrol Officer Position

Received By: _____

Date Received: _____

OBTAINING EMPLOYMENT WITH THE RICHWOOD POLICE DEPARTMENT.

Thank you for your interest in the Richwood Police Department. The city is an Equal Employment Opportunity Employer with a policy of filling vacant positions with qualified applicants who best meet the mission of this department.

Persons selected for employment must meet **ALL** applicable requirements. The Richwood Police Department recognizes its responsibility under the Americans with Disabilities Act not to discriminate against either prospective or current employees who are disabled. Therefore, applications for employment are accepted from all qualified candidates. This department is prepared to make reasonable accommodations in situations where an undue hardship is not imposed upon the department. Any applicant needing accommodation to complete the hiring process should notify the Chief of Police in writing.

Please review the attached information regarding the Richwood Police Department's hiring procedures. **If you meet the minimum qualifications and are interested in applying, you will need to make certain the completed applicable forms accompany your application.**

INFORMATION PACKET CONTAINS THE FOLLOWING:

- Section I. Minimum Requirements
- Section II. Disqualifiers
- Section III. Hiring Process
- Section IV. Position Description
- Section V. Application Forms
- Section VI. Employee Benefits

SECTION I: MINIMUM REQUIREMENTS

As a **minimum**, applicants with the police department should meet the following requirements:

Age: 21 years of age or older

Citizenship: United State's citizen

Education: High School diploma or its equivalent

Criminal History: No record of conviction or arrest for a felony or misdemeanor as outlined in Section II of this document.

Driver's License: Current valid driver's license.

SECTION II: DISQUALIFIERS

The following are **permanent disqualifiers** that the Richwood Police Department adheres to:

- Having ever been or currently on court-ordered community supervision or probation for any offense above the grade of Class B Misdemeanor.
- Having ever been convicted or an offense above the grade of Class B Misdemeanor
- Having been convicted of any family violence offense.
- Having been discharged from any military service under less than honorable conditions including, specifically:
 - 1) under less than honorable conditions;
 - 2) bad conduct;
 - 3) dishonorable or any other characterization of service indicating bad character.
- Having had a commission license denied by final order or revoked; or, have a voluntary surrender of license currently in effect.

SECTION II: DISQUALIFIERS

Cont'd

- Having illegally furnished or sold any controlled substance or dangerous drug, including marijuana to another.
- Not being of good moral character or being known to habitually associate with those of questionable moral character.
- Being a member of an organization, club, society, movement, group or combination of persons, which advocates the overthrow of the government by force or violence.
- Having been discharged from any city, state, federal or private corrections institute or law enforcement agency as an Officer or Civilian for disciplinary reasons, resigning to avoid suspension or discharge or having resigned during a disciplinary investigation without final judgment being rendered.
- Making false statement (lying), falsely swearing to statements or any other manner of falsifying testimony in any official matter or in any significant business transaction.

The following are **temporary disqualifiers** that the Richwood Police Department adheres to: The applicant must not meet the following disqualifiers:

- Having been or currently on court-ordered community supervision or probation for a Class B Misdemeanor within the last ten (10) years.
- Having been convicted of a Class B Misdemeanor within the last ten (10) years.
- Not currently under indictment for or charged with any criminal offense.
- Being convicted of five (5) or more moving traffic violations and/or negligent collisions within a 24-month period during the five (5) years preceding the date of the application.
- Having a driver's license suspended, revoked or invalid during the five (5) year period preceding the date of the application.
- Failing to cooperate fully with and keep all scheduled appointments; failing to supply needed documents within a specified time limit; failing to provide added information as needed, or failing to update changes within fourteen (14) days of the change will disqualify an applicant from the hiring process for a period of one (1) year.

Temporary Disqualifiers

Cont'd

- Omitting incidents, circumstances or information of material fact that would otherwise be used in consideration for an offer of employment or any deceptive statement or act. This will disqualify an applicant for a minimum period of one (1) year.
- A current misdemeanor charge or a Class C Misdemeanor conviction within the proceeding five (5) years. (Exception: Class C traffic related offenses)
- Illegal use of any controlled substance, dangerous drug or marijuana within the past five (5) years from the date of the application.
- An applicant cannot apply with the Richwood Police Department while currently on probation, parole or court-ordered community supervision for any offense other than traffic.

NOTE: Without being stated in the disqualifiers, if circumstances exist which indicate that an applicant is clearly unsuited for a position with the Richwood Police Department, the applicant will be rejected.

SECTION III: HIRING PROCESS

Each applicant seeking employment with the Richwood Police Department must successfully complete a multi-step hiring process as outlined below.

- Complete Pre-Employment Screening Checklist
- Complete application packet and other documentation required
- Background investigation
- Interview
- Placement on eligibility list
- Offer of employment made as position becomes available.

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The below documents are required upon submitting the Personal History Statement:

You must provide original or certified copies of the following documents:

- A birth certificate from the Bureau of Vital Statistics.
- Form DD 214 - military service veterans (only page 4 is required).
- A valid driver's license (must display your current address).
- Social Security card.
- Proof of liability insurance.
- Education related documentation (high school diploma or GED certificate, college transcripts). Copies of certificates of related training courses.
- Proof of TCLEOSE certification.
- Current photograph

**RICHWOOD POLICE DEPARTMENT
PRE-EMPLOYMENT SCREENING CHECKLIST**

Applicant: _____
(Last Name) (First Name) (Full Middle Name)

Other Names: _____
(Aliases, Maiden Name, Nicknames, etc.)

Birth Date: _____ Age: _____ Ethnicity: _____ Sex: _____

Social Security No. _____ Driver's License # _____

Physical Address: _____

Mailing Address: _____

Home Phone No. _____ Work Phone No. _____

Cell or Pager No. _____ Email: _____

Have you ever applied with the Richwood Police Department? Yes _____ No _____

Position applied for: _____

Date: _____ Signature: _____

Pre-Employment Screening Checklist
Cont'd

1. Are you a citizen of the United States of America? Yes No
2. Do you have a high school diploma or GED? Yes No
3. Do you have a current valid driver's license? Yes No
If not, please explain: _____

4. Do you have: Associates Degree; Bachelor's Degree?
5. Are you currently under indictment for or charged with any criminal offense?
 Yes No
6. Have you ever been or currently on court-ordered community supervision or probation for any offense above the grade of Class B Misdemeanor? Yes No
7. Have you ever been convicted of an offense above the grade of a Class B Misdemeanor (Class A Misdemeanor or a Felony?) Yes No
8. Have you ever been convicted of any Family Violence offenses? Yes No
9. Have you been discharged from any military service under less than honorable conditions including: under other honorable conditions, bad conduct, dishonorable or any other characterization of service indicating bad character? Yes No
If yes, identify the reason for the discharge: _____

10. Have you had a law enforcement license revoked or denied by final order or have you voluntarily surrendered your license to avoid suspension? Yes No
11. Have you ever bought, furnished or sold any controlled substance or dangerous drug, including marijuana, to another? Yes No
12. Are you known to habitually associate with those of questionable moral character?
 Yes No
13. Are you currently or have you ever been a member of an organization which advocates the overthrow of the United States government or any governmental entity in the United States? Yes No

Pre-Employment Screening
Cont'd

14. Have you ever been discharged from any city, state, federal or private corrections institute or law enforcement agency as an Officer or Civilian for disciplinary reasons, resigning to avoid suspension or discharge or having resigned during a disciplinary investigation without final judgment being rendered? _____ Yes _____ No
*(If yes, provide an explanation on the back of this page or insert a separate page)
15. Have you made false statements, falsely sworn to statements or in any manner falsified testimony in any official matter or in any significant business transaction?
_____ Yes _____ No
16. Have you ever been or currently on court-ordered community supervision or probation for a Class B Misdemeanor? _____ Yes _____ No
*(If yes, state the reason and date on the back of this page or insert a separate page)
17. Have you ever been convicted of a Class B Misdemeanor? _____ Yes _____ No
*(If yes, state the reason and date on the back of this page or insert a separate page)
18. Have you been convicted of five (5) or more moving traffic violations and/or negligent collisions within a 24 month period during the past five (5) years? _____ Yes _____ No
19. Have you ever had a driver's license suspended, revoked or invalid? _____ Yes _____ No
*(If yes, state the reason and date on the back of this page or insert a separate page)
20. Have you ever been convicted of a Class C Misdemeanor other than Class C traffic related offenses? _____ Yes _____ No
*(If yes, state the reason and date on the back of this page or insert a separate page)
21. Have you used any illegal controlled substance, dangerous drug or marijuana?
_____ Yes _____ No
*(If yes, state the illegal substance and date: _____)

The Pre-employment Screening Checklist is used to determine if an applicant meets minimum standards for continuation in the hiring process with the Richwood Police Department. All applicants are required to answer all questions regardless of applicability. Once the Pre-employment Screening Checklist has been reviewed and it has been determined that an applicant meets minimum standards, the applicant will be scheduled for the next phase of the hiring process.

After completion and return of the Pre-employment Screening Checklist, you are required to keep the Chief of Police informed of any changes (address, phone numbers, jobs, etc.). Failure to do so could result in your disqualification.

I affirm that the answers and written explanations I have made to each inquiry in this official document are true to the best of my knowledge and belief. I also acknowledge by my signature below that any falsification, misrepresentation or omission of any information may be just cause for the rejection of my checklist or, if hired, used as a basis for my dismissal from the Richwood Police Department.

I also acknowledge by my signature below that falsification, misrepresentation, or omission in this checklist could be violations of the Texas Penal Code, Chapter 37 – “Perjury and other Falsifications”.

Date: _____ Signature: _____

State of Texas
County of _____

Subscribed and sworn to before me, the undersigned,

this the _____ day of _____, 2_____.

Notary Public in and for the
State of Texas

My Commission Expires: _____

Richwood Police Department
215 Halbert
Richwood, Texas 77531
(979) 265-8157

Personal Inquiry Waiver
Authority for Release of Information

I, _____, do hereby authorize a review of, photocopying of and full disclosure of all records and information concerning myself to any duly authorized Agent of the Richwood Police Department, whether the said records are of private, public or confidential nature, and regardless of any agreement I may have made with you previously to the contrary.

The intent of this authorization is to give my consent for full and complete disclosure of the records of educational institutions; financial or credit institutions, including records of loans, the records of commercial or retail credit agencies (including credit reports and/or ratings); and any other financial statements and records wherever filed; employment and Pre-employment records, including background reports; efficiency ratings; complaints or grievances filed by or against me; records and recollections of Attorneys at Law or other Counselor (whether representing me or another person in any case), either criminal or civil, in which I presently have or have had an interest in.

I understand that any information obtained by the Pre-screening Application, Personal History Statement and Background Investigation, which is developed directly or indirectly, in whole or in part, upon this release of authorization, will be considered in determining my suitability for employment by the Richwood 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 hereby release said person(s) from any and all liability which may be incurred as a result of furnishing such information.

Information received from all sources will be kept confidential and will not be released to the Applicant. Information will be released to any law enforcement agency requesting same and presenting a valid release form signed by Applicant. Information received becomes a part of the Employee's Personnel File on date of hire and may be used for internal reviews and investigation.

A photocopy of this release will be valid as an original thereof, even though the said photocopy does not contain an original writing of my signature.

Date: _____ Signature: _____

Address: _____

Phone: _____ Cell: _____

Date of Birth: ____ / ____ / ____ Social Security No. _____ - _____ - _____

Subscribed and sworn to before me by _____, this the _____ day of _____, 2 _____, to certify which witness my hand and seal of Office.

Notary Public in and for the State of Texas

Commission Expires: _____

**INSTRUCTIONS FOR COMPLETING THE
PRE-EMPLOYMENT SCREENING CHECKLIST**

It is important that you answer all questions completely and honestly. This is NOT a test, but rather a checklist covering the minimum qualifications for continuation in the hiring process with the Richwood Police Department. As part of the checklist process, you will be required to furnish specific documentation at a requested time.

ANY FALSE STATEMENT OR OMISSION OF INFORMATION REGARDING ANY SUBJECT IN THIS QUESTIONNAIRE MAY RESULT IN THE REJECTION OF YOUR CHECKLIST.

The Pre-employment Screening Checklist may be completed in the applicant's own handwriting or typed. **USE BLACK INK AND PRINT LEGIBLY.**

Checklist with unanswered questions will not be accepted. If you do not understand a question(s), contact the Richwood Police Department for clarification.

The Pre-employment Screening Checklist may be mailed in or brought in to the Richwood Police Department, 215 Halbert, Richwood, Texas 77531. Normal office hours are 8:00 a.m. to 5:00 p.m., Monday through Friday.

The Richwood Police Department is an Equal Opportunity Employer and complies with the Americans with Disabilities Act. Reasonable accommodations will be provided upon request.

The applicant is responsible for responding truthfully to each question. Falsifying or omitting information will be grounds for rejection of this Pre-employment Screening Checklist and may be grounds for future dismissal from the Department. False or misleading statements are also subject to prosecution under Chapter 37, Perjury and Other Falsifications, of the Texas Penal Code.

TEXAS PENAL CODE, SECTION 37.01 (Definitions):

In this chapter “government record” means:

- (a) anything belonging to, received by or kept by government for information, including a court record;
- (b) anything required by law to be kept by others for information of government; or
- (c) a license, certificate, permit, seal, title, letter of patent or similar document issued by Government, by another state, or by the United States.

In this chapter “statement means any representation of fact.

TEXAS PENAL CODE, SECTION 37.02 (Perjury)

- (1) A person commits an offense if, with the intent to deceive and with knowledge of the statement’s meaning:
 - (a) he makes a false statement under oath or swears to the truth of a false statement previously made and the statement is required or authorized by law to be made under oath; or
 - (b) he makes a false unsworn declaration under Chapter 132, Civil Practice and Remedies Code.
- (2) An offense under this section is a Class A Misdemeanor.

TEXAS PENAL CODE, SECTION 37.03 (Aggravated Perjury)

- (1) A person commits an offense if he commits perjury as defined in Section 37.02, and the false statement:
 - (a) is made during or in connection with an official proceeding; and
 - (b) is material.
- (2) An offense under this section is a Felony of the Third Degree.

TEXAS PENAL CODE, SECTION 37.04 (Materiality)

- (1) A statement is material, regardless of the admissibility of the statement under the rules of evidence, if it could have affected the course or outcome of the official proceedings.
- (2) It is no defense to prosecution under Section 37.03 (Aggravated Perjury) that the declarant mistakenly believed the statement to be immaterial.
- (3) Whether a statement is material in a given factual situation is a question of law.

Initial indicating that you have read and understand the above: _____

APPLICATION

Date: _____ **Position Applied For:** _____

Name: _____

Date of Birth: _____ **Age:** _____ **Nickname:** _____

Address: _____

Home Phone: _____ **Alternate Phone:** _____

Driver's License No. _____ **Social Security No.** _____

Marital Status: _____ **Married** _____ **Single** _____ **Divorced**

Spouse Name: _____

Children's Names & Ages: _____

Parent's Name: _____

Address: _____

Phone Numbers: _____

Sibling's Name(s) & Addresses: _____

Emergency Contact Information: _____

List Previous Addresses Since Eighteenth (18th) Birthday:

Education:

High School: _____ **Graduated:** _____ **GED:** _____

College/University: _____ **Major:** _____

Number of Hours: _____ **Degree:** _____

Police Academy Attended: _____ **Hours:** _____

Peace Officer Licenses Obtained: ____ **Basic;** ____ **Intermediate;** ____ **Advanced;** ____ **Master**

Reserve: ____; **Instructor** ____; **Specialized:** ____ (describe) _____

Additional Law Enforcement Training (attach certificates)

Do You Type: ____ **Yes;** ____ **No** **Number of Words per minute:** _____

Computer Skills: _____

Read/Write Foreign Languages? _____

List Five (5) Character References: (Name, Address, Phone Number & Years Known)

Military Service:

Branch: _____ **Dates of Service** _____

Job(s) Performed: _____

Type of Discharge: _____ (attach copy of DD214)



Personal Information:

Have you ever been arrested? ____ Yes/ ____ No. If yes, list all arrests, dates, charges and attach copy of final disposition.

List any traffic violations you have received in the last five (5) years and final dispositions.

Work History:

Have you ever been fired or asked to resign from any job? If yes, list employer name and address, supervisor name and reason for separation from employment.

List All Employment Since Eighteenth (18th) Birthday:

Employer: _____

Address: _____

Phone Number: _____ Supervisor: _____

Job Title: _____ From: _____ To: _____

Job Description: _____

Reason for Leaving: _____

Employment Information Cont'd

Employer: _____
Address: _____
Phone Number: _____ **Supervisor:** _____
Job Title: _____ **From:** _____ **To:** _____
Job Description: _____

Reason for Leaving: _____

Employer: _____
Address: _____
Phone Number: _____ **Supervisor:** _____
Job Title: _____ **From:** _____ **To:** _____
Job Description: _____

Reason for Leaving: _____

Employer: _____
Address: _____
Phone Number: _____ **Supervisor:** _____
Job Title: _____ **From:** _____ **To:** _____
Job Description: _____

Reason for Leaving: _____

Employer: _____
Address: _____
Phone Number: _____ **Supervisor:** _____
Job Title: _____ **From:** _____ **To:** _____
Job Description: _____

Reason for Leaving: _____

Employment cont'd

Employer: _____
Address: _____
Phone Number: _____ **Supervisor:** _____
Job Title: _____ **From:** _____ **To:** _____
Job Description: _____

Reason for Leaving: _____

Employer: _____
Address: _____
Phone Number: _____ **Supervisor:** _____
Job Title: _____ **From:** _____ **To:** _____
Job Description: _____

Reason for Leaving: _____

Employer: _____
Address: _____
Phone Number: _____ **Supervisor:** _____
Job Title: _____ **From:** _____ **To:** _____
Job Description: _____

Reason for Leaving: _____

Employer: _____
Address: _____
Phone Number: _____ **Supervisor:** _____
Job Title: _____ **From:** _____ **To:** _____
Job Description: _____

Reason for Leaving: _____

****Current photo must accompany this application.**

****Falsifying any information will result in disqualification of applicant. Could be grounds for Dismissal if discovered after hiring.**

Signature: _____ **Date:** _____
