



El Paso Police Department ♦ Human Resources Division
911 N. Raynor ♦ El Paso, TX 79903
915-564-6958 ♦ www.eppd.org

Memo to Applicants

Thank you for your interest in joining the El Paso Police Department. Your desire to serve the citizens of El Paso as a member of El Paso's Finest is applauded. The El Paso Police Department seeks only the most qualified individuals to serve our community. Listed below is detailed information that will assist you during the application process:

APPLICATION FILING PERIOD

- Applications for the 116th academy class will be accepted from October 6 through November 3, 2011. The academy is tentatively scheduled to begin in September 2012.

APPLICATIONS

- Applications must be completed online by visiting the City of El Paso's Job Opportunities web page at <http://agency.governmentjobs.com/el Paso/default.cfm>

WRITTEN EXAMINATION

- The written examination will be administered from November 3-20, 2011.
- The written exam assesses abilities critical to law enforcement such as reading, writing and decision making skills.

The El Paso Police Department utilizes the law enforcement examination provided by Ergometrics to evaluate applicants for the positions of Police Trainee, Certified Peace Officer and Police Officer. Applicants may visit the Ergometrics website at <http://www.ergometricsonline.com/Frontline/index.cfm> to learn more about the written examination.

Job Simulation Test

- The job simulation test will be administered January 12-14, 2012 (1st attempt) and January 28, 2012 (2nd attempt, if needed).
- Applicants are afforded (2) two opportunities to pass the job simulation test.
- The job simulation test consists of four events, pursuit agility course, wall climb, body drag and 500 yard pursuit run.
- The applicant must complete the 180 foot pursuit agility course in 39 seconds or less.
- The applicant must complete the six foot wall climb in 17 seconds or less.
- The applicant must drag the 185 lbs dummy 30 feet in 16 seconds or less.
- The applicant must complete the 500-yard pursuit run in 152 seconds or less.

Out of Town Applicants

- The written exam and job simulation test for out of town applicants is tentatively scheduled for January 14, 2012.

BACKGROUND INVESTIGATION

- Applicants who successfully complete the written examination and job simulation test will begin the background process.
- The comprehensive background investigation consists of the following areas; completion of a Comprehensive Background Statement, Psychological test, Polygraph examination, Oral interview, Drug screening, and Medical screening.

This document was prepared to assist the applicant during the hiring process. Should you have any questions regarding the hiring process, please contact the Human Resources Division at (915) 564-6958 or 1-888-550-7174.



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Police Requirements (as applicable) and Selection Process

Each Applicant Must:

1. Be a U.S. Citizen
2. Have a high school diploma or GED supplemented by either twelve (12) accredited postsecondary semester credit hours in any field of study or an honorable discharge from the United States armed forces after two (2) years of active service, plus one (1) year of general experience that included public contact. (*police trainee & certified police trainee only*)
3. Either be twenty-one (21) years old by date of graduation from academy training; or eighteen (18) years old by time of application with the equivalent of an accredited Associate's degree or sixty (60) postsecondary semester credit hours in any field of study, or an honorable discharge from the United States armed forces after two (2) years of active service. (*police trainee & certified police trainee only*)
4. By time of employment reside at a location that allows for an emergency response within 30 minutes.
5. Obtain a Texas Class "C" or equivalent Driver's License by time of appointment to the Academy.
7. Not have been discharged from the military under less than honorable conditions.
8. Not have 3 or more moving violation convictions within the last 18 months or 5 or more within the last 5 years.
9. Not have had Driver's License suspended or revoked in the last five years for traffic related reasons.
10. Not currently under indictment for any criminal offense.
11. Not ever 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 10 years.
12. Not ever have been convicted of a misdemeanor offense above the grade of a Class B misdemeanor or a Class B misdemeanor within the last 10 years.
13. Never have been convicted of any family violence offense.

EPPD Standards on Prior Drug Usage *

Marijuana

- Possession, purchase or sale of any amount construed as more than personal use will be an automatic failure.
- Any use of marijuana within the last two (2) years or usage of more than ten (10) or more times within ten (10) years of the last application date will be an automatic failure.

Controlled Substance or Dangerous Drug

- The possession, purchase or use of any substance or dangerous drug described in penalty groups 1-4 of the Texas Health and Safety Code, within the last two (2) years of application date will be an automatic failure.
- The possession, purchase or use of any substance or dangerous drug described in penalty groups 1-4 of the Texas Health and Safety Code, utilized more than once within the last ten (10) years, will be an automatic failure.
- The sale, distribution or manufacture of any controlled substance or dangerous drug will be an automatic failure.

*Any of the mentioned narcotics or marijuana that were prescribed to an applicant by a licensed physician for treatment of a recognized medical condition will be taken on a case by case basis for a possible exemption of the mentioned policies.



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SELECTION PROCESS

1. **Initial Application:** Complete & submit an application online through the City of El Paso's Job Opportunities web page at www.elpasotexas.gov.
2. **Eligible List:** Individuals, who achieve a grade of 70 or better on the written exam, pass the job simulation test and the background investigation will have their names placed on the eligible list. Applicants with a passing grade who are eligible for veteran's credits will have these points added to their final grade. Applicants are placed on the eligible list in rank order, with the highest scoring individual placed first. If two or more applicants achieve the same score, their rank on the list will be determined by a system of drawing by lot. Lists normally remain in effect for six months. Applicants will be notified by email of their status.
3. **Job Simulation Test:** Two test dates will be scheduled for the job simulation test. Individuals who fail on the first test date or request a by-pass prior to the first test date will be invited to the second test date. The test is administered on a pass/fail basis. All applicants who take the written exam will be invited to take the job simulation test(s). The job simulation test result is valid for a maximum of six months.
4. **Background Investigation:** Applicants will complete an El Paso Police Department Comprehensive Background Statement (CBS) and return it by the required deadline. The Police Comprehensive Background Statement (CBS) as well as the City application will be used as the basis for the thorough background investigation conducted by the El Paso Police Department.
5. **Polygraph Examination:** Applicants will be administered the Polygraph Examination as a component of the Background Investigation.
6. **Chief's Selection Board:** Applicants will appear before a panel of representatives who will interview candidates and evaluate their suitability for service. The interview is given on a pass/fail basis. Applicants who successfully pass the examination are considered for employment in accordance with the City's Certification Rule.
7. **Psychological Test:** All applicants recommended for hire will be required to take a psychological test. This test consists of two written examinations that will be interpreted by a City appointed psychologist. The psychologist will then conduct a personal interview with the candidate before a final determination can be made.
8. **Medical Examinations:** Applicants who are recommended for hire will also be scheduled for a drug-screening test and a medical examination by a City-appointed physician. This is a rigid examination to determine whether or not an applicant is able to perform the tasks required of a Police Officer.

The expected duration of the application process begins with the submission of the employment application and is completed upon appointment to the Training Academy. Applicants who do not pass an exam component may reapply in accordance with *C.S.C Rule 9.1.c. Those applicants successfully completing all phases of the selection process will then undertake a training course at the Police Training Academy. Under the provisions of the current contract between the City and the Police Association, all Police Officers must complete 45 college hours within three years after graduation from the Police Academy.

*Civil Service Rules 9.1.c. Any applicant who has failed an examination will be allowed to retake an examination for the same class as often as it is offered. Practical tests of agility, speed or strength are considered readiness tests, and may be taken as often as the test is offered.

This document was created by the EPPD Human Resources Division to provide applicants with an overview of the selection process and minimum requirements. Any additional information or clarification can be obtained by contacting a Human Resources Division representative.



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Job Simulation Test Information

The job simulation test for the position of Police Trainee consists of four events: Pursuit Agility Course, Wall Climb, Body Drag, and 500-yard Pursuit Run. In order to pass the job simulation test, applicants must successfully pass each event. The following is a detailed description of the events:

Pursuit Agility Course

Objective: To complete the 180 foot course in 39 seconds or less.

The work sample simulates a short distance foot pursuit that might occur in the parking lot of an office complex or shopping center. The test requires that the applicant make frequent changes in direction while running as fast as possible.

The distance around the pursuit course is 180 feet. Before the applicant enters the course, they must run as quickly as possible around the course. Once they enter the course, they will scale a three-foot wall and jump over three 18-inch barriers. The distance the applicant will run inside the course is 150 feet. Applicants will be required to wear a bullet resistant vest and carry a police radio while completing the course.

Wall Climb

Objective: To run a 25 yard course, scale a six-foot wall and run five yards to the finish line in 17 seconds or less.

This work sample simulates a situation in which an applicant must scale a six-foot wall during a pursuit. The applicant will be required to run 25 yards up to a wall, scale the wall, and run five yards to the finish line. The applicant may use any method to get over the wall. However, the applicant may not use the side supports in any manner to get over the wall.

Body Drag

Objective: To drag a 185 pound dummy a distance of 30 feet in 16 seconds or less.

This work sample simulates dragging a wounded officer or citizen to safety for a distance of 30 feet. The applicant will be required to drag a 185-lbs dummy that is lying face up on the ground. The applicant is to drag the dummy by back peddling as quickly as possible for a total of 30 feet. The time it takes to drag the dummy will be recorded. The time ends when the dummy's feet crosses the finish line.

500-Yard Pursuit Run

Objective: To complete the 500-yard pursuit run in 152 seconds or less.

This work sample simulates a medium distance pursuit. The exam consists of the applicant running 500 yards while wearing a bullet resistant vest and carrying a police radio. When taking the exam, the applicant should pace themselves by running at about $\frac{3}{4}$ speed for the first lap (considerably faster than a jog, but slower than a sprint). Do not try to sprint the entire distance.

The job simulation test is governed under Rule 9, Section 7, Paragraph C of the Civil Service Rules and regulations that govern your protest rights. If you fail any event and wish to file a protest, the protest must be done in writing and it must be done the day of the testing.



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RELEASE OF ALL CLAIMS

I, _____, residing at _____
(Print Name) (Street Address)
_____, do hereby state the following:
(City, State and Zip Code)

1. On or about the day of _____, 20__, I applied for employment with the City of El Paso for the position of either POLICE TRAINEE/CERTIFIED POLICE TRAINEE/POLICE OFFICER.
2. That as part of the examination procedure for this position, I must take a job simulation test;
3. That I am aware that accidents resulting in personal injury and property damage could occur while taking such a job simulation test;
4. THEREFORE, in consideration of the opportunity to obtain employment with the City of El Paso in the position of POLICE TRAINEE/CERTIFIED POLICE TRAINEE/POLICE OFFICER, I hereby RELEASE and DISCHARGE the City of El Paso, its agents, employees and officers from all claims which I, my heirs, executors, administrators, or assigns may have against the City of El Paso and the other above described parties for all personal injuries and/or property damage that may occur during and as the result of the practical performance test.
5. Further that I understand the terms of this Release and have signed it voluntarily and with full knowledge of its significance.

SIGNED THIS ___ day of _____, 20___. _____
(Applicant Signature)

THE STATE OF _____)

COUNTY OF _____)

BEFORE ME, the undersigned authority, on this day personally appeared _____, known to me to be the person whose name is subscribed to the foregoing instrument, and acknowledge to me that he/she executed the same for the purposes and consideration herein expressed.

GIVEN UNDER MY HAND AND SEAL OF OFFICE this ___ day of _____, 20__.

Notary Public, _____
(City and State)

(Notary Signature)
My Commission Expires:



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POLICE TRAINEE/CERTIFIED POLICE TRAINEE/POLICE OFFICER

MEDICAL SELF-SCREENING FORM

Dear Applicant:

Carefully review the Job Simulation Test events. A description of events may be found on the Job Simulation Test Information form. If you believe that you have a medical condition which may be aggravated or could cause you any injury by participation in the events, then you are required to take this list of events to your doctor and ask for his/her approval for you to participate in the testing procedure.

In the last five years have you:

Check (✓) appropriate response

- | | <u>Yes</u> | <u>No</u> |
|--|------------|-----------|
| • been diagnosed as having heart or circulatory problems or; | _____ | _____ |
| • frequently had pains in your heart or chest or; | _____ | _____ |
| • often felt faint or had dizzy spells or; | _____ | _____ |
| • been diagnosed as having high blood pressure or; | _____ | _____ |
| • been told by your doctor that you have a nerve or joint problem that has been aggravated by exercise or, might be made worse by exercise or; | _____ | _____ |
| • are aware of <u>any</u> other reason why you may not be physically fit to take the performance tests. | _____ | _____ |

If you answered yes to any of the questions above you are required to seek a medical release, on the attached medical clearance form. Otherwise, simply sign and return this form.

I hereby attest that I have read, understood, and truthfully answered the above statements.

 Signature of Candidate

 Date

 (Print Name)

 (Social Security Number)



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MEDICAL CLEARANCE FORM

Dear Doctor _____:

The individual you are examining has been requested to obtain a Medical Clearance to take the Job Simulation Test. A description of events may be found on the Job Simulation Test Information form. Successful completion of the test is required to qualify for employment as a Police Officer in the El Paso Police Department. The test is designed to evaluate an applicant's ability to perform many of the physically demanding tasks which confront entry-level Police Officers, and were developed on the basis of extensive research. Please indicate whether, in your opinion, there are any medically-related reasons why the individual should be prohibited from taking any of the tests. Please refer to the individual's medical self - screening form (attached) to assist you in making your determination and then fill out the information below.

Having reviewed the medical self-screening form of _____, and
 (Individual's Name)
 having personally examined him/her, it is my professional opinion that:

Check (√) one:

_____ It is unlikely participation in the Job Simulation Test will pose a significant medical risk to the above-named individual.

_____ The above-named individual should not participate in the Job Simulation Test.

Comments:

 Signature of Physician

 Date

 (Print Name)

 Date

 (Address)

 Date