



Pasadena Police Department Telecommunicator and Jailer Eligibility Requirements

Hiring Standards

1. You must be a United States citizen.
2. You must be at least 18 years of age by the date of hire.
3. You must have a high school diploma or G.E.D. from an accredited school or program.
4. You must have a valid and current Texas driver's license.
5. You must be physically capable of meeting the occupational demands of the position applied.
6. Telecommunicators must meet all licensing requirements as established by current T.C.O.L.E. rules.
7. You must abide by the Pasadena Police Department's current tattoo policy.

Testing Procedures

Applicants for the Telecommunicator position must successfully pass the CitiCall Computer test.

Applicants for the Jailer position must successfully pass a typing test with a minimum of 25 words per minute. Additionally, Jailer applicants must pass a Nelson-Denny reading comprehension test with a comprehension level of 11 or higher.

All applicants must also successfully pass a background investigation and a polygraph examination. Successful applicants will then be referred to the Oral Review Board for an interview. Applicants who are given a conditional offer of employment must then also successfully pass a psychological examination, eye examination, medical examination, and drug screen.

A failing score or unacceptable results on any of the above listed requirements will disqualify the

applicant from the hiring process for a period of one year from the date of their application.

Permanent Disqualifiers

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

1. Having been on court-ordered community supervision, probation, or convicted for any criminal offense above the grade of Class B misdemeanor or a Class B misdemeanor within the last ten years from the date of the court order.
2. Currently charged with any criminal offense for which conviction would be a bar to licensure.
3. Having been convicted of or placed on community supervision for an offense involving a domestic violence offense in any court of the United States.
4. Having illegally 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 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.

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. 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 days of the change, will disqualify an applicant from the hiring process for a period of one 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.
5. 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.
6. 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.
7. Knowingly providing false information, making any false statements, or being deceptive by omission in any part of the application process.

Additional Requirements/Considerations

1. You must explain 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.
5. 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.