



Victoria Police Department Police Service Technician Applicant Information



Attention Police Service Technician Applicants:

In order to apply for the position of Police Service Technician with the City of Victoria Police Department, you must complete the following items and return them to the City of Victoria Human Resources Office. The hiring phase is subject to close without prior notice.

- ① Complete the City of Victoria application
- ① Complete City of Victoria Personal History Release form with your signature notarized
- ① Complete the Victoria Police Department Background Screening Questionnaire
- ① Complete the Police Department 25 Page Personal Information and History Packet
- ① Submit all required documents

Once the process begins selected applicants must do the following:

- ① Successfully complete the written examination
- ① Successfully complete oral review board
- ① Turn in all documentation that has been requested
- ① Successfully complete a comprehensive background investigation

Care should be given to make sure that you meet the minimum standards set forth in the information packet. Those that do not meet the minimum standards will be rejected and cannot finish the process. Information will be provided to you concerning the dates, times, and locations for the exams after your application has been received.

Applicants will be disqualified for:

- ① Failure to meet established deadlines
- ① Not meeting the minimum standards as set out by the City of Victoria
- ① Refusal or failure to provide requested documents
- ① Willful deceit and/or furnishing false or misleading information in the application, Personal Information and History Packet, or other application process
- ① Failure to complete the entire application form and Personal Information and History packet
- ① All blanks must have a response. If a blank does not apply to you, place "N/A" or a "-" mark in the blank.



Victoria Police Department Training Unit



Document Checklist for Police Positions

It will be necessary to submit the following documents to the Human Resources Department along with the application when it is returned.

Application is considered incomplete until all required documents are received.

Document Submitted	Document	Document Status
	Birth Certificate	
	High School Diploma/GED Certificate	
	High School Transcript	
	College Transcript	
	College Diploma	
	T.C.L.E.O.S.E. License	
	T.C.L.E.O.S.E. Exam Results	
	Training Certificates	
	Copy of Driver's License	
	Copy of Social Security Card	
	Police Academy Diploma	
	Military Discharge/DD214	
	Current Credit Report (No older than 90 days)	
	Typing/Spelling Scores (Telecommunications, Records Clerk, Senior Clerk)	

******* INTERNAL USE ONLY *******
COMMENTS



Victoria Police Department

Background Screening Questionnaire



1. Have you had a combination of 3 or more traffic ticket convictions and/or at fault accidents within the past three years? Or a ticket for leaving the scene of an accident within the past three years? A "yes" to either question merits a "yes" answer. Yes No
2. Have you ever pled guilty or been convicted of a felony? Yes No
3. Are you presently an unlicensed or uninsured driver? Yes No
4. Have you been convicted of a misdemeanor offense above the grade of Class C within the last 5 years? Yes No
5. Have you ever been convicted of any offense involving family violence? Yes No
6. Are you presently on probation or court ordered community supervision for any type of criminal offense above a Class C misdemeanor? Yes No
7. Have you been convicted of the offense of driving while intoxicated or driving under the influence of drugs within the past 5 years? Yes No
8. Do you have any relatives employed by the City of Victoria? Yes No
9. Are you presently using illegal narcotics? This includes marijuana. Yes No
10. Did you fail to complete high school or the G.E.D. program? Yes No

11. If you have been discharged from the armed forces, were you discharged:
- a) Under other than honorable conditions? Yes No
- b) Bad conduct? Yes No
- c) Dishonorable? Yes No
- d) Any other characterization of service indicating bad character? Yes No
12. If you are not a U.S. citizen, are you an **undocumented** alien? Yes No
13. Are you under the age of 21? Yes No

If you answered yes to any of the above questions, please provide an explanation on the back or on a separate piece of paper.

14. I understand that this job involves shift work, which will include days, evenings, holidays and weekends. Yes No

Date of Birth _____ (In order to verify your information given on your criminal history, a criminal history check will be conducted. Your date of birth is needed to conduct a check and will be used for this purpose only.)

I represent and certify that the answers I have made to each and all of the foregoing questions of the Victoria Police Department Background Screening Questionnaire are true and correct to the best of my knowledge. I acknowledge that any false statement knowingly made in answering the questions is good cause for removal from the application process; eligibility list; discharge during or after probation; and ineligible for any future applications with the Victoria Police Department.

Applicant Name (Printed)

Applicant Signature

Date

So that we might know which form of advertisement we are getting the most response from, please answer the following question. How did you find out about the job opening?

- Posting in Human Resources Department Newspaper Ad Hiring Flyer
- Word of Mouth Web Page Other

**CITY OF VICTORIA
JOB DESCRIPTION**

JOB TITLE: Police Service Technician Trainee
REPORTS TO: PST Supervisor/Police Sgt/Lt

DEPARTMENT: Police
PAY GRADE: 36

* JOB SUMMARY *

Training and completion of qualifications for civilian police functions which involve providing various non-emergency police service activities, including but not limited to conducting select investigations of police incidents, completing police reports, providing community services, performing public and community relations on a daily basis. Enforces city ordinances and related laws regarding the parking of vehicles on public streets in the downtown area.

* BUDGETARY RESPONSIBILITIES *

No budgetary responsibilities.

* PRINCIPAL DUTIES AND RESPONSIBILITIES *

1. Attends training activities and receives classroom and field instruction in basic police methods.
2. Assists Police Service Technicians in responding to citizen requests and complaints regarding non-emergency incidents including, but not limited to burglaries, thefts, forgeries, missing persons, lost/found property, and criminal mischief.
3. Assists with telephone and walk-in requests at the police station from the general public. Assists with call taking at the 911 center.
4. Informs the community of crime prevention, public safety and public awareness programs. Gives citizens assistance concerning laws and ordinances. Provides information to the public concerning travel directions, parking regulations, and general City information.
5. Writes offense, incident and related reports.
6. Performs public and community relations at the police station, special events and the community, including bicycle registrations.
7. Analyzes computer generated data and completes various computer functions.
8. Patrols an assigned geographic area on foot and marks tires of vehicles parked on public streets to determine length of time parked. Checks tires periodically to determine if the predetermined time limit has expired. Issues citations to vehicles parked overtime or otherwise illegally parked.
9. Maintains a record of citations issued. Appears in court and provides testimony under oath as required concerning parking violations or other police investigations.
10. Actively seeks to dispose of Municipal Court warrants through telephone contact with violators.
11. Performs computer analysis on special needs and projects.
12. Regular attendance at work and arrives on time.
13. Assists other departmental employees as needed. Functions as a team member and interacts appropriately with the general public.
14. Performs all other job-related duties as assigned or as become apparent.

**CITY OF VICTORIA
JOB DESCRIPTION**

JOB TITLE: Police Service Technician Trainee

* PHYSICAL AND ENVIRONMENTAL CONDITIONS *

Ability to sit, stand and transport self from site to site. Ability to drive a vehicle to and from various work sites. Ability to work in seasonal temperatures. Employee will be exposed to potentially hazardous chemicals, diseases, and traffic conditions. Sufficient physical strength and stamina to walk for extended periods while enforcing parking regulations in the downtown area. Employee will frequently lift materials weighing up to 20 pounds and occasionally lift materials weighing up to 50 pounds while handling property. Employee will be exposed to dirt, dust, noises, fumes and odors while issuing parking citations and assisting at crime scenes.

* REQUIRED CONTACTS *

Ability to effectively communicate with employees, citizens and other law enforcement agencies in order to discuss requests for service and possible criminal activities. Will work with other agencies in exchanging information or requesting assistance. Conveys a positive, friendly and respectable image of the police department. Employee will issue parking citations and will occasionally interact with violators.

* REQUIRED QUALIFICATIONS *

Knowledge, Abilities and Skills--

Ability to read and interpret ordinances, state laws, City policies and procedures, and reports and updates regarding criminal activity. Ability to complete a variety of written reports, which may be used in a court of law. Knowledge of computers and typing skills. Employee will write citations. Ability to effectively communicate, both orally and in writing, with the public and other City employees.

Minimum Education, Experience and Certification--

High school diploma or GED. Ability to complete basic Police Service Technician training as provided. Valid Texas driver's license with driving record that meets City guidelines.

UPDATED: June 2007

SIGNATURE:

Employee _____

Date _____

Immediate Supervisor _____

Date _____

Department Director _____

Date _____

EMPLOYMENT APPLICATION

An Equal Opportunity / Affirmative Action Employer

Employment with the City of Victoria is considered at-will, so that either party may terminate the relationship at any time with or without legal cause. Any misstatement, falsification or omission of information will be cause for rejection or dismissal. All applications become inactive after six months. Application will NOT be considered unless completed in full. The City reserves the right to withhold employment offers until all required documentation is received. Employment offers are not valid unless approved by the City Manager's Office or appropriate authority. The City of Victoria does not discriminate on the basis of race, religion, color, gender, sexual orientation, age, national origin, disability or military status. The City of Victoria does not discriminate on the basis of disability in the admission to, or access to, or treatment or employment in, its programs or activities. The City of Victoria invites applicants to disclose any need for accommodation.

Please print or type your name. Other information may be in handwriting.

Date _____ Position Title _____ Salary Expected _____

Do you desire full or part-time work? _____ If part-time, specify which hours _____

Name _____
(Last) (First) (Middle)

Address _____
(City) (State) (Zip)

Telephone _____ E-Mail Address _____

Alternate phone _____

Are you at least 18 years of age? YES NO

EDUCATION: Circle Highest Grade Completed: 1 2 3 4 5 6 7 8 9 10 11 12 College

Did you graduate high school or YES NO School Name/Address: _____

Achieve GED? YES NO _____

Vocational or Trade School (Name / Address)	Area of Study		Certificate Received			Date Received	
						Year	Month
College or University (Name / Address)	Major	Minor	Hours Completed			Degree Received	
			Major	Minor	Other	Title	Date

RETURN TO:

HUMAN RESOURCES DEPARTMENT
 P. O. Box 1758
 Victoria, Texas 77902
 (361) 485-3500



CITY OF VICTORIA, TEXAS

Have you previously worked for the City of Victoria? Yes No

What department? _____

Year Terminated: _____

List all employment (including military service) beginning with current employer and work back. If presently unemployed, leave CURRENT EMPLOYER section blank. If additional space is needed to list all employers please list on a separate piece of paper.

CURRENT EMPLOYER: _____ Starting Date _____

Address: _____ Phone #: _____ Starting Salary _____

Your Position Title & Duties: _____ Present Salary _____

_____ May we contact? this employer? _____

Reasons for desiring change: _____



LAST EMPLOYER: _____ Starting Date _____

Address: _____ Phone #: _____ Ending Date _____

Your Position Title & Duties: _____ Starting Salary _____

_____ Ending Salary _____

Indicate Reason for Leaving: Resigned Discharged Lay-Off Other

Explain Reason for Leaving: _____



NEXT PREVIOUS EMPLOYER: _____ Starting Date _____

Address: _____ Phone #: _____ Ending Date _____

Your Position Title & Duties: _____ Starting Salary _____

_____ Ending Salary _____

Indicate Reason for Leaving: Resigned Discharged Lay-Off Other

Explain Reason for Leaving: _____

NEXT PREVIOUS EMPLOYER: _____ Date _____

Address: _____ Phone #: _____ Ending Date _____

Your Position Title & Duties: _____ Starting Salary _____

_____ Ending Salary _____

Indicate Reason for Leaving: Resigned Discharged Lay-Off Other

Explain Reason for Leaving: _____

If you need further space to list jobs please continue on a separate piece of paper.

Please explain in detail any time lapses between jobs or after completion of your education.

List professional or technical licenses, registrations, certificates, or memberships you possess. _____

DRIVER'S LICENSE INFORMATION:

Driver's License _____ (State) _____ (Number) _____ Expiration _____

Type : Standard DL: Class A _____ Class B _____ Class C _____ Class M _____

Commercial DL: Class A _____ Class B _____ Class C _____

CDL Endorsements: Code H _____ Code T _____ Code P _____ Code N _____ Code X _____

List any manufacturing or construction equipment or machines you operate (omit office equipment):

Please check any skills or abilities listed below which may apply to you:

Typing Speed _____ w.p.m. Adding Machine/Calculator _____

Computer Software: _____

Other _____

Are you related by kinship or marriage (example: mother, father, sister, brother, in-laws, etc.) to any City of Victoria employee or City Council member? YES _____ NO _____

If yes, please provide the following information:

Name of Relative	Relationship to You	Department in which Relative is Employed
------------------	---------------------	--

-
- The information that I have provided on this application is accurate and subject to validation by the City of Victoria. This is a government document. Submission of false information on a government document is a crime.
 - I hereby authorize any person holding information on me to release it to the City of Victoria if so requested in consideration of my application for employment.
 - I understand and agree that:
 - The City will not be liable and I agree to hold harmless the City of Victoria from any claim for any damage which may result from furnishing the information requested above.
 - I certify that all the information provided by me in connection with my application, whether on the document or not, is true and complete, and I understand that any misstatement, falsification, or omission of information shall be grounds for refusal to hire or, if hired, termination.
 - I understand and agree that if I am hired in a position involving driving, my employment will be conditional pending verification of acceptable driving record.
 - Have you **EVER** been convicted of OR pled guilty to OR pled no contest to OR received deferred adjudication OR received any kind of suspended sentences for OR paid any fee or fine for **ANY CRIME**, including ANY felonies or misdemeanors?
YES _____ NO _____

List all offenses for which you were convicted OR pled guilty OR pled no contest OR received deferred adjudication for OR received any kind of suspended sentences for OR paid any fee or fine, other than Class C misdemeanor traffic offenses:

OFFENSE	DATE OF CONVICTION
---------	--------------------

Convictions will not necessarily disqualify an applicant for employment.

- In the past five years, have you ever been convicted of OR pled guilty to OR pled no contest to OR received deferred adjudication OR received any kind of suspended sentence OR paid a fee or fine for Class C misdemeanor traffic offenses?
YES _____ NO _____

List all Class C misdemeanor traffic offenses for which you were convicted OR pled guilty OR pled no contest OR received deferred adjudication OR received any kind of suspended sentences for OR paid any fee or fine:

OFFENSE	DATE OF CONVICTION
---------	--------------------

Convictions will not necessarily disqualify an applicant for employment.

- The City of Victoria does not discriminate on the basis of race, religion, color, age, gender, sexual orientation, national origin, disability or military status.
- Employment with the City of Victoria is considered at-will, so that either party may terminate the relationship at any time with or without legal cause.
- I understand that I may be required to successfully pass a physical examination performed by a Physician appointed by the City after an offer of employment has been made. This will include pre-employment Drug Testing as required.

SIGNATURE OF APPLICANT

DATE

STATISTICAL INFORMATION

This information is strictly voluntary. The information given is used for statistical reporting to various regulatory agencies. This information will not be attached to your application and will in no way be used in consideration of your application for employment. **Do not write your name on this form.**

Position(s) applying for:

Date of Birth: _____ **Social Security Number:** _____

The date of birth will be used solely for verifying and obtaining information from other sources. The City of Victoria does not discriminate against persons on the basis age except to the extent such discrimination is required by state or federal law (such as complying with U.S. Department of Labor child-labor regulations). In accordance with 29 CFR 1625.5, the Age Discrimination in Employment Act of 1967 prohibits discrimination on the basis of age with respect to individuals who are at least 40 years of age.

Race/Gender:

- | | |
|-------------------------------|--------------------------------------|
| _____ Caucasian Male | _____ Native American/Alaskan Male |
| _____ Caucasian Female | _____ Native American/Alaskan Female |
| _____ African American Male | _____ Asian or Pacific Male |
| _____ African American Female | _____ Asian or Pacific Female |
| _____ Hispanic Male | _____ Other "Male" |
| _____ Hispanic Female | _____ Other "Female" |

If Other, please specify: _____

_____ Declined to state

What led you to apply with the City of Victoria?

- _____ Stopped in to check on available jobs.
- _____ City of Victoria Internet Website
- _____ Other Internet Website, _____
- _____ Referred by a City employee
- _____ Referred by Texas Workforce Solutions
- _____ Referred by an employment agency
- _____ Responding to an advertised vacancy, Newspaper: _____
- _____ Other, please specify: _____

**CITY OF VICTORIA
PERSONAL HISTORY STATEMENT**

AUTHORIZATION FOR RELEASE OF PERSONAL INFORMATION

I, (print full name) _____ do hereby authorize a review of full disclosure of all records concerning myself to any duly authorized agent of the City of Victoria, whether the said records are of a Criminal, Public, Private, or Confidential nature.

The intent of this authorization is to give my consent for full and complete disclosure of the records held by any Law Enforcement Agency, authorization to release any record maintained by them, but not limited to Records of Arrest and or conviction, or those relating to traffic violations, records of the U.S. Army, U.S. Air Force, U.S. Navy, U.S. Marine Corps, or the U. S. Coast Guard; 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 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 that the records and recollections of attorneys at law, or of other counsel, whether representing me or another person in any case, either criminal or civil, in which I presently have, or have had an interest.

I understand that any information obtained by a personal history background investigation which is developed directly or indirectly, in whole or in part, upon this release authorization will be considered in determining my suitability for employment by the City of Victoria. 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.

CREDIT REPORT AND MOTOR VEHICLE RECORD ACKNOWLEDGEMENT:

I understand that a copy of my consumer report, credit report and/or my motor vehicle record may be used for consideration in determining my suitability for employment by the City of Victoria.

I understand that by signing this form I am giving a representative of the City of Victoria my authorization to obtain a copy of my consumer report, credit history and/or my motor vehicle record or to use a copy provided by me.

I also understand that if the City of Victoria intends to take adverse employment action based on the consumer report, credit report and/or motor vehicle record, that I will be notified as set out in the Fair Credit Reporting Act.

A photocopy, a facsimile or an electronically transmitted copy of this release form will be valid as an original thereof, even though said photocopy, facsimile or an electronically transmitted copy does not contain an original writing of my signature.

Signature Date

Address/City/State/Zip: _____

Phone: _____ Social Security No.: _____ Driver's License No.: _____

STATE OF TEXAS
COUNTY OF _____

This instrument was acknowledged before me on _____ by _____
(date) (name of person signing acknowledgement)

SEAL _____
Signature of Notary

My Commission Expires: _____



Victoria Police Department

Personal Information and History Packet



Position Applied For: _____

Date Submitted: _____

Personal Information

The following information is requested of you for verification and contact purposes:

1. Your name (Please print or type)					
Last		First		Middle and/or Maiden	
Other names (including nicknames) you have used or been known by:					
2. Please list your home address.					
Number	Street	Apt. #	City	State	Zip Code
Mailing Address if different:			City	State	Zip Code
E-MAIL address:					
3. Please list all of the telephone number(s) at which you can be contacted.			Home Phone: () _____ Hours you can be contacted.	Cell Phone: () _____ Hours you can be contacted.	
Work Phone: () _____ Hours you can be contacted.			Other Number: () _____ Hours you can be contacted.	Other Number: () _____ Hours you can be contacted.	
4. Birth Date: (Month) (Day) (Year)		5. You must be a citizen of the United States or a permanent resident alien who is eligible for and has applied for citizenship. Can you provide such documentation?			
		<input type="checkbox"/> Yes <input type="checkbox"/> No		Birthplace – City/State:	
6. Social Security Number _____				Texas Driver's License Number DL EXP DATE	
<small>In accordance with the Federal Privacy Act of 1974, disclosure is voluntary. The SSN will be used for identification purposes to ensure that proper records are obtained.</small>					
7. For the purposes of identification, please provide the following:					
Height:		Weight:		Hair Color:	Eye color:
Scars, tattoos, or other distinguishing marks:					

Willful deceit or material falsehood will be cause for rejection of you as an applicant. Please fill out every blank on this Personal Information and History Packet. If something does not apply to you indicate by placing N/A in the blank.

Victoria Police Department

Personal Information and History Packet

Relatives and References

During the course of the background investigation, persons who know you will be asked to comment upon your suitability for the position of peace officer. Inquiries will be confined to job-relevant matters.

8. Please supply the appropriate information in the spaces provided below. If a category is not applicable, write in "N/A."		
Name	Address where person can be contacted (Include City, State, and Zip Code)	Telephone Numbers at which person can be contacted
Father	Home Address: E-mail:	Home Phone: Work Phone: Cell Phone:
Mother	Home Address: E-mail:	Home Phone: Work Phone: Cell Phone:
Father-in-law	Home Address: E-mail:	Home Phone: Work Phone: Cell Phone:
Mother-in-law	Home Address: E-mail:	Home Phone: Work Phone: Cell Phone:
Spouse	Home Address: E-mail:	Home Phone: Work Phone: Cell Phone:
Former Spouse(s)	Home Address: E-mail:	Home Phone: Work Phone: Cell Phone:
	Home Address: E-mail:	Home Phone: Work Phone: Cell Phone:

If divorced: When? _____ Where? _____

If separated, what is the present address of spouse? _____

What name is spouse using? _____ Spouse's Date of Birth _____

Victoria Police Department

Personal Information and History Packet

Relatives and References

Continued

If living, name and age of your:	Address where person can be contacted (include City, State and Zip Code)	Telephone at which person can be contacted
Brother(s) and Sister(s)	Home Address:	Home Phone:
	E-mail:	Work Phone: Cell Phone:
	Home Address:	Home Phone:
	E-mail:	Work Phone: Cell Phone:
	Home Address:	Home Phone:
	E-mail:	Work Phone: Cell Phone:
	Home Address:	Home Phone:
	E-mail:	Work Phone: Cell Phone:
Step-mother	Home Address:	Home Phone:
	E-mail:	Work Phone: Cell Phone:
Step-father	Home Address:	Home Phone:
	E-mail:	Work Phone: Cell Phone:
Step-brother(s) and Step-sister(s)	Home Address:	Home Phone:
	E-mail:	Work Phone: Cell Phone:
	Home Address:	Home Phone:
	E-mail:	Work Phone: Cell Phone:
	Home Address:	Home Phone:
	E-mail:	Work Phone: Cell Phone:

Other people living in your household (including children).			
Name	Relationship	Home Address:	Home Phone:
		E-mail:	Work Phone: Cell Phone:
		Home Address:	Home Phone:
		E-mail:	Work Phone: Cell Phone:
		Home Address:	Home Phone:

Victoria Police Department

Personal Information and History Packet

Relatives and References

Continued

Name	Relationship	Home Address: E-mail:	Home Phone: Work Phone: Cell Phone:
------	--------------	------------------------------	---

List below the names of all dependants, their relationship to you, ages, whether they are totally or partially dependent on you for support, and whether they are capable of supporting themselves if necessary.

Name	Age	Relationship	Home Address: E-mail:	Home Phone: Work Phone: Cell Phone:
			Home Address: E-mail:	Home Phone: Work Phone: Cell Phone:
			Home Address: E-mail:	Home Phone: Work Phone: Cell Phone:
			Home Address: E-mail:	Home Phone: Work Phone: Cell Phone:
			Home Address: E-mail:	Home Phone: Work Phone: Cell Phone:
			Home Address: E-mail:	Home Phone: Work Phone: Cell Phone:

9. Below, please list those individuals with whom you have resided during the last 10 years (list no information prior to your 15th birthday.) Exclude family members. Be sure to list those who currently reside in your household. List their relation to you.

Name / Relation	Home Address: E-mail:	Home Phone: Work Phone: Cell Phone:
Name / Relation	Home Address: E-mail:	Home Phone: Work Phone: Cell Phone:
Name / Relation	Home Address: E-mail:	Home Phone: Work Phone: Cell Phone:
Name / Relation	Home Address: E-mail:	Home Phone: Work Phone: Cell Phone:
Name / Relation	Home Address: E-mail:	Home Phone: Work Phone: Cell Phone:

Victoria Police Department

Personal Information and History Packet

Relatives and References

Continued

Name / Relation	Home Address: E-mail:	Home Phone: Work Phone: Cell Phone:
Name / Relation	Home Address: E-mail:	Home Phone: Work Phone: Cell Phone:
Name / Relation	Home Address: E-mail:	Home Phone: Work Phone: Cell Phone:

10. In the space below, please list as references 3-5 individuals who have knowledge of you and your qualifications. Exclude relatives and former employers

Name of Person	Address where person can be contacted (Include City, State, and Zip Code)	Telephone at which Person can be contacted
	Home Address: E-mail:	Home Phone: Work Phone: Cell Phone:
	Home Address: E-mail:	Home Phone: Work Phone: Cell Phone:
	Home Address: E-mail:	Home Phone: Work Phone: Cell Phone:
	Home Address: E-mail:	Home Phone: Work Phone: Cell Phone:
	Home Address: E-mail:	Home Phone: Work Phone: Cell Phone:

Victoria Police Department

Personal Information and History Packet

Education

11. The City of Victoria requires that a peace officer employed by the Victoria Police Department possess a high school diploma from an accredited high school or a GED. Please indicate your current situation with regard to this requirement by checking one of the appropriate boxes.

- I possess a high school diploma from a United States educational institution.
- I passed the G.E.D. (General Education Development) test.
- I possess a two-year college degree from an accredited college or university.

Type of degree and major _____ From What College / University? _____

- I possess a four-year degree from an accredited college or university

Type of degree and major _____ From What College / University? _____

- I do not currently have a high school diploma or a G.E.D., but I plan to satisfy the requirement in the future as follows:

When: _____

How: _____

12. Please indicate below all the vocational schools/trade schools you have attended. During the background investigation, persons who have known you in a learning environment will be contacted. A review of your school records may be made in conjunction with those contacts.

Name and Type of School <i>**Please submit transcripts of all work attended in high school, college, vocational schools and Police Academies.</i>	Location of School (City, State, Zip)	<u>Dates Attended</u>		College Hours/ Credits	School References (Teachers, counselors, etc.)
		From Month/Year	To Month/Year		
College/University					
High Schools					
Grammar Schools					

Victoria Police Department

Personal Information and History Packet

Education

Continued

Name and Type of School <i>**Please submit transcripts of all work attended in high school, college, vocational schools and Police Academies.</i>	Location of School (City, State, Zip)	<u>Dates Attended</u>		College Hours/ Credits	School References (Teachers, counselors, etc.)
		From Month/Year	To Month/Year		
Vocational Schools or Any Other Course of Study					
Police Academy Training:					

13. Have you ever been suspended or expelled from any high school or post-secondary school?

(Post-secondary schools include two and four-year colleges, universities, business and vocational schools and Police Academies. This includes any formal education beyond the high school level.)

Yes

No

If "yes," please explain (include school, date, and circumstances)

Victoria Police Department

Personal Information and History Packet

Residences

Individuals who have become acquainted with you by reason of your residing in different locations are often helpful in providing useful information for the background investigations.

14. Please list all of your residences during the last 10 years (list no information prior to your 15th birthday). Begin with your most current residence.

Address of Residence	City, State & Zip Code	Date		If rented, give the following for the person who was responsible for the collection of rent.
		From Month/Year	To Month/Year	
				Name: Address: Phone:
				Name: Address: Phone:
				Name: Address: Phone:
				Name: Address: Phone:
				Name: Address: Phone:
				Name: Address: Phone:
				Name: Address: Phone:
				Name: Address: Phone:
				Name: Address: Phone:
				Name: Address: Phone:
				Name: Address: Phone:

Victoria Police Department

Personal Information and History Packet

Experience and Employment

15. Beginning with your most current employment, please list all jobs (including part-time, temporary, and volunteer positions) you have held in the past 10 years. (For the purposes of this personal history statement, volunteer work should be included as employment.) For identification and verification, please indicate the nature of the activity; i.e., full-time, part-time, or voluntary. (If you have had intervening periods of military service or unemployment, please list those periods in sequence in the spaces provided.)

Name and address of employer:	Telephone # - include area code	Name of Supervisor for Contact purposes
	E-mail Address:	
Dates of Employment:		
From Month / Year: _____ to Month / Year _____ <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Volunteer		
Your Title and duties for this employer:	Name(s) of co-workers	
Reason for leaving		
<input type="checkbox"/> Military Service <input type="checkbox"/> Not employed	Mo. Yr. From: /	Mo. Yr. From: /

Name and address of employer:	Telephone # - include area code	Name of Supervisor for Contact purposes
	E-mail Address:	
Dates of Employment:		
From Month / Year: _____ to Month / Year _____ <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Volunteer		
Your Title and duties for this employer:	Name(s) of co-workers	
Reason for leaving		
<input type="checkbox"/> Military Service <input type="checkbox"/> Not employed	Mo. Yr. From: /	Mo. Yr. From: /

Victoria Police Department

Personal Information and History Packet

Experience and Employment

Continued

Name and address of employer:	Telephone # - include area code	Name of Supervisor for Contact purposes
	E-mail Address:	
Dates of Employment:		
From Month / Year: _____ to Month / Year _____ <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Volunteer		
Your Title and duties for this employer:	Name(s) of co-workers	
Reason for leaving		
<input type="checkbox"/> Military Service <input type="checkbox"/> Not employed	Mo. Yr. From: /	Mo. Yr. From: /

Name and address of employer:	Telephone # - include area code	Name of Supervisor for Contact purposes
	E-mail Address:	
Dates of Employment:		
From Month / Year: _____ to Month / Year _____ <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Volunteer		
Your Title and duties for this employer:	Name(s) of co-workers	
Reason for leaving		
<input type="checkbox"/> Military Service <input type="checkbox"/> Not employed	Mo. Yr. From: /	Mo. Yr. From: /

Name and address of employer:	Telephone # - include area code	Name of Supervisor for Contact purposes
	E-mail Address:	
Dates of Employment:		
From Month / Year: _____ to Month / Year _____ <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Volunteer		
Your Title and duties for this employer:	Name(s) of co-workers	
Reason for leaving		
<input type="checkbox"/> Military Service <input type="checkbox"/> Not employed	Mo. Yr. From: /	Mo. Yr. From: /

Victoria Police Department

Personal Information and History Packet

Experience and Employment

Continued

Name and address of employer:	Telephone # - include area code	Name of Supervisor for Contact purposes
	E-mail Address:	
Dates of Employment:		
From Month / Year: _____ to Month / Year _____ <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Volunteer		
Your Title and duties for this employer:	Name(s) of co-workers	
Reason for leaving		
<input type="checkbox"/> Military Service <input type="checkbox"/> Not employed	Mo. Yr. From: /	Mo. Yr. From: /

Name and address of employer:	Telephone # - include area code	Name of Supervisor for Contact purposes
	E-mail Address:	
Dates of Employment:		
From Month / Year: _____ to Month / Year _____ <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Volunteer		
Your Title and duties for this employer:	Name(s) of co-workers	
Reason for leaving		
<input type="checkbox"/> Military Service <input type="checkbox"/> Not employed	Mo. Yr. From: /	Mo. Yr. From: /

Name and address of employer:	Telephone # - include area code	Name of Supervisor for Contact purposes
	E-mail Address:	
Dates of Employment:		
From Month / Year: _____ to Month / Year _____ <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Volunteer		
Your Title and duties for this employer:	Name(s) of co-workers	
Reason for leaving		
<input type="checkbox"/> Military Service <input type="checkbox"/> Not employed	Mo. Yr. From: /	Mo. Yr. From: /

Victoria Police Department

Personal Information and History Packet

Experience and Employment

Continued

Name and address of employer:	Telephone # - include area code	Name of Supervisor for Contact purposes
	E-mail Address:	
Dates of Employment:		
From Month / Year: _____ to Month / Year _____ <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Volunteer		
Your Title and duties for this employer:	Name(s) of co-workers	
Reason for leaving		
<input type="checkbox"/> Military Service <input type="checkbox"/> Not employed	Mo. Yr. From: /	Mo. Yr. From: /

Name and address of employer:	Telephone # - include area code	Name of Supervisor for Contact purposes
	E-mail Address:	
Dates of Employment:		
From Month / Year: _____ to Month / Year _____ <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Volunteer		
Your Title and duties for this employer:	Name(s) of co-workers	
Reason for leaving		
<input type="checkbox"/> Military Service <input type="checkbox"/> Not employed	Mo. Yr. From: /	Mo. Yr. From: /

Name and address of employer:	Telephone # - include area code	Name of Supervisor for Contact purposes
	E-mail Address:	
Dates of Employment:		
From Month / Year: _____ to Month / Year _____ <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Volunteer		
Your Title and duties for this employer:	Name(s) of co-workers	
Reason for leaving		
<input type="checkbox"/> Military Service <input type="checkbox"/> Not employed	Mo. Yr. From: /	Mo. Yr. From: /

Victoria Police Department

Personal Information and History Packet

Experience and Employment

Continued

16. Would any problem result if your present employer was contacted during the course of the background investigation?

Yes

No

If "yes", when should such contact be made? _____

17. If you have had no prior employment, please explain in the space below:

18. Have you had any extended work absences for reasons other than earned vacations?

Yes

No

If "yes," please explain (include when, name of employer, why).

19. Have you ever been fired or asked to resign from any place of employment?

Yes

No

If "yes," please give details (include when, where, circumstances).

20. Have you completed all obligations with all prior employers? Yes No

21. Have you ever been a successful or unsuccessful candidate for another position requiring peace officer powers?

Yes

No

If "yes" please explain (include when, name of agency and circumstances)

22. List all law enforcement agencies to which you have ever applied.

23. Are you acquainted with any member(s) of the Victoria Police Department? Yes No

If yes – Whom?

24. Are you related to anyone that works for the City of Victoria? If so, list name and relationship.

Victoria Police Department

Personal Information and History Packet

Military Service

25. If you are a male under age 26, please provide the following:

Selective Service Number	Approximate Date of Registration	Address at Time of Registration
--------------------------	----------------------------------	---------------------------------

26. Have you ever served in the Armed Forces, National Guard, or Military Reserves? Yes No

If "yes," please supply the following information – regardless how brief your service may have been:

Branch of Service	Service Number	Dates of Service ____/____/____ to ____/____/____	Types of Discharge
Branch of Service	Service Number	Dates of Service ____/____/____ to ____/____/____	Types of Discharge

27. Are you *currently* participating in any Military Reserve or National Guard program? Yes No

28. Have you ever been the subject of any judicial or non-judicial disciplinary action while in the military, National Guard or Military Reserves?
 Yes No
 If "yes," please given details (include branch of service, when, where, circumstances).

29. Past commanding officers or military acquaintances are potential sources of relevant information pertaining to your background. Please list those individuals who know you well enough to provide accurate information about you.

Name	Contact Address	Contact Telephone	Years Known	
			From	To
		()		
		()		
		()		
		()		

Victoria Police Department

Personal Information and History Packet

Financial

30. The management of personal finances is relevant to an individual's qualifications for the position of peace officer. Therefore, please fill in the financial statement below. Be complete and accurate. The amount of indebtedness in itself will not be used in evaluating your qualifications, but rather the behavior exhibited in meeting your financial obligations.

Current Monthly Income		Current Monthly Expenditures	
Monthly salary _____	_____	Real Estate (mortgage) payment(s) _____	_____
Spouse's salary _____	_____	Rent _____	_____
Spouse's employer _____	_____	Other monthly payments - describe below:	_____
Other monthly income - describe below:	_____		
TOTAL MONTHLY INCOME	\$	Estimated monthly cost of living (include utilities, food, gasoline, home and car maintenance, entertainment, etc.) and any other obligations TOTAL MONTHLY EXPENDITURES	\$
Current Assets		Current Liabilities	
Savings _____	_____	Real Estate Indebtedness _____	_____
Checking _____	_____	Long-term Loans _____	_____
Real Estate _____	_____	Charge Accounts _____	_____
Stocks and Bonds _____	_____	Other Liabilities - describe below:	_____
Life Insurance (cash value of whole life policy) _____	_____	_____	_____
Autos _____	_____	_____	_____
Other Assets - Describe below:	_____	_____	_____
TOTAL ASSETS	\$	TOTAL LIABILITIES	\$

Victoria Police Department

Personal Information and History Packet

Financial

Continued

34. Have you ever had purchased goods repossessed? If "yes," please give details (include when, firms involved, circumstances).	<input type="checkbox"/> Yes	<input type="checkbox"/> No

35. Have your wages ever been garnished? If "yes," please give details (include when, where, why)	<input type="checkbox"/> Yes	<input type="checkbox"/> No

36. Have you ever been delinquent on income or other tax payments? If "yes," please give details (include when, where, why)	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Victoria Police Department

Personal Information and History Packet

Legal

37. If you have ever been arrested or convicted for any crime (including traffic charges), please give the following information: (An arrest resulting in participation in a diversion program, or the fact that your record may have been affected by a sealing, an expungement, a release, or a pardon have specific legal implications as to how you should answer this question.)

Approximate Date	Police Agency	Circumstances

38. Have you ever been placed on court probation as an adult? **Yes** **No**
 If "yes," please give details (include when, where, why)

39. Were you ever required to appear before a juvenile court for an act which would have been a crime if committed by an adult? If "yes," please give details (include when, where, why) **Yes** **No**

40. Have any of your relatives or your spouse/girlfriend/boyfriend's relatives ever been convicted or imprisoned?
 Yes **No** **Felony?** **Yes** **No** **Misdemeanor?** **Yes** **No**
 If so, list name, date of birth, relationship to you:

Name	Date of Birth	Relationship

41. Have you ever been reported to a law enforcement agency as a missing person or a runaway? **Yes** **No**
 If "yes," please give details (include when, where, why)

Victoria Police Department

Personal Information and History Packet

Legal

Continued

42. Are you now or have you ever been involved as a plaintiff or defendant in any civil court action? Yes No
 If "yes," please give details (include when, where, name and location of court, circumstances).

43. If you have ever been fingerprinted by a police agency other than for an arrest, give details below:

Agency	Date	Purpose

Victoria Police Department

Personal Information and History Packet

Motor Vehicle Operation

Operation of a motor vehicle is an integral part of the position of patrol officer. An investigation of your driving history will be made through a records check. To expedite this procedure, please supply the following information:

44. Texas Driver's License Number			Expiration date
Name under which license was granted			
45. Please list other states where you have been licensed to operate a motor vehicle			
State:	State:	State:	State:
Name under which license was granted	Name under which license was granted	Name under which license was granted	Name under which license was granted
46. Have you ever been refused a driver's license by any state? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If "yes", please explain (include when, where, why).			
47. Texas law requires that operators of motor vehicles be covered by automobile liability insurance or surety bond or deposit of \$55,000 per the Texas Transportation Code § 601.051. Therefore, please list the current liability insurance you have with your motor vehicles.			
Company	Address (include City, State, Zip)	Policy Number	Date of Expiration
If you are bonded or have deposited \$55,000 to meet your motor vehicle financial responsibility, please indicate.			
<input type="checkbox"/> Surety Bond <input type="checkbox"/> \$55,000			
48. Please list all traffic citations (exclude parking citations) you have received within the last 10 years.			
Nature of Violation	Location (City & State)	Approximate Date	Indicate whether fined or action taken on driver's license

Victoria Police Department

Personal Information and History Packet

Motor Vehicle Operation

Continued

49. – Continued -- Please list all traffic citations (exclude parking citations) you have received within the last 10 years.			
Nature of Violation	Location (City & State)	Approximate Date	Indicate whether fined or action taken on driver's license

50. Have you ever been involved as a driver in a motor vehicle accident <input type="checkbox"/> Yes <input type="checkbox"/> No If "yes", please give details for each accident.		
Date	Location	<input type="checkbox"/> Injury <input type="checkbox"/> Non-Injury
Police Investigation? <input type="checkbox"/> Yes <input type="checkbox"/> No	Were you at fault?	Police Agency
Date	Location	<input type="checkbox"/> Injury <input type="checkbox"/> Non-Injury
Police Investigation? <input type="checkbox"/> Yes <input type="checkbox"/> No	Were you at fault?	Police Agency
Date	Location	<input type="checkbox"/> Injury <input type="checkbox"/> Non-Injury
Police Investigation? <input type="checkbox"/> Yes <input type="checkbox"/> No	Were you at fault?	Police Agency
Date	Location	<input type="checkbox"/> Injury <input type="checkbox"/> Non-Injury
Police Investigation? <input type="checkbox"/> Yes <input type="checkbox"/> No	Were you at fault?	Police Agency

51. List any additional information / incidents regarding your driving record.

52. Has your license ever been suspended, revoked, or placed on probation? <input type="checkbox"/> Yes <input type="checkbox"/> No If "yes," please give details (include what, when, where, why).	

Victoria Police Department

Personal Information and History Packet

General Information

53. Have you ever been refused insurance for any reason other than failure to pay a premium? Yes No
If "yes," please explain (including company name and address, date, and reason).

54. Have you ever applied for a permit to carry a concealed weapon? Yes No

Concealed Weapon Permit Granted? Yes No Date:

Purpose (i.e. Texas - licensed/concealed weapon; Other states - reason or legal authority)

55. Do you know of anyone who is your enemy or who might try to harm you in any way? Yes No

56. Describe the level, frequency, and circumstances surrounding any use of marijuana or illegal use of drugs not prescribed by a physician.

57. Describe, in detail, any incident in which you sold or furnished any marijuana, illegal drugs, or narcotics to anyone.

58. Describe any beliefs or precepts you may have which would prevent you from taking a human life in the course of your law enforcement duties, if required to do so.

59. Describe any beliefs or precepts you may have which would prevent you from fully performing the duties of a law enforcement officer, including working weekends, holidays, evenings, or at night.

Victoria Police Department

Personal Information and History Packet

General Information

Continued

60. Do you gamble? Yes No If yes, describe what games and how often:

61. What hobbies do you enjoy?

62. What clubs and organizations are you a member of?

63. Have you ever done any volunteer work for clubs or organizations? If so, which ones and what type of work.

64. Do you read much? Yes No What type of literature do you read?

65. Can you type? Yes No Touch or sight? _____ Speed (WPM): _____

66. Can you use a computer? Yes No What computer software are you familiar with and can you use?

67. Please list any foreign languages that you are able to use and describe your degree of proficiency.

Language	Understand	Speak	Read	Write

68. Do you object to wearing a uniform? Yes No

69. Do you object to working nights? Yes No

Victoria Police Department
Personal Information and History Packet

General Information

Continued

70. Do you know of anything that would disqualify you from appointment or prevent you from fully discharging official duties of said position? Yes No If "yes," please explain.

71. What prompts you to make this application?

72. Have you read and do you understand the job description for the position? Yes No

73. Do you know the pay range for this position? Yes No From \$_____yr. To \$_____ yr.

74. Do you know the requirements for promotion and increase in pay? Yes No

75. Do you know that promotions or increase in pay are based on merit and that it is not based on time employed with the City of Victoria? Yes No

76. Do you understand the hours of duty and general working conditions? Yes No

77. Have you any special training, experience, or ability which you think would be of value to police service? Yes No
If "yes," please explain:

78. What does your spouse/boyfriend/girlfriend think of police service and of your engaging in this type of work?

79. Do you authorize the representatives of the Victoria Police Department to make inquiry of your present and past employers regarding your character, qualifications, and reputation? Yes No

80. Are you now, or have you ever been a member of a Fascist Organization? Yes No

81. Are you now, or have you ever been a member of the Communist party or any Communist organization? Yes No

