
	ROSENBERG POLICE DEPARTMENT	
	General Order 4.01 Hiring and Selection of Personnel	
	Effective Date: 06-01-2025	
	Approved:  Chief of Police	
	Reference: TBP: 2.23, 3.17, 4.01, 4.02, 4.03, and 4.04.	

I. POLICY

The Rosenberg Police Department strives to obtain the best personnel possible to help achieve the department's policing goals. To that end, the department shall practice a regimented, rigorous selection procedure while simultaneously affording equal opportunity to everyone regardless of race, creed, color, sex, national origin, sexual orientation, or age. The department does not discriminate against people with disabilities and affords them the same access to employment provided to all people. All personnel who participate in screening and hiring applicants shall be guided by fairness, equal opportunity, and consistency in applying the procedures set forth in this order.

II. PURPOSE

The purpose of this order is to outline minimum hiring requirements and selection process for po and non-sworn members of the department.

III. DEFINITIONS

- A. Disability: A physical or mental impairment that substantially limits one or more of the major life activities.
- B. Good moral character: The attributes of a prospective employee that enhance his or her value to the department and the goals of community-oriented policing which include honesty, integrity, truthfulness, obedience to the oath of office and the code of ethics, respect for authority, and respect for the rights of others.

IV. QUALIFICATIONS FOR EMPLOYMENT

- A. The minimum qualifications that all applicants for the position of police officer must meet include the following:
 1. Age of 21.
 2. High school graduate or GED.

3. Pass physical fitness standards.
4. Pass an oral review panel.
5. Pass a written examination.
6. Pass a polygraph exam.
7. Must submit a Personal History Statement and provide written consent to review the information required in the background investigation.
8. Pass a comprehensive background investigation
9. Pass a physical examination, psychological screening, and drug test.
10. Be of good moral character.
 - a. Good moral character is determined by a favorable report following the comprehensive background investigation. The interview shall be employed to help evaluate good moral character. Good moral character ensures compatibility with the department's community-oriented policing goals.
11. Any other standards set by law or by policy of the Texas Commission on Law Enforcement.

V. DISQUALIFIERS FOR EMPLOYMENT

The following are potential disqualifiers for employment as a sworn officer or telecommunicator.

1. Conviction or admission of any felony or Class A misdemeanor.
2. Conviction of any Class B misdemeanor in the past 10 years.
3. Admission of any illegal drug use within the past 5 years, or use of marijuana within the past two years.
4. Conviction of family violence involving physical contact within the past 10 years.
5. Dishonorable discharge from the military.

VI. APPLICATION PROCESS FOR SWORN

A. The applicant must complete the following:

1. Complete a written city application and Personal History Statement and submit it to the Personnel Department. Copies of the following documents will also be submitted:

- a. Birth Certificate
- b. Driver's License
- c. High School Diploma or transcript, or GED certificate.
- d. Credit report dated no more than 90 days prior
- e. Any college transcripts
- f. Copy of military discharge papers

VII. SELECTION PROCESS FOR SWORN (TBP: 4.01)

- A. The Human Resources Department will review the application and documents for basic qualifications when a vacancy exists. If basic qualifications appear to be met, the Chief of Police or designee assigns an officer to conduct a selection process of the candidate and schedules appropriate testing.
- B. The employee assigned to conduct the selection process of the applicant shall ensure the applicant perform the following:
 - 1. Pass physical fitness standards.
 - 2. Pass an oral review panel.
 - 3. Pass a polygraph exam.
 - a. The polygraph examination will be conducted by an operator certified and licensed by the State of Texas to conduct polygraph examinations. (TBP: 4.02)
 - 4. Pass a background investigation which includes the following:
 - a. Personal and family history;
 - b. Credit history, including current creditors;
 - c. Education, including all schools attended and degrees or certificates obtained;
 - d. All residences for the past ten years;
 - e. Comprehensive employment history;
 - f. A fingerprint-based criminal history search, including all arrests, locations, dates, and dispositions; this information shall be included in the TCOLE personnel file.
 - g. Traffic summonses and accidents, and
 - h. An inquiry of family, friends, and associates as to character and reputation, plus an informal interview with the applicant's spouse or "significant other," as well as ex-spouses. A reference check must consist of at least 3 personal references and 2 professional references.
 - i. Personnel files as described by Texas Occupations Code 1701.4535 and other records from each previous law enforcement agency employer, including the employment application submitted to the previous employer.

- j. Employment termination reports and misconduct investigation reports maintained by TCOLE.
 - k. Service records maintained by TCOLE.
 - l. Proof the person meets the minimum qualifications for enrollment in a training program under Texas Occupations Code 1701.251 (a)
 - m. A military veteran's United States Department of Defense Form DD-214 or other military discharge records.
 - n. Information on any pending warrants as available through TCIC and NCIC.
 - o. Proof of financial responsibility.
 - p. Driving record from DPS.
 - q. Proof of United States citizenship or, if the person is honorably discharged veteran of the armed forces of the United States with at least 2 years of service before discharge, proof of legal permanent residence and proof that the person has applied for United States citizenship.
- C. Prior to a condition offer being made, The Chief of Police or designee will review the Personal History Statement and meet with the applicant who best meets the need of the department. A detailed interview with the candidate will then be scheduled. If the Chief approves, he or she will issue the candidate a Conditional Offer of Employment. The Offer of Employment is conditional upon passing:
1. A background investigation
 2. A polygraph examination (non-lateral)
 3. A psychological screen
 4. A physical and drug screen
- D. After a conditional offer of employment is made, the officer assigned to conduct the background investigation may question the applicant regarding his or her prior medical problems including any worker's compensation claims and conditions. The officer will then conduct a detailed background investigation in accordance with the Background Investigation Manual. The investigator shall also schedule the applicant for any further testing. (TBP: 4.03)
- E. Upon completion of all testing and the background investigation, the applicants' file will be returned to the Chief of Police for the final decision.
1. Following a medical examination, an offer of employment may be withdrawn if the applicant is incapable of performing the core job functions for the position or poses a "direct threat" in the workplace (per EEOC guidelines, "a significant risk of substantial harm to the individual or others that cannot be eliminated or reduced through reasonable accommodation"). The Chief must base the threat on medical knowledge, not just speculation.
- F. If the individual is approved for hire, the Chief, or his designee, will make all the necessary arrangements for processing a new employee. If the individual is not

selected, a letter will be sent to the applicant advising him or her that the Conditional Offer of Employment has been withdrawn and the reason stated plainly.

G. Unsuccessful applicants, that do not have permanent disqualifiers, may re-apply after six months from the date of last application if a vacancy exists.

H. Lateral Entry

1. A licensed officer from another law enforcement agency must meet the same criteria set forth above; however, the polygraph and written examination is waived if they are in good standing with their previous department. Good standing will be determined by the Chief of Police.
2. The employee assigned to investigate the applicant shall ensure that an applicant with prior law-enforcement experience has not had his or her licenses suspended or revoked. A query will be made to the Texas Commission on Law Enforcement to determine all other agencies where the licensee has worked. These agencies will be contacted before completion of the background to determine work history and any significant details of their employment.
3. If the applicant is a current Texas Peace Officer, the applicant must submit an official record of annual firearms qualification within the past 12 months or complete a firearms qualification prior to employment.

I. Appointment of Licensee

1. Upon hiring, a complete and accurate L-1 or L1-T will be submitted to TCOLE.
2. A copy of the L-1 or L1-T will be notarized and maintained in the employee's TCOLE personnel file.

J. Provisional Hiring Period

1. Applicants hired while the subject of a misconduct investigation with a previous employing agency may initially be hired on a provisional basis of 90 days.
2. During that provisional period, this agency will obtain and review the completed misconduct investigation report from the previous employing agency or TCOLE and may choose to terminate the provisional employment based on those findings.
3. This provisional period is unrelated to any other probationary hiring periods used by this agency.

VIII. APPLICATION PROCESS FOR NON-SWORN

A. The applicant must complete the following for all positions within the Police Department:

1. Complete a written city application and Personal History Statement and submit it to the Personnel Department. Copies of the following documents will also be submitted:
 - a. Birth Certificate
 - b. Driver's License
 - c. High School Diploma or transcript, or GED certificate.
 - d. Any College transcripts
 - e. Copy of military discharge papers
 - f. Copy of credit report

IX. SELECTION PROCESS FOR NON-SWORN (TBP: 4.01)

- A. The Human Resources Department will review the application and documents for basic qualifications when a vacancy exists. If basic qualifications appear to be met, the Chief of Police or designee assigns an officer to conduct a selection process of the candidate and schedules appropriate testing.
- B. The employee assigned to conduct the selection process of the applicant shall ensure the applicant perform the following:
 1. Pass a typing exam, Emergency Tele-communications Officers
 2. Pass an oral review panel.
 3. Pass a written examination.
 4. Pass a polygraph exam.
 - b. The polygraph examination will be conducted by an operator certified and licensed by the State of Texas to conduct polygraph examinations. (TBP: 4.02)
 5. Pass a background investigation which includes the following:
 - a. Personal and family history;
 - b. Credit history, including current creditors;
 - c. Education, including all schools attended and degrees or certificates obtained;
 - d. All residences for the past ten years;
 - e. Comprehensive employment history;
 - f. A fingerprint-based criminal history search, including all arrests, locations, dates, and dispositions; this information shall be included in the TCOLE personnel file.
 - g. Traffic summonses and accidents, and
 - h. An inquiry of family, friends, and associates as to character and reputation, plus an informal interview with the applicant's spouse or "significant other," as well as ex-spouses.

- i. Personnel files as described by Texas Occupations Code 1701.4535 and other records from each previous law enforcement agency employer, including the employment application submitted to the previous employer.
 - j. Employment termination reports and misconduct investigation reports maintained by TCOLE.
 - k. Service records maintained by TCOLE.
 - l. Proof the person meets the minimum qualifications for enrollment in a training program under Texas Occupations Code 1701.251 (a)
 - m. A military veteran's United States Department of Defense Form DD-214 or other military discharge records.
 - n. Information on any pending warrants as available through TCIC and NCIC.
 - o. Proof of financial responsibility.
 - p. Driving record from DPS.
 - q. Proof of United States citizenship or, if the person is honorably discharged veteran of the armed forces of the United States with at least 2 years of service before discharge, proof of legal permanent residence and proof that the person has applied for United States citizenship.
- C. Prior to a condition offer being made, The Chief of Police or designee will review the Personal History Statement and meet with the applicant who best meets the need of the department. A detailed interview with the candidate will then be scheduled. If the Chief approves, he or she will issue the candidate a Conditional Offer of Employment. The Offer of Employment is conditional upon passing:
- 1. A background investigation
 - 2. A polygraph examination (non-lateral)
 - 3. A psychological screen
 - 4. A physical and drug screen
- D. After a conditional offer of employment is made, the officer assigned to conduct the background investigation may question the applicant regarding his or her prior medical problems including any worker's compensation claims and conditions. The officer will then conduct a detailed background investigation in accordance with the Background Investigation Manual. The investigator shall also schedule the applicant for any further testing. (TBP: 4.03)
- E. Upon completion of all testing and the background investigation, the applicants' file will be returned to the Chief of Police for the final decision.
- 1. Following a medical examination, an offer of employment may be withdrawn if the applicant is incapable of performing the core job functions for the position or poses a "direct threat" in the workplace (per EEOC guidelines, "a significant risk of substantial harm to the individual or others that cannot be eliminated or reduced through reasonable accommodation). The Chief must base the threat on medical knowledge, not just speculation.

F. If the individual is approved for hire, the Chief, or his designee, will make all the necessary arrangements for processing a new employee. If the individual is not selected, a letter will be sent to the applicant advising him or her that the Conditional Offer of Employment has been withdrawn and the reason stated plainly.

G. Unsuccessful applicants, that do not have permanent disqualifiers, may re-apply after six months from the date of last application if a vacancy exists.

H. Lateral Entry

1. A TCOLE licensed TCO from another department must meet the same criteria set forth above; however, the polygraph is waived if they are in good standing with their previous department. Good standing will be determined by the Chief of Police.

2. The employee assigned to investigate the applicant shall ensure that an applicant with prior law-enforcement experience has not had his or her licenses suspended or revoked. A query will be made to the Texas Commission on Law Enforcement to determine all other agencies where the licensee has worked. These agencies will be contacted before completion of the background to determine work history and any significant details of their employment.

3. Upon hiring, a complete and accurate L-1 or L1-T will be submitted to TCOLE.

4. A copy of the L-1 or L1-T will be notarized and maintained in the employee's TCOLE personnel file.

5. Applicants hired while the subject of a misconduct investigation with a previous employing agency may initially be hired on a provisional basis of 90 days. During that provisional period, this agency will obtain and review the completed misconduct investigation report from the previous employing agency or TCOLE and may choose to terminate the provisional employment based on those findings. This provisional period is unrelated to any other probationary hiring periods used by this agency.

X. FINGERPRINT CHECK RETURN

A. Before being appointed, each applicant must successfully complete a fingerprint search of local, state, and United States records and fingerprint files to disclose any criminal record. A copy of the fingerprint check return shall be maintained in the personnel file.

XI. PSYCHOLOGICAL EXAMINATION

- A. Before being hired, each applicant must undergo a psychological examination conducted by a psychologist licensed by the Texas Board of Examiners of Psychologists or a psychiatrist licensed by the Texas Medical Board and certified by the American Board of Psychiatry and Neurology, as designated by this agency.
- B. The psychologist or psychiatrist must be familiar with the job duties of the position the applicant applied for.
- C. The psychologist or psychiatrist must be given a copy of the applicant's PHS and background investigation report to review before the examination.
- D. The psychological examination must be conducted according to professional standards and include use of at least two instruments, one measuring personality traits, and one measuring psychopathology; and conducting an interview after the two instruments above are scored and a review of the PHS and background investigation report.
- E. If the applicant successfully passes the psychological examination, the psychologist or psychiatrist shall sign the L-3. The L-3 shall be included in the employee's personnel file.
- F. If the applicant fails the psychological examination, this agency will report the failure to TCOLE on a form prescribed by TCOLE.

XII. MEDICAL EXAMINATION AND DRUG SCREENING

- A. Before being hired, each applicant must undergo a drug screening by a physician licensed by the Texas Medical Board designated by this agency.
- B. Applicants for peace officer or TCO must also undergo a medical examination by a physician licensed by the Texas Medical Board designated by this agency. The physician must be familiar with the duties appropriate to the type of appointment to be made.
- C. If the applicant successfully passes the medical examination and drug screening, the provider administering the exam shall sign the L-2. The L-2 shall be included in the employee's personnel file.
- D. If the applicant fails the medical examination or drug screening, this agency will report the failure to TCOLE on a form prescribed by TCOLE.

XIII. BACKGROUND INVESTIGATION

- A. Files and records must be reviewed electronically (such as through the secure electronic file sharing system provided by TCOLE, which is strongly encouraged due to confidentiality purposes) or in person (if the previous law enforcement agency agrees). File review may not be done by phone.
- B. The investigator will provide the other agency with a copy of the applicant's signed Release of Information before obtaining and reviewing all files and records.
- C. If a Release of Information was provided and an agency does not respond to a file sharing request for records within ten business days and the investigator has made direct contact with the person from whom they are requesting files (such as phone or

email), the investigator should contact their TCOLE Field Service Agent for assistance.

- D. An investigator must contact each agency to determine if records still exist regardless of records retention schedules. Some agencies retain records long past those schedules and all available records must be reviewed.
- E. If an agency no longer has records, most will upload a form letter to the file sharing system documenting the lack of records and the reason why. That letter should be added to the background investigation report.
- F. If a previous agency no longer exists or is currently unmanned, the investigator should confirm and document the same in the background investigation report. The investigator should contact the governing body over a former or unstaffed agency to determine what records remain and how they can be accessed.
- G. The investigator shall check the applicant's records through the National Decertification Index (NDI) maintained by the International Association of Directors of Law Enforcement Standards and Trainings (IADLEST); and obtaining and reviewing records with entry agencies if a matching record exists.
- H. The background investigator shall document all findings pertinent to the background investigation in a background investigation report. A copy of the background investigation report shall be maintained in the employee's personnel file.