



Pasadena Police Department

Eligibility Requirements

1. You must be a United States citizen.
2. By the date of hire, you must be at least 18 years of age for all civilian positions.
3. All applicants for civilian positions must demonstrate “keyboarding” proficiency.
4. By the date of commission as a Pasadena Police Officer, you must be at least 21 years of age and not yet 45 years of age.
5. At the time of application, you must have a high school diploma from an accredited school or program. In lieu of a high school diploma, a G.E.D will be accepted if you have completed 12 college hours at an accredited college or university, with at least a 2.0 GPA on a 4.0 scale. *GPA is calculated from all transcripts.*
6. You must have a valid and current Texas driver’s license.
7. You must have good visual acuity, normal color vision, and depth perception consistent with the occupational demands of law enforcement. Applicants must possess binocular (three dimensional) vision and have eyesight which is correctable to 20/20, not to exceed 20/100 uncorrected in either eye. Applicants must be able to distinguish the full spectrum of color vision by passing the color vision test. Any applicant who completes the color vision test with two or more crossings in the same direction is automatically disqualified. You will be required to submit to an eye examination by a doctor of ophthalmology or optometry.
8. You must not have any defects or physical condition that would interfere with the duties and performance of a police officer.
9. You must meet all licensing requirements as established by current T.C.O.L.E. rules.
10. You must abide by the Pasadena Police Department’s current tattoo policy.

Eligibility List for Applicants

Applicants will begin the application process by completing a written Civil Service examination. Applicants will be ranked according to their Civil Service exam score which must be a minimum of 70%. *Previous military service adds five (5) points to a passing Civil Service exam score.*

In addition to the Civil Service examination, applicants must successfully pass a physical agility test*, Nelson-Denny reading comprehension test, polygraph examination, and an Oral Review Board. Applicants who are given a conditional offer of employment must also submit to and successfully pass a psychological examination, eye examination, medical examination, and drug screen. *(An explanation of the physical agility test will be provided to applicants prior to the test date. Applicants will be required to have a waiver of medical liability in order to participate in the physical agility test.)

A failing score or unacceptable results on any of the above listed requirements will disqualify the applicant from the hiring process.

Permanent Disqualifiers

Any of the following will permanently disqualify an applicant from consideration:

1. Having been convicted of or having ever been on court-ordered community supervision for any criminal offense above the grade of a **Class “C” Misdemeanor**.
2. Having been convicted of any misdemeanor offense involving moral turpitude.
3. Having been convicted of a domestic violence offense in any state of the United States.

Convicted – has been adjudged guilty of or has had a judgment of guilt entered in a criminal case that has not been set aside on appeal, regardless of whether:

- the sentence is subsequently probated and the person is discharged from probation;
- the charging instrument is dismissed and the person is released from all penalties and disabilities resulting from the offense
- the case has been made the subject of an expunction order;
- the person is pardoned, unless the pardon is expressly granted for subsequent proof of innocence. (T.C.O.L.E. Rules, Ch.211.1(a)(17)).

Court-ordered community supervision – Any court ordered community supervision or probation resulting from a deferred adjudication or conviction by a court of competent jurisdiction. However, this does not include supervision resulting from a pretrial diversion. (T.C.O.L.E. Rules, Ch.211.1(a)(18)).

4. Having illegally furnished or sold any controlled substance or drug, including marijuana.
5. Failing to meet established standards regarding the use of controlled substances or dangerous drugs.

6. Having been or currently being a member of any organization that advocates the overthrow of the government by force or violence.
7. Having been discharged from any military service under less than honorable conditions, including: under other than honorable conditions, bad conduct, dishonorable, or any other characterization of service indicating bad character.
8. Having had any law enforcement commission license revoked or denied by final order or having voluntarily surrendered your license to avoid suspension.
9. Having been discharged from any commissioned or recruit position within a law enforcement agency for disciplinary reasons, resigned to avoid suspension or discharge, or having resigned during a disciplinary investigation without final judgment rendered.
10. Having been discharged from any city, county, state, federal or private corrections institute for disciplinary reasons, having resigned to avoid suspension or discharge, or having resigned during a disciplinary investigation without final judgment rendered.
11. Knowingly providing false information or making any false statements during the application process.
12. Being deceptive by omission in any part of the selection process.
13. You must not be prohibited by state or federal law from:
 - a. Operating a motor vehicle, or
 - b. Possessing firearms or ammunition
14. Any applicant who has been rejected by the Pasadena Police Department three (3) times is permanently disqualified from employment as a licensed peace officer with this agency.

Temporary Disqualifiers

Any of the following will temporarily disqualify an applicant from consideration:

1. Recent use of some controlled substances preceding the date of application or during the hiring process.
2. Within five (5) years preceding the date of application having had your driver's license suspended.
3. Having a record of excessive traffic convictions or negligent traffic collisions. This is defined as: Having three (3) convictions for moving violations within the three (3) year period prior to the date of application, or during the hiring process. *(Example: An applicant having two (2) moving violation convictions prior to the date of application would be disqualified if convicted for a third traffic violation during the application process).*

Payment, defensive driving, and deferred adjudication are all forms of convictions.

4. Within five (5) years preceding the date of application or during the hiring process, having a history of delinquent payments, or not meeting financial obligations, or repeated occurrences of issuing checks without sufficient funds, without extenuating circumstances.
5. Having resigned or being removed from the Pasadena Police Academy due to lack of proficiency in an academic or skill area (including physical training) will disqualify an applicant for two (2) years from the date of resignation or termination.
6. Having voluntarily resigned from the Pasadena Police Academy for personal reasons will disqualify the applicant for a period of two (2) years, absent any mitigating circumstances. (Circumstances will be reviewed on a case-by-case basis)
7. Failing to cooperate fully with, and keep all scheduled appointments with academy staff; psychological, medical, and eye evaluators; failing to supply the needed documents within the specified time limits; failing to provide added personal information as needed; or, failing to update changes within ten (10) days of the change, will disqualify an applicant from the hiring process for a period of one (1) year.

Conditional Disqualifiers

Any of the following may disqualify an applicant from consideration:

1. Being addicted to or a habitual user of any intoxicating beverage or any type of drugs or narcotics.
2. Not being of good moral character and/or being known to habitually associate with those of undesirable or questionable moral character.
3. Being temperamentally and/or emotionally unstable.
4. Having demonstrated an unstable or erratic employment history.

Additional Requirements/Considerations

1. You must explain in full any pending or active lawsuits in which you are involved.
2. If you applied for or are receiving any type of disability or compensation payments from any source, you must furnish the documents stating the reason(s) for the disability and the percentage or amount of disability sustained.
3. If you have ever been rejected from military service by the Selective Service Board or any branch of the service, or if you have a 1-Y or 4-F classification, you must furnish in writing from the classifying authority, of Selective Service Board, the reason(s) for the rejection or

classification.

4. If you have ever received treatment or counseling for a mental or emotional disorder or condition, or if you have ever been a patient in a psychiatric hospital or ward, you must furnish in writing the reason(s) as well as the hospital name, location, and the length of treatment or counseling.

Note: The “date of application” referred to herein, is the date of the Civil Service examination, the completion of which begins the hiring process. **The Chief of Police or his designee will render all clarifications and interpretations regarding the provisions of this document.**