

***THE UNIVERSITY OF TEXAS SYSTEM POLICE***

**APPLICANT SELECTION PROCESS**

**POLICE COMMUNICATIONS OPERATOR**



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## **APPLICANT SELECTION PROCESS**

The selection process consists of nine (9) separate phases. Each phase is administered in order and must be successfully completed before advancing to the next phase. The final decision as to whether an applicant will be employed will be made by the Chief of Police and will be based on the information obtained in the application process.

### **CAUTION**

**WILLFUL OMISSIONS OR MISREPRESENTATIONS OF ANY INFORMATION GIVEN BY AN APPLICANT DURING THE APPLICATION PROCESS WILL RESULT IN TERMINATION OF THE APPLICATION.**

### **PHASE 1 – APPLICATION FOR EMPLOYMENT**

Each applicant will submit an Application for Employment to the Human Resources Department. The applications are sent to the police department who review the applications according to The University of Texas System Police Policies and Procedures Manual.

### **PHASE 2 – PERSONAL HISTORY STATEMENT, PRE-EMPLOYMENT POLYGRAPH QUESTIONNAIRE AND CONDITIONAL OFFER OF EMPLOYMENT**

Each applicant will be given a Personal History Statement (PHS) and a Pre-Polygraph Questionnaire (PPQ) Packet. This process is performed by The University of Texas System Police. All forms must be fully completed and along with all the required supporting documents, be returned to the police department by the assigned deadline. PHS and PPQ Packets may be mailed when an applicant is unable to appear in person.

A deadline for returning all documents will be furnished with the material. A PHS and PPQ Packet received after the deadline will result in termination of the applicant's employment process, unless appropriate mitigation is furnished. The applicant will be extended a Conditional Offer of Employment at this time.

#### **THE FOLLOWING MUST BE SUBMITTED** (Phase 2 Cont.)

1. The University of Texas component institution Employment Application
2. Personal History Statement – completed and signed
3. Copy of Authority to Release Information – signed and notarized
4. Pre-Employment Polygraph Questionnaire
5. Copy of current driver's license
6. Copy of Social Security Card
7. Copy of Birth Certificate
8. Certified copy of High School Diploma or G.E.D.
9. Certified copies of transcripts and degrees from accredited colleges or universities
10. Copies of all certificates of training or achievement
11. Copy of military discharge papers (DD-214), if applicable
12. Certified copy of U.S. Citizenship papers, where applicable
13. Copy of Selective Service Registration
14. Conditional Offer of Employment

The University of Texas System Police personnel will review the application for any disqualifying factors before an applicant is approved to continue with the application process.

### **PHASE 3 - BACKGROUND INVESTIGATION**

After returning the Personal History Statement, Pre-Employment Polygraph Questionnaire, and the Authority to Release Information to The University of Texas System Police, a pre-investigation interview will be conducted. The police department will then conduct a thorough and extensive background investigation on the applicant. The background investigation will deal with such information as work history, unemployment record, military record, educational history, criminal and traffic record, narcotic and controlled substance abuse, use of alcohol and general reputation of the applicant. The applicant's dependability, initiative, interpersonal skills, integrity, self-control, and situational reasoning will be the factors evaluated by the background investigation.

### **PHASE 4 - ORAL INTERVIEW BOARD**

The oral interview board is comprised of The University of Texas System Police supervisors and other senior employees. During the interview, an applicant will be asked various questions designed to determine the applicant's situational reasoning ability, maturity, integrity, self-control, adaptability, and overall suitability for employment.

*An applicant who successfully completes phases 1 through 4 must rank within the number of available vacancies for the respective position to continue in the application process. This ranking will be determined by the oral interview board score. An applicant who obtains a passing score from the oral interview board, but whose score ranks outside current available vacancies, may continue the application process by being placed on a short-term eligibility list for future vacancies. Applicants will be selected from this list in order of their final ranking. The conditional offer of employment of any applicant who chooses not to be placed on this eligibility list will be rescinded. The University of Texas System Police reserves the right to discontinue this eligibility list at any time and rescind the conditional offer of employment of any applicant who fails to attain the required ranking following the completion of phases 1 through 4.*

### **PHASE 5 - POLYGRAPH EXAMINATION**

An examiner who is licensed by the State Board of Polygraph Examiners will administer the polygraph examination. The polygraph examination is utilized to confirm the validity of the information that the applicant has provided on his/her application and personal history statement and oral interview board. The test will take approximately 1.5 hours.

### **PHASE 6 - MEDICAL / EXTENDED PHYSICAL / VISION EXAMINATIONS**

Licensed health care providers will perform a battery of tests designed to determine an applicant's medical, physical and vision suitability for the respective position.

### **PHASE 7 - PSYCHOLOGICAL EXAM**

A licensed psychologist will conduct an extensive psychological examination of applicants to determine their emotional and mental suitability to become police officers.

### **PHASE 8 - DRUG SCREEN**

The University of Texas maintains a drug free work environment. All applicants must pass a drug screen exam before being hired.