

Dillion Police Department

555 Main Street Avenue
Dillion, Texas 77335
(514) 555-1212

Do you want a rewarding career working for the Dillion Police Department? Do you have the drive and dedication that a career in law enforcement takes? Take a look at the Qualifications and Requirements below. If you are interested, submit your application to the above address or click on the link and submit online at: www.dillion.police.dept.com.

I. Minimum Qualifications/Requirements

Eligibility Requirements

- Must be a current U.S. citizen
- Valid driver's license and proof of liability insurance.
- Must be TCLEOSE certified (Texas Commission on Law Enforcement Officer Standards and Education) – www.tcleose.state.tx.us
- In order to apply you must have all of the following:
 - Be a high school graduate or have received your General Education Diploma (G.E.D).
 - High school diploma, high school transcripts, or G.E.D Certification will need to be verified.
 - Age must fall between twenty-one and not yet forty-five years of age.
- **You must have at a minimum at least one of the three following requirements at time of application:**
 - Twenty-four months prior or current U.S. military service duty (Active, Reserve or National Guard) with an honorable discharge).
 - A discharge under general discharge under honorable conditions will be reviewed on a case by case basis.
 - Thirty credit hours at a regionally or nationally accredited college/university with a minimum 2.0 or higher grade point average. Calculation based on all transcripts.
 - Twenty-four months prior or current full time service as a U.S. police officer.
- Must be of good moral character.
 - Three personal references will be required and will be verified.
- Must have uncorrected vision of 20/200 or better in each eye correctable to 20/30 in each eye.
- Must pass a medical and psychological examination.
- Must be in good physical condition:
 - A 300-meter run in 63 seconds or less
 - 33 or more pushups (un-timed)
 - 36 or more sit ups in one minute
 - A vertical jump of 17 inches
 - A 1.5 mile run in 13:05 or less

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- Must never have been convicted of or received community supervision for a Class A Misdemeanor or Felony.
- Must not have been convicted of or received community supervision for a Class B Misdemeanor within the past ten years.
- Must be able to pass background and credit checks.

II. Recruiting Process

- **The department will implement a full-time Recruitment Unit that is representative of the demographics that we are seeking to employ with our agency. A profile of each recruiter will be on the department website.**
- **Mentor Applicants Programs – through colleges and military transition programs.**
 - Opportunity for personal relationships with applicants from the start.
 - Will give the applicant the opportunity to see where they may have weaknesses and/or their strengths.
- **College shadowing Program**
 - Designed to allow college students an insight into the workings of Dillion Police Department (DPD), to potentially encourage students who are unsure if they want to make a career of law enforcement. This gives students a clear view of what law enforcement truly is like, away from the books and classes.
 - Interested students must meet the following criteria:
 - 3rd or 4th year student currently enrolled (full or part-time) in any degree plan at an accredited college or university.
 - 3.0 Grade point average or higher
 - No arrests above a class C Misdemeanor
 - Must be able to attend all required meetings
- **Internship program**
 - Dillion Police Department (DPD) offers internships to individuals who are interested in pursuing a career with the Dillion Police Department. The purpose of the internship program is to allow potential applicants to experience the daily operations within a law enforcement agency.
 - Requirements:
 - U.S. Citizenship
 - Valid driver's license
 - Thirty semester hours completed at an accredited college or university at time of application **or** two years active service as a U.S. Police Officer.
 - Agree to undergo a background investigation.
 - Age must fall between twenty-one and not yet forty-five years of age.

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- Once selected, required documents must be submitted by application deadline.
 - Background history statement
 - Copy of:
 - driver's license
 - social security card
 - birth certificate (or naturalization documents)
 - sealed, official college transcripts
 - Prior military, DD-214
- Internships are voluntary, unpaid positions in durations of six months.
- Interns will typically work a minimum of twenty hours per week.
- **Upon the successful completion of the DPD internship program with a passing evaluations, and final approval of the Training Commander, each successful intern will be placed on the police cadet eligibility list and receive 10 points towards hiring.**
- **Dillion Police Department Recruiting Ride Along Program**
 - Once application has been received you will be contacted by Lt. Wesley David.
 - This ride will show the rider what happens on the streets and some of the problems and concerns officers encounter on a daily basis.
 - The Ride Along Program includes:
 - Four-hour ride-along program with an on-duty police officer.
 - DPD badge and certificate.
- **Career Fairs**
 - Local Workforce Solution locations 2nd and 4th Thursday's in January, March, May, July, September, and November.
 - Booths set-up gearing towards the following:
 - Women
 - Bilingual
 - Military
 - Local High School's on career nights.
 - Handing out of brochures on career path opportunities.
 - Information on internship programs.
 - College recruiting workshops at the following college campuses: (in the middle of the Spring, Summer, and Fall Semesters to pass out flyers/brochures/pamphlets etc.)
 - [American University](#)
 - [Arizona State University](#)
 - [CUNY John Jay College of Criminal Justice](#)
 - [Florida State University](#)
 - [George Mason University](#)
 - [Indiana University](#)

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- [Michigan State University](#)
- [Northeastern University](#)
- [Pennsylvania State University \(University Park\)](#)
- [Rutgers, The State University of New Jersey \(Newark campus\)](#)
- [Temple University](#)
- [Sam Houston State University](#)
- [Washington State University](#)
- [University of Albany – SUNY](#)
- [University of California \(Irvine campus\)](#)
- [University of Cincinnati](#)
- [University of Delaware](#)
- [University of Florida](#)
- [University of Illinois \(Chicago campus\)](#)
- [University of Maryland \(College Park campus\)](#)
- [University of Missouri \(St. Louis campus\)](#)
- [University of Nebraska \(Omaha campus\)](#)
- [University of Pennsylvania \(Ivy League School\)](#)
- **Recruitment of fluent bilingual Spanish speaking individuals:**
 - Recruitment activities in Puerto Rico.
 - College campuses that have a high volume of bilingual students.
 - Incentives on increased starting pay and 10 points towards hiring process.
 - All employment requirements still apply.
- **Recruitment – Diversity**
 - Recruitment of women
 - Development and mailing/posting of brochures/flyers/posters/pamphlets to a target group.
 - Ideal recruiting locations for women:
 - Women in Power Conferences
 - Women colleges
 - Advertisements in women career magazines
 - Institute for Women in Trades, Technology, and Science (IWITTS)
 - Gym's
 - Women outdoor clubs (rock climbing, sports etc.,)
 - Military to civilian transition programs.
 - Martial Art Schools
 - A departmental recruiting page featuring women
 - Advertisements on job Web sites dedicated to women
 - Bookstores

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- Stores/Malls
- Community centers in minority neighborhoods
- Associations for Hispanics, Native Americans, Asians, African-Americans.
- Women already working for the department:
 - Civilian workers
 - Dispatchers
 - Public Service Aides
- **Recruitment of Minority (African-American, Hispanic, etc)**
 - Development and mailing/posting of brochures/flyers/posters/pamphlets to a target group.
 - Military to civilian transition programs.
 - A departmental recruiting page featuring minorities.
 - Advertisements on job Web sites dedicated to minorities.
 - Associations for Hispanics, Native Americans, Asians, African-Americans.
 - Minorities already working for the department:
 - Civilian workers
 - Dispatchers
 - Public Service Aides
 - Historically black colleges and universities.
- **Transitional Workers:**
 - Many skilled professionals who have left careers in fields such as teaching and medicine.
 - Empty nesters that may be seeking a new opportunity.
 - Found through professional organizations and head hunters.
 - Monster.com
 - Careerbuilder.com

III. **Recruiting Hiring Process/Points System Process for Police Officer's:**

- Once all of the qualifications and requirements have been met, the next step is the hiring process. Once the applicant has been placed in the eligibility pool and hiring has begun; applicants will be judged based on a Hiring Point System.
- **Hiring Process includes:**
 - Background History Application
 - Physical Ability Stage
 - Entrance Testing
 - Oral Interview Board
 - Consisting of a board of diverse potential peers, made up of men, women, minorities, etc.

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- Police Chief and 6 fellow workers from Sergeants to Lieutenants, of mixed diversity.
- Background Investigation Stage
- Polygraph Stage
- Psychological Interview
- Medical/Physical Assessment
- Drug Testing Stage
- Placement in the Eligibility Pool
- **Hiring Point System:**
 - The maximum eligible point available for admission into the internal police academy is 120 points.
 - The minimum eligible point available for admission into the internal police academy is 80 points.
 - The points consist of:
 - Veterans Preference: 10 points
 - Bilingual: 10 points
 - Internship program: 10 points
 - Physical Ability: up to 10 points
 - Oral Interview Board: up to 10 points
 - Psychological Interview: up to 10 points
 - Test Scores: up to 10 points
 - Gender:
 - Minority: 10 points
 - Caucasian: 5 points
 - Race:
 - Male: 5 points
 - Female: 10 points
 - Education:
 - Bachelor's of Science or Criminal Justice: 10 points
 - Associates of Science or Associates of Criminal Justice: 5 points
 - Community Service Involvement: up to 10 points
 - Previous law enforcement experience: up to 10 points

IV. Miscellaneous:

- **Testing Dates for 2013:**
 - March 12 – 14
 - June 11 – 13
 - September 10 – 12

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- December 10 – 12
- **Dillion Police Department Internal Academy dates 2013 & 2014**
 - 2013 Academy start date (34 weeks): March - October
 - 2013 Modified Academy start date (17 weeks): March - July
 - 2014 Academy start date (34 weeks): April – November
 - 2014 Modified Academy start date (17 weeks): April - August