

City of Beaumont

POLICE DEPARTMENT



DREAM IT. LIVE IT. OWN IT.
WEAR OUR BADGE.



RECRUITMENT HANDBOOK

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OPPORTUNITY AWAITS YOU

The Beaumont Police Department is a progressive law enforcement agency committed to hiring men and women who possess integrity, character and courage to provide our city with professional police service 24/7. Our goal is to recruit and maintain a diverse, well-trained workforce. We embrace the concept of Community Oriented Policing, understand the need for continuous training, and provide state-of-the-art equipment and new technology to equip our officers.

This handbook provides a glimpse at what it takes to begin a challenging, rewarding career at the Beaumont Police Department and wear our badge. If you want to join our team and have what it takes, we have a place for you.

APPLY TODAY!

- ★ COMPETITIVE PAY
- ★ EXCELLENT BENEFITS
- ★ PREMIERE TRAINING
- ★ SPECIALIZED UNITS
- ★ ADVANCEMENT OPPORTUNITIES

Apply on-line at:
www.beaumonttexas.gov

For questions or more information call:
Beaumont Police Training Office
409.880.3812



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JOB QUALIFICATIONS

Current Police Officer Applicants: Applicants must have a current license as a Peace Officer in the State of Texas (TCOLE) with no expirations or suspensions.

Police Cadet Applicants: Must meet at least one qualification:

- 1) Have at least 30 college credit hours from an accredited college or university with at least a 2.0 GPA;
- 2) Have 3 years of law enforcement experience (i.e. County, State, or Federal Correctional Officer, First Responder, Telecommunicator Operator or Crime Scene Technician); OR
- 3) Have a minimum of 24 months active duty in the United States Armed forces and received an honorable discharge. Active Reserve or National Guard service is also considered.

Additionally,

- Must be over the age of 21.
- Must be a U.S. citizen.
- Must never have been convicted of or received community supervision for a Class A Misdemeanor or Felony.
- Must not have been convicted of or received community supervision for a Class B Misdemeanor within the past 10 years.
- Must pass the Job Related Abilities Test (obstacle course, dummy drag, 1/4 mile run and written tests for report writing, spelling and math - see practice test samples, pp. 10-13)
- Must have a valid driver's license and proof of liability insurance.
- Driving record should reflect prudence and maturity.
- Must agree to a complete background investigation.
- Must have a stable credit history and employment background.
- Must agree to a complete physical examination, including drug screen.
- Must pass a polygraph exam.
- Must agree to psychological testing.

Tattoos and Body Art: Department policy states that no officer will have tattoos and/or body art that cannot be covered by official uniform and/or plainclothes attire.

For more extensive information regarding disqualifications, see pp. 7-8.



JOB DESCRIPTION

A police officer is a “first responder” (sometimes the only responder) who provides assistance, counseling, guidance, enforcement of laws, protection and service of all kinds within his/her jurisdiction. The nature of the events encountered by a police officer often requires immediate action (or reaction) regarding a situation or event. Without immediate action (or reaction), lives and/or property may be lost.

A police officer works in physical conditions that require constant sitting, seeing, speaking and driving. They frequently stand, walk, kneel, crouch, squat, twist body, lift heavy objects and people, push vehicles and write by hand. They infrequently crawl, climb, run, fight and wrestle. A police officer also works under conditions that can be stressful.

Essential job functions include, but are not limited to:

- A. Entering and removing injured people from wrecked vehicles or other places of danger.
- B. Physically moving wrecked or stalled vehicles or other material out of traffic lanes
- C. Apprehending persons suspected of crimes, including persons who violently resist arrest, necessitating use of such physical force that is necessary to overcome their resistance, secure them, place them into a vehicle for transportation to a confinement facility, and then place them in the confinement facility.
- D. “Breaking” up fights, i.e., disturbances in restaurants, bars, homes, sporting events, activity centers, etc.
- E. Defending citizens, fellow officers and yourself from immediate violent physical attack.
- F. Chasing and apprehending fleeing law violators.
- G. Rescuing individuals from hazardous situations, including fires, water, etc.
- H. Securing, lifting, transporting property including, but not limited to, evidence, stolen or recovered property which may range in size from as small as a coin to as large as a safe.
- I. Exercising skills needed to type reports or enter data into mobile data terminals or computers.
- J. Check, investigate and secure physical facilities/property that may be at the scene of a crime, including, but not limited to, activities such as climbing ladders, crawling through windows, climbing over fences (wood, chain link, barb wire, etc.), exercising good “night vision,” crawling into attics and exercising all other related physical skills and dexterity.
- K. Exercising the physical and mental skills needed to fully utilize any equipment or “tools of the trade”, including, but not limited to, mechanical striking or controls items (baton, handcuffs, radio, chemical spray, fire arms, etc.)
- L. Ability to safely operate a vehicle, quickly exit the vehicle, ride in the vehicle for short or extended periods of time, use equipment placed in a vehicle, including, but not limited to, radio, mobile data terminal, emergency equipment, etc., change tire on vehicles, etc.
- M. Ability to fully and completely participate in training, including, but not limited to, firearms training, physical combat/self-protection training, use of physical and chemical defense devices, physical fitness, etc.
- N. Ability to exercise rational judgment and maintain emotional stability under working conditions that can be stressful.

STAGES OF THE HIRING PROCESS

The application process takes approximately 90 days to complete in its entirety. After passing each phase successfully, the applicant advances to the next. Phases include the following:

PHASE ONE | APPLICATION:

Open positions with the police department are posted on the City of Beaumont's website: www.beaumonttexas.gov (select 'City Jobs' link). To apply in person, go to the City of Beaumont Personnel Department located in Suite 135 at City Hall, 801 Main Street, Beaumont, TX

PHASE TWO | JOBS RELATED ABILITIES TEST (JRAT)

The JRAT consists of an obstacle course, dummy drag, 1/4 mile run and written exercises. (See pp. 8-9 for Practice Test Samples) Applicants are notified via contact information provided on the online application for JRAT scheduling.

PHASE THREE | COMPLETE BACKGROUND INVESTIGATION

The objective of the Background Investigation is to verify that the applicant is of good moral character and to determine the integrity, honesty and truthfulness of the applicant. Forms in the investigation packet include: Authorization to Release Information | Notification of Intent to use Credit Information | Drivers' License/Criminal History Check | Supplemental Questionnaire

PHASE FOUR | ORAL INTERVIEW

The applicant is asked a series of oral questions at an interview conducted by a board comprised of Beaumont Police Officers. The interview provides an opportunity to observe communication skills and other abilities.



STAGES OF THE HIRING PROCESS

PHASE FIVE | POLYGRAPH

The polygraph test is used to affirm an applicant's honesty by detecting deception or dishonesty.

PHASE SIX | PHYSICAL EXAMINATIONS

Applicants selected for employment are required to take a medical/physical exam in order to determine the health and physical readiness of an individual to perform tasks required of a patrol officer. This is a COMPLETE examination, including but not limited to: chest X-rays, EKG and EEG. The required vision test must show vision correctable to 20/20 in each eye. A drug screen is also conducted at this time.

PHASE SEVEN | PSYCHOLOGICAL TESTING

Written and oral tests are administered by a licensed psychologist. The evaluation is designed to identify applicants who are emotionally unfit for the position of Police Officer. Psychological exams are also given to applicants who are licensed officers, but who have not been commissioned within 180 days from date of employment.

PHASE EIGHT | FINAL REVIEW AND CHIEF OF POLICE APPROVAL

Pending the successful completion of all the previous phases, your application file will go through a final review process and be submitted to the Chief of Police for final approval. Placement into the Police Training Academy is contingent upon passing all eight recruiting phases and the availability of positions in scheduled cadet classes.



REJECTIONS & DISQUALIFICATIONS

Due to the high standards demanded of the Beaumont Police Department, there are a number of reasons why an applicant may be disqualified for employment. The following is a partial list of common disqualifiers:

- Failure to pass any part of the entrance examinations and/or failure to successfully demonstrate his/her ability to read, write and fluently speak the English language.
- Failure to meet minimum standards for initial licensure set forth by the Texas Commission on Law Enforcement and Education for peace officer candidates.
- Applicant is not a citizen of the United States of America by birth or naturalization. The applicant shall be disqualified until citizenship is obtained in compliance with federal laws.
- Applicant is unable to perform the essential functions of the position to which he/she seeks appointment, with or without reasonable accommodation.
- Applicant has engaged in, received deferred adjudication or pre-trial diversion for, or has been convicted of a Class B misdemeanor under the Texas Penal Code or equivalent under federal law, to include the Uniform Code of Military Justice (UCMJ) in the past ten (10) years.
- An applicant who has engaged in, received deferred adjudication or pre-trial diversion for, or has been convicted of conduct which constitutes a Class A misdemeanor or any class of felony under the Texas Penal Code or Federal Law, to include the UCMJ.
- An applicant shall not be considered for employment while charges are pending for any criminal offense or while he/she is currently on probation for any offense other than a Class C traffic offense.
- Applicant has made a false statement in any material fact; withheld information, practiced or attempted to practice any deception or fraud in his/her application, examination or appointment.
- Applicant has engaged in conduct which constitutes excessive or recent use of intoxicants, including alcohol.
- Applicant has used illicit substances as indicated by the following guidelines:
 - No unlawful consumption of marijuana within the last two (2) years.
 - No unlawful consumption of any Texas Health and Safety Code Penalty Groups 1 and 2 drugs within the last five (5) years.
 - No unlawful consumption of any Texas Health and Safety Code Penalty Groups 3 and 4 drugs within the last ten (10) years.
 - No unlawful consumption of paints, gases or other abusable chemicals.
 - No unlawful consumption of hallucinogens.

REJECTIONS & DISQUALIFICATIONS

- Applicant has engaged in conduct which constitutes abuse of legally obtained prescription medication(s) or illegal use of prescription medication(s) of another person.
- Applicant has engaged in, received deferred adjudication or pre-trial diversion for, or has been convicted of DWI/BWI/FWI/DUI, within the last five (5) years, or has more than five (5) traffic charges (moving violations) within the past five (5) years.
- Applicant has been dismissed or resigned in lieu of dismissal from any employment for inefficiency, delinquency or misconduct.
- Applicant has demonstrated a failure to pay just debts. Due to variable involved, each situation shall be considered on a case-by-case basis. Just debts include mandated child support.
- Applicant has exercised poor judgment skills within the past five (5) years. The applicant has demonstrated either immaturity or poor judgment in his/her decision making process.
- Applicant has a history of unstable work evidenced by frequent changing of jobs for no apparent reason (excluding seasonal, student or contract work).
- Military applicant must have an **“Honorable”** discharge. An applicant will be disqualified if he/she has been discharged from any military service under less than honorable conditions, which may include:
 - Other than honorable conditions
 - Bad conduct
 - Dishonorable
 - General
 - Uncharacterized; or
 - Any other characterization of service indicating bad character or conduct, even when it coincides with an honorable discharge.





FREQUENTLY ASKED QUESTIONS

- Why can't I find the application on the City of Beaumont website?

We will only post the application when we have job openings at the time of the posting and plan on conducting a hiring process within a few months after posting the application.

- When will I be contacted to be tested?

You will be contacted a few weeks before the testing dates.

- Do I have to meet all of the qualifications for the Police Cadet position to be qualified?

No, you will only have to meet one of the following qualifications for the Police Cadet position:

- have at least 30 college credit hours from an accredited college or university;
 - have served for at least two years and been honorably discharged from a branch of the United States Military (Active Reserve and National Guard also considered);
- OR
- have three years of experience as a County, State or Federal Corrections Officer, First Responder, Crime Scene Technician, or Telecommunicator Operator (Dispatcher).

- Do I have to meet all of the qualifications for the Police Cadet position if I am qualified for the Police Officer position?

No, you will only have to meet one the qualifications for the Police Officer position.

- What do I need to do to be ready for the physical and written tests?

You need to start exercising in advance and study the written test samples printed in the back of this handbook. Test samples are available on our website, as well.

- What things can I do to improve my chances of being hired?

You must be on time for any appointments. Prepare yourself for the tests and interviews. Be completely honest when asked a question and when filling out any paperwork.

TEST PRACTICE: SAMPLE REPORT

I was dispatched to 1234 Second Avenue at 1500 hours on April 10, 2006 in response to a possible burglary. When I arrived at the house, I saw a female standing in the front yard and she introduced herself as Jane Doe, the owner of the house. I observed a muddy print on the door that appeared to have been made by the bottom of a shoe. The print was on the outside of the door, approximately 6 inches left of the door handle. I observed that the deadbolt lock was still in the locked position and the inside door frame had been torn away from the doorjamb. Parts of the frame were visible lying on the floor of the entryway. I entered the house through the front door. The house appeared in good condition and none of the rooms appeared to be ransacked. I found the middle drawer of a desk in the master bedroom open, but the contents did not look disturbed. I found the back door to the house unlocked and standing open. I called for an evidence technician and protected the scene until Officer Bob Smith arrived.

After I checked the house for suspects, I spoke to the owner of the house and we walked through the residence. She stated that she arrived home from work, about 1500 hours. Upon noticing the condition of the front door, she did not enter but immediately went to a neighbor's house to call the police. She stated that the only thing that appeared to be disturbed was the middle drawer in the master bedroom. She reported a blue and red nylon wallet with \$500 was missing from the drawer.

Officer Smith, an evidence technician, examined the scene. Officer Smith photographed the front door and the master bedroom. He then dusted the front and rear doors and the desk for prints. Officer Smith collected a latent fingerprint from the inside door knob of the rear door.

Jane Johnson, 1235 Second Avenue, tel. 409-765-4321, approached me at the scene and stated that she had been home all day working in her kitchen. She stated that at about 1230 hours she saw a white male run from the direction of the Doe residence. She reported that he ran across her yard toward the east. She identified the male as James Jones, who is a friend of the Doe's son. Jones lives at 2345 Second Avenue. I attempted to contact the suspect at his residence, but no one was home at the time.

TEST PRACTICE: THEFT INVESTIGATION

You are investigating a theft/shoplifting at a local grocery store. The following items were reported stolen:

- 4 Packs of cigarettes
- 2 Candy bars
- 2 12-packs of beer

The store manager and two store employees found the suspect in a vacant lot near the store. They detained him until you arrived. The suspect was found to be in possession of the following items which were recovered and returned to the store.

- 3 Packs of cigarettes
- 2 Candy bars
- 1 12-pack of beer

The reported values of the items taken are as follows:

	Retail
The value of a pack of cigarettes are	\$5.00
The value of a candy bar was	\$1.00
The value of a 12-pack of beer was	\$15.00

In order to complete a general offense report, you must list a value for all property that was stolen. You must also show the value of the property recovered and reflect that value in the actual total loss.

List the value of **all** items stolen from the store.

Cigarettes _____
Candy bars _____
Beer _____
Total Loss _____

List the value of the **recovered** property.

Cigarettes _____
Candy bars _____
Beer _____
Total Recovered _____

List the values of the **actual** loss, reflecting the value of the recovered property in your answer.

Actual Loss

\$ _____

TEST PRACTICE: TRAFFIC ACCIDENT INVESTIGATION

You have been dispatched to investigate a traffic accident in the 6100 block of Accident Street. Upon your arrival, you observe that the traffic volume is extremely heavy and the vehicles involved in the accident are movable. You direct the drivers to move their vehicles to a nearby parking lot. You quickly take measurements and clear the roadway. The roadway consists of **two** traffic lanes, **one** flowing east, **one** flowing west and **one** turning lane. The overall width of the street is 40 feet and the turning lane is 10 feet wide. The two traffic lanes are the same width.

What is the width of each traffic lane?

Answer

TEST PRACTICE: ROBBERY INVESTIGATION

You were fortunate enough to recover the money that was taken during a robbery of a Department Store.

The number and denomination of the bills are as follows:

10 - \$ 20.00 bills

10 - \$ 100.00 bills

10 - \$ 5.00 bills

10 - \$ 1.00 bills

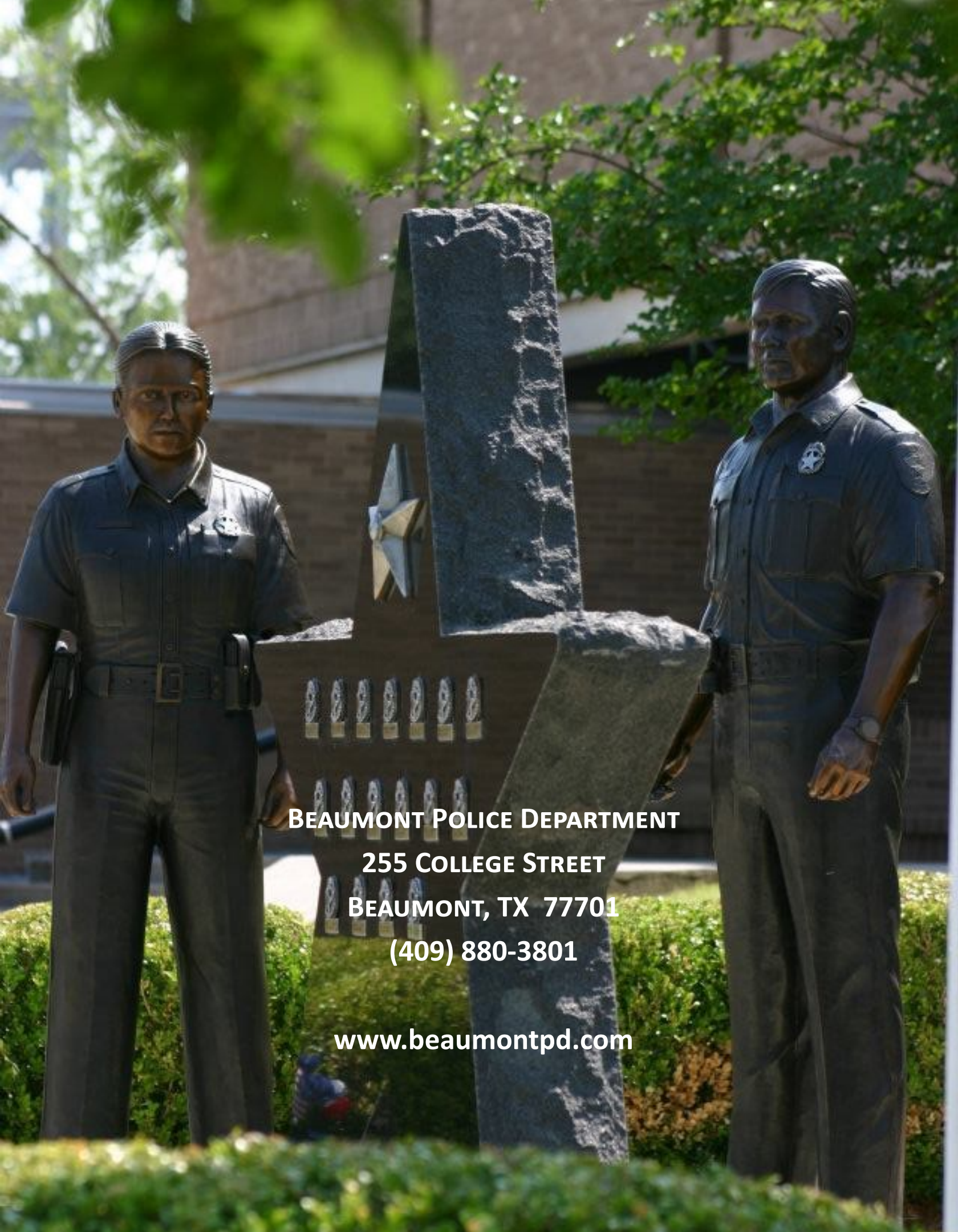
10 - \$ 10.00 bills

What is the total value of the money you recovered?

Total \$ _____

TEST PRACTICE: SPELLING WORD BANK

Accessible	County	Identification	Patrolling	Secured
Accident	Criminal	Ignition	Pedestrian	Seizure
Actor	Cruelty	Illumination	Physically	Sergeant
Adjudicated	Cylindrical	Impersonate	Pistol	Sheriff
Advised	Damaged	Individual	Plastic	Situation
Affidavit	Debris	Insurance	Police	Sobriety
Aggravated	Deceased	Intentional	Polygraph	Solicitation
Alcoholic	Deception	Interfering	Possession	Stalking
Ammunition	Defendant	Internet	Premises	Standardized
Antenna	Denial	Interrogate	Prevention	Substance
Apprehension	Department	Intimidation	Procedure	Telephone
Approximately	Detention	Intoxication	Prohibited	Termination
Arrival	Disease	Investigate	Property	Terroristic
Assault	Dispatched	Jefferson	Prostitution	Threat
Beaumont	Disposed	Jurisdiction	Protective	Tobacco
Beverage	Disposition	Juvenile	Pursuit	Transported
Burglary	Disregarded	Knife	Racing	Trespass
Caliber	Document	Knowingly	Radio	Trigger
Cellular	Emergency	Laceration	Received	Unauthorized
Cigarette	Equipment	Liability	Reckless	Unnecessary
Citation	Establish	License	Reference	Vandalism
Cocaine	Evading	Maintain	Refusal	Vehicle
Coffee	Evidence	Mandatory	Regarding	Verbal
Complainant	Facility	Merchandise	Registration	Victim
Computer	Felony	Methamphetamine	Rejection	Video
Concealed	Field	Miscellaneous	Released	Violation
Condition	Financial	Mischief	Required	Violence
Consent	Fingerprint	Misdemeanor	Residence	Warning
Consumption	Handcuffed	Municipal	Resist	Window
Contraband	Handgun	Obstructing	Responsibility	Witnesses
Controlled	Hindering	Offender	Retaliation	
Conviction	Holster	Officer	Rifle	
Correctional	Horsepower	Paraphernalia	Routine	



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