



Applicant Background History Packet Informational

Dear Applicant:

Thank you for your interest in the Austin Police Department. The enclosed information explains the requirements and hiring process to become a civilian employee of the Forensic Science Division.

Background History Statement (BHS) are being accepted by mail or in person.

If you have any questions, please call the Forensic Science Division at (512) 974-5150 from 7:30am to 4:00 pm, Monday through Friday.

We will accept Background History Statement packets in person, ONLY Monday through Friday -- 8:00 am to 3:00 pm. Or in person at the time of testing.

Any correspondence can be mailed to:

Austin Police Department
c/o Forensic Science Division
P.O. Box 689001
Austin, Texas 78768-9001

BASIC MINIMUM REQUIREMENTS

- **See the minimum qualifications listed on the City job posting.**

APPLICANT DISQUALIFIERS

Disqualifiers include but are not limited to the following:

- Having a conviction for, being under indictment for, or currently charged with any felony offense.
- Having a conviction for or currently charged with any misdemeanor offense involving moral turpitude.
- Having been convicted of an offense above the grade of a Class B misdemeanor or a Class B misdemeanor within the last ten (10) years.
- Having a conviction for driving under the influence (DWI or DUI) within ten (10) years preceding the date of application or during the hiring process.
- Having been or currently on court-ordered community supervision or probation for any criminal offense above the grade of Class B misdemeanor or a Class B misdemeanor within the last ten (10) years. This includes deferred adjudication for Class B misdemeanor or above charges.
- Is not currently under indictment for any criminal offense.
- Is not prohibited by state or federal law from operating a motor vehicle.
- Having a conviction or history of Family Violence.
- Has not been discharged from any military service under less than honorable conditions including: specifically; (A) under other than honorable conditions; (B) bad conduct; (C) dishonorable; or (D) any other characterization of service indicating bad character.
- Having had a law enforcement commission license denied by final order, revoked or having voluntarily surrendered your license to avoid suspension.
- Discharged from any commission or recruit position within a law enforcement agency for disciplinary reasons, resigning to avoid suspension or discharge or having resigned during a disciplinary investigation without final judgment being rendered.
- Discharged from any city, county, state, federal or private corrections institution for disciplinary reasons to avoid suspension or discharge, or having resigned during a disciplinary investigation without a final judgment being rendered.
- History of sustained Internal Affairs complaints or behavior that indicates poor conduct.
- Unacceptable driving record or currently classified as a habitual violator.
- No more than 3 (Convictions or Guilty Pleas) moving violations within 36 months of application. Moving violations that are dismissed with a defensive driving class are not counted as a moving violation.
- Drivers license suspension for any reason that indicates poor driving behavior- Up to 5 years from the time of suspension to application. This does not include suspensions resulting from MIP violations.
- Unstable credit history; this includes (A) a consistent history of issuance of bad checks; (B) history of delinquent payments; (C) not meeting financial obligations. Credit history will be reviewed on a case by case basis to determine continuing eligibility in the hiring process.

- If you are prohibited by state or federal law from possessing firearms or ammunition.
- Failure to meet application process deadlines.
- Must pass a Polygraph and Drug Test screening.
- **Making false statements, being deceptive by statement or omission in the hiring and selection process will be a permanent disqualifier.**
- Failure to keep appointment(s) or provide documentation related to the hiring process. At least 24 hour prior notice for rescheduling of appointments is required to avoid disqualification unless otherwise specified.
- Any use of marijuana within the last 3 years from time of application. Others factors, such as age at time of use and frequency will be reviewed for eligibility.
- Selling of marijuana. Disqualified for a set number of years to be determined by Recruiting Unit.
- Selling any controlled substance or dangerous drugs is a permanent disqualifier.
- Using a controlled substance or dangerous drug illegally within a designated time period from date of application. Disqualification is not an automatic permanent disqualifier but depending on the substance used and frequency of use disqualification time will vary.

APPLICATION FOR A CIVILIAN POSITION

Once you complete the BHS, the completed statement along with all the required documents must be delivered or mailed to the Forensic Science Division.

Please note that the Austin Police Department is a professional organization, therefore we expect all of our applicants or potential applicants to be dressed in professional business casual attire when coming to the Recruiting Division for any reason unless you are specifically advised by a recruiter to show up in something other than business casual attire.

Your clothing, grooming and overall appearance is important due to the competitive nature of the job. The wearing of t-shirts, sandals and ripped clothing will not be accepted and you will be asked to leave and return with acceptable attire.

A recruiter will contact you at a later date by telephone or ask you to make an appointment to come to the Recruiting Division in person after the BHS has been reviewed.

Applicants are not required to have a face to face interview to pass the BHS interview. A telephone interview will suffice during this phase of the process.

You may want to consider Certified Mail or any of the private mail handlers that would provide you with the ability to track your packet.

Should you have any problems with printing out the BHS, call (512) 974-5150 for instructions.

BACKGROUND INVESTIGATION INSTRUCTIONS

You are expected to play an active role during the entire hiring process; this includes assisting your Background Investigator in getting any additional information that they need. You will be responsible for assisting your Background Investigator to have your references respond back in a timely manner. Failure to have references respond back may result in Disqualification.

READ ALL INSTRUCTIONS CAREFULLY BEFORE COMPLETING YOUR BACKGROUND HISTORY STATEMENT.

These instructions are provided as a guide to assist you in properly completing your Background History Statement. It is essential that the information be accurate in all respects. It will be used as the basis for your background investigation and any further job interviews with this department.

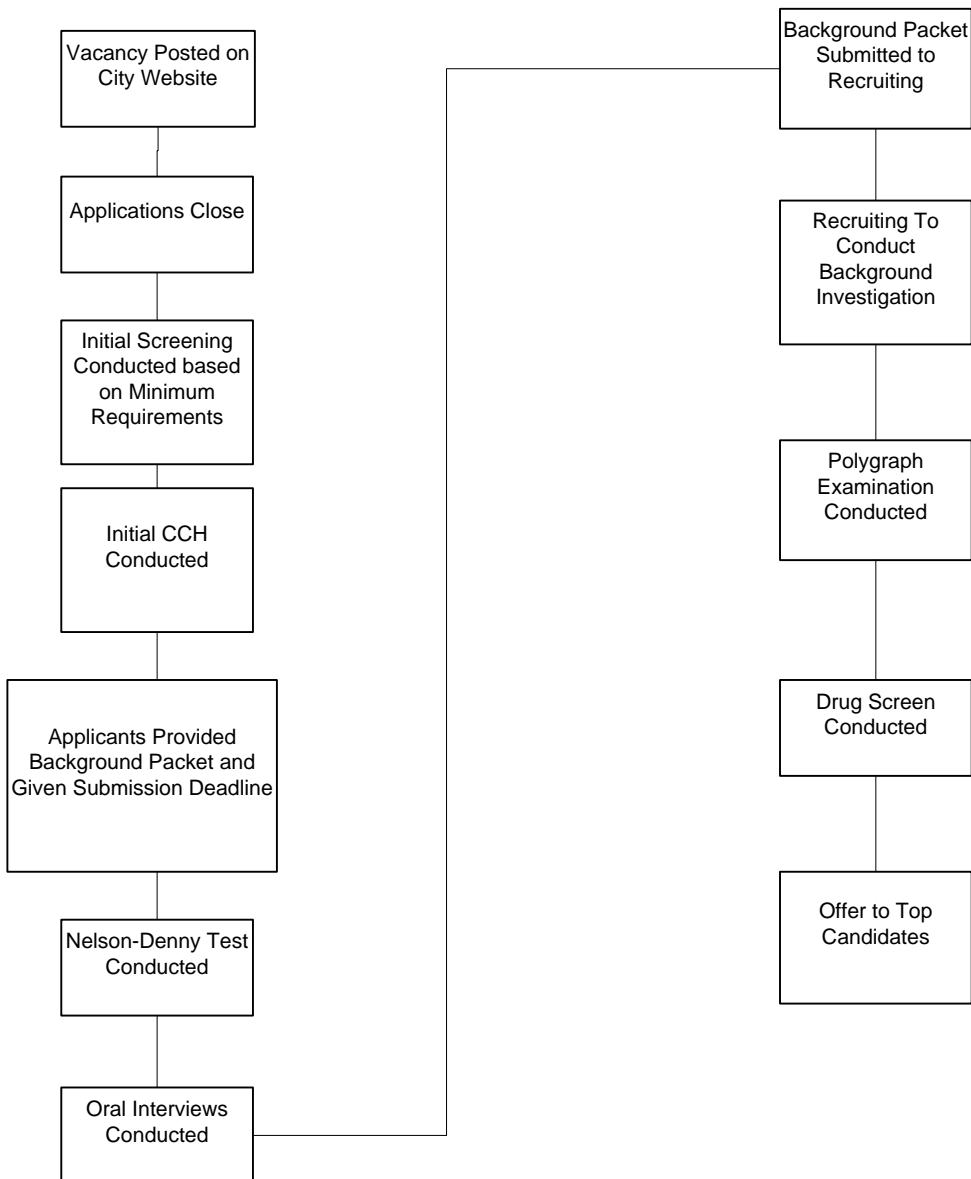
- Avoid errors by reading the directions for each question carefully before making any entries on the form. Be sure everything is correct and in proper sequence before entering the information. It is recommended that you make copies of this statement to use as a rough draft. Before turning in the final draft, **make a copy to keep for your records. We do not make copies.**
- The Background History Statement must be **PRINTED LEGIBLY IN BLACK INK BY THE APPLICANT. No photocopies will be accepted.**
- If the question is not applicable to you, enter “NA” in the space provided.
- You are responsible for obtaining correct addresses, email addresses and phone numbers. If you are not sure of an address, check it. Your local library may have a directory service or copies of phone directories. All addresses must have zip codes. You can also use the internet as a useful source of information.
- If there is insufficient space on the form to include all the information required, attach extra sheets to the application. Be sure to reference the relevant section, heading and page number before continuing your answer. Be sure in your work history that if you are military and changed your duty station for longer than 90 days you must list it as a separate employment.
- Answering all questions accurately will help expedite our investigation of you. Failure to respond to the question or failure to provide the information requested will result in disqualification.
- After the BHS has been submitted, you are responsible for notifying the Recruiting Office of any changes in the information provided. Residence and job information frequently change after you have sent in the application. **You must notify the Recruiting Office within ten (10) days of any change. The best way to notify our office is to email us at recruiting@ci.austin.tx.us. Be sure to list your name and date of birth in the beginning of the email, or you can call the numbers listed below.**

- Background History Statement with any blanks will not be accepted.
- The references that you list in your BHS must be first and last name with phone number, address and email address. If for any reason you exhaust all search possibilities and are unable to get this information **you must** in a supplemental page document the efforts that you went to in order to try and get the information in detail.
- If you have prior law enforcement experience you must get a copy of your personnel file including any internal affairs investigations you have been involved in and turn it in with the packet. If for any reason there is a delay, a detailed explanation must be written out along with the expected date that you will furnish the information. This should be as soon as possible as it could delay your Background Investigation.
- Sections asking about traffic citations and collisions refer to your **entire driving time** from when you first got behind the wheel until today. Be sure when you list a department you list the state that it was in. **Do not** rely on state DMV records being accurate, frequently they are not. You can check local municipal courts for additional information.
- In reference to Police Departments that you have applied to be sure to detail where you are in each process or the outcome and remember to update us with the information as it changes.
- Family and personal references should all contain contact numbers and e-mail addresses. Again, if you are unable to get the information required you must explain what methods you took in trying to attain the information on a supplemental page. **Any reference can only be listed one time in your application.** Be sure when listing marital status & family members to include ex-spouses, step brothers, step sisters, step & foster children and all siblings.
- If you have any questions, please contact us at (512) 974-5150 Monday through Friday from 7:30 am to 4:00 pm.

All responses to questions in this application must be those of the person making the application. Read all questions carefully and respond as completely as possible. Failure to respond to all the questions, or failure to provide accurate information, will result in DISQUALIFICATION.

HIRING PROCESS

The following information will explain the hiring process.



1. **Applying for a Vacancy:**

The vacancy will be posted on the City of Austin – Human resources [website](#). Applicant can view the minimum requirements for the position before applying. When applying the application must be completed electronically at the Human Resources website.

2. **Initial Screening of Applicants:**

The vacancy posting will exhibit an advertisement close date. Once the posting is closed and applications are no longer being accepted, the applications will be subject to an initial screening process to ensure that the applicant meets the minimum requirements and to determine previous related experience. An initial criminal history check will also be conducted.

3. **Background History Statement:**

Those applicants selected in Step #2 will be provided the Background History Statement forms to complete. The form and supporting documentation will be submitted no later than three weeks from the date received.

The BHS packet must be delivered to the Austin Police Department Forensic Science Division with all the required documents to go to the next step. The applicant is given three weeks to complete the BHS.

THE REQUIRED DOCUMENTS CONSIST OF ALL THE FOLLOWING:

- **Copy of state issued drivers license**, an original will need to be viewed prior to or on the day of written testing.
- **Copy of social security card**, an original will need to be viewed prior to or on the day of written testing.
- **Certified copy of driving record** from state you are currently licensed with if other than Texas.
- **Last two pay check stubs or statements.**
- **Certified birth certificate or naturalization documents**, a copy mailed in or delivered in person will suffice until an original is brought to the Recruiting Division personnel prior to or during the initial testing process.
- **Official high school transcripts, GED or Diploma, AND all official college transcripts.** (The official transcripts must be delivered to the Austin Police Department Forensic Science Division in a sealed envelope with the Institution's letterhead on the envelope). If official high school transcripts or diploma cannot be gathered in a timely manner a copy mailed in or delivered in person will suffice until an original is brought to the Recruiting Division personnel prior to or during the initial testing process.
- **Copy of marriage license.**
- **Certified copy of all divorce decree/addendums.**

- **If there is prior military service, the DD-214 long form.** (If the applicant is still in the military, a letter from the applicant's Commanding Officer stating the applicant is in good standing, how many years of Active Service and will be honorably discharged prior to the completion of the hiring process will suffice until a DD-214 is issued).
- **Social Security Earnings Information form (Form SSA-7050-F4).** This form can be downloaded via the internet at www.socialsecurity.gov or requested via phone by calling 1-800-772-1213. There will be a fee associated in completing this process which you will be responsible for. The fee depends on the number of years we are requesting detailed earnings information. We will be requesting 10 years of detailed earnings information so therefore the fee listed is thirty-five dollars (\$35.00). Please read the document thoroughly and follow the instructions for payment and for delivery of the document as there are a couple of methods you can use. It will take the social security office approximately ninety days (90) to complete the request and send it to your address listed so it is to your benefit not to waste or take your time getting this done.

4. Conditional Offer of Employment:

Upon submission of the BHS to the Forensic Science Division, a Conditional Offer of Employment will be completed. This offer is conditional upon successful completion of the remaining portions of the application and selection process, final approval by Human Resources and funding authorization by the City of Austin.

5. Written Examination:

Applicants who successfully complete step #3 will be scheduled for a written entrance examination to include the following:

Nelson Denny Test

The entrance exam consists of two portions. The first step involves taking the Nelson Denny reading comprehension test. There are 80 vocabulary questions and 38 reading comprehension questions. You are expected to put your answers on a scan-tron answer sheet. The passing score on this test is 102 out of 156 possible points.

No Study Guides are offered by the Department. A search of the internet will provide sample test questions for the Nelson Denny exam.

6. Oral Board Interview:

Applicants who have passed the initial written tests will be scheduled for an Oral Board interview. During the Oral Board interview, the applicant will be asked questions designed to demonstrate certain knowledge, skills, and abilities considered basic for the effective performance in the position being applied for. The actual Oral Board will last approximately 30 minutes to 1 hour.

7. Background Investigation:

The BHS packet will be assigned to an investigator who will conduct the background investigation. The prospective applicant will be required to appear before the assigned investigator for an interview.

The assigned investigator will contact all references, co-workers, and any other person the investigator deems necessary. Should it become necessary, the prospective applicant will be expected to assist in

getting his/her references to contact the investigator in a timely manner or to provide any information deemed necessary by the investigator.

***The Background Investigation Stage can take anywhere from 4 to 6 weeks to complete the investigation. Most of the delay will be caused from the lack of reference response. Applicants are asked to take part in their background investigation by ensuring that reference information is current and correct.**

8. Polygraph Examination:

Once the prospective applicant passes the Background Investigation Stage, the applicant will be scheduled for a polygraph examination. The applicant will receive instructions on how to prepare for the polygraph examination.

The Polygraph examiner will develop your examination from the information you give on the pre-polygraph questionnaire and from the report from your background investigator. The polygraph examination will be done after completion of your background investigation.

This is approximately a 2 hour process

9. Drug Testing:

After successful completion of the background process, the top candidate will be given directions to a medical facility to undergo a collection of bodily fluids and hair samples. The samples will be analyzed in an effort to detect the use of illegal drugs. Drug testing will be done at St. David’s Hospital in Austin, TX. A map to St. David’s will be provided. Drug testing results will be known in 7 business days.

The top candidate will not be finalized until after all
Drug Screening results have been submitted
into the Austin Police Department.

**The Austin Police Department is an Equal Opportunity Employer.
The City of Austin is committed to compliance with the
American’s with Disabilities Act.**