

City of Beaumont

POLICE DEPARTMENT



DREAM IT. LIVE IT. OWN IT.
WEAR OUR BADGE.



RECRUITMENT HANDBOOK

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OPPORTUNITY AWAITS YOU

The Beaumont Police Department is a training-oriented, progressive law enforcement agency. We are committed to hiring men and women who possess the integrity, character, and courage to provide our city with professional police service 24/7. Our goal is to recruit and maintain a diverse, well-trained, and professional workforce. At BPD, we encourage Community Oriented Policing. Our department provides state-of-the-art equipment and continually evaluates and develops new technology to equip our officers to serve Beaumont well.

This handbook provides an overview of the qualifications and steps it takes to become a Beaumont Police Officer. If you want a challenging and rewarding career, we have a place for you!

APPLY TODAY!

- ★ COMPETITIVE PAY
- ★ EXCELLENT BENEFITS
- ★ PREMIERE TRAINING
- ★ SPECIALIZED UNITS
- ★ ADVANCEMENT OPPORTUNITIES

Apply on-line at:
www.beaumonttexas.gov

For questions or more information call:
Beaumont Police Training Office
409.880.3812



JOB QUALIFICATIONS

Current Police Officer Applicants: Applicants must have a current license as a Peace Officer in the State of Texas (TCOLE)

Police Cadet Applicants: High School Diploma or GED

Additionally,

- Must be over the age of 21.
- Must be a U.S. citizen.
- 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 10 years.
- Must pass the Job Related Abilities Test (This involves an obstacle course, handcuffing exercise, victim rescue, weapons test, vehicle push, and tire change. It also includes report writing, and the entry level examination, which tests spelling, math, and reasoning abilities—see pages 12-14)
- Must have a valid driver's license and proof of liability insurance.
- Driving record should reflect prudence and maturity.
- Must agree to a complete background investigation.
- Must have a stable credit history and employment background.
- Must agree to a complete physical examination, including drug screen.
- Must pass a polygraph exam.
- Must agree to psychological testing.
- Must be eligible to attend the Regional Police Academy at the Lamar Institute of Technology.

Tattoos and Body Modifications: All tattoos located on or above the neck are required to be covered. Officers are not required to cover tattoos below the neck, with exception to offensive tattoos. This includes, but is not limited to: racial, sexual, discriminatory, gang related, obscene language or anything deemed inappropriate by the Chief of Police. Body piercings of any kind shall not be displayed with the exception of one set of earrings.

For more extensive information regarding disqualifications, see pp. 7-8.



JOB DESCRIPTION

A police officer is a first responder (sometimes the only responder) who provides assistance, counseling, guidance, enforcement of laws, protection and service of all kinds within his/her jurisdiction. The nature of the events encountered by a police officer often requires immediate action (or reaction) regarding a situation or event. Without immediate action (or reaction), lives and/or property may be lost.

A police officer works in physical conditions that require constant sitting, seeing, speaking and driving. They frequently stand, walk, kneel, crouch, squat, twist body, lift heavy objects and people, push vehicles and write by hand. They infrequently crawl, climb, run, fight and wrestle. A police officer also works under conditions that can be stressful.

Essential job functions include, but are not limited to:

- A. Entering and removing injured people from wrecked vehicles or other places of danger.
- B. Physically moving wrecked or stalled vehicles or other material out of traffic lanes.
- C. Apprehending persons suspected of crimes, including persons who violently resist arrest, necessitating use of such physical force that is necessary to overcome their resistance, secure them, place them into a vehicle for transportation to a confinement facility, and then place them in the confinement facility.
- D. "Breaking" up fights, i.e., disturbances in restaurants, bars, homes, sporting events, activity centers, etc.
- E. Defending citizens, fellow officers and yourself from immediate violent physical attack.
- F. Chasing and apprehending fleeing law violators.
- G. Rescuing individuals from hazardous situations, including fires, water, etc.
- H. Securing, lifting, transporting property including, but not limited to, evidence, stolen or recovered property which may range in size from as small as a coin to as large as a safe.
- I. Exercising skills needed to type reports or enter data into mobile data terminals or computers.
- J. Check, investigate and secure physical facilities/property that may be at the scene of a crime, including, but not limited to, activities such as climbing ladders, crawling through windows, climbing over fences (wood, chain link, barb wire, etc.), exercising good "night vision," crawling into attics and exercising all other related physical skills and dexterity.
- K. Exercising the physical and mental skills needed to fully utilize any equipment or "tools of the trade", including, but not limited to, mechanical striking or control items (baton, handcuffs, radio, chemical spray, firearms, etc.)
- L. Ability to safely operate a vehicle, quickly exit the vehicle, ride in the vehicle for short or extended periods of time, use vehicle equipment, including, but not limited to, radio, mobile data terminal, emergency equipment, change tire on vehicles, etc.
- M. Ability to fully and completely participate in training, including, but not limited to, firearms training, physical combat/self-protection training, use of physical and chemical defense devices, physical fitness, etc.
- N. Ability to exercise rational judgement and maintain emotional stability under working conditions that can be stressful.

STAGES OF THE HIRING PROCESS

The application process takes approximately 90 days to complete in its entirety. After passing each phase successfully, the applicant advances to the next. Phases include the following:

APPLICATION

Once the job posting is published for the position of Police Officer or Police Cadet, the applicant may fill out an online application. Visit www.beaumonttexas.gov and click "Find a Job". To apply in person, go to The City of Beaumont Personnel & Benefits Department (located at Beaumont City Hall, 801 Main Street, suite #135).

JOBS RELATED ABILITIES TEST (JRAT)

Applicants will be notified by using the contact information that was provided on the online application for the scheduling of the JRAT. The JRAT consists of written and physical testing. The physical testing includes an obstacle course, handcuffing exercise, victim rescue, weapons test, vehicle push, and tire change. The written exam is multiple choice and covers reading comprehension, grammar and syntax, punctuation, spelling, vocabulary, arithmetic, and differential decision making. A writing exercise will also be completed.

COMPLETE BACKGROUND INVESTIGATION

The objective of the background investigation is to verify that the applicant is of good moral character. Applicant must render credible testimony in order to determine their integrity, honesty, and truthfulness.

ORAL INTERVIEW

The applicant is asked a series of oral questions by a board comprised of Beaumont Police Officers.



STAGES OF THE HIRING PROCESS

POLYGRAPH

The polygraph examination is used to detect deception of an applicant.

PHYSICAL EXAMINATIONS

Applicants selected for employment will be required to take a medical/physical exam in order to determine the individual's health in relation to their ability to perform tasks which a police officer may be required to perform. This is a COMPLETE examination including but not limited to chest X-rays, EKG, and EEG. The vision test required must show the vision correctable to 20/20 in each eye. A drug screening test is also required. The physical examination is not limited to these examples.

PSYCHOLOGICAL TESTING

Written and oral tests are administered by a licensed psychologist. The evaluation is designed to identify and reject those applicants who are emotionally unfit for the position of Police Officer. Psychological exams are also given to those applicants who are licensed but have not been commissioned within 180 days from the date of employment.

FINAL REVIEW AND CHIEF OF POLICE APPROVAL

Pending the successful completion of all the previous phases, your application file will go through a final review process and be submitted to the Chief of Police for final approval. Placement into the Regional Police Training Academy is contingent upon passing all eight hiring stages and the availability of positions in scheduled cadet classes.



REJECTIONS & DISQUALIFICATIONS

Due to the high standards demanded by the Beaumont Police Department, there are a number of reasons why an applicant may be disqualified for employment. The following is a partial list of common disqualifiers:

- Failure to pass any part of the entrance examinations and/or failure to successfully demonstrate his/her ability to read, write and fluently speak the English language.
- Failure to meet minimum standards for initial licensure set forth by the Texas Commission on Law Enforcement for peace officer candidates.
- Applicant is not a citizen of the United States of America by birth or naturalization. The applicant shall be disqualified until citizenship is obtained in compliance with federal laws.
- Applicant is unable to perform the essential functions of the position to which he/she seeks appointment; with or without reasonable accommodation.
- Applicant has engaged in, received deferred adjudication or pre-trial diversion for, or has been convicted of a Class B misdemeanor under Texas or federal law, to include the Uniform Code of Military Justice (UCMJ) in the past ten (10) years.
- Applicant has engaged in, received deferred adjudication or pre-trial diversion for, or has been convicted of conduct which constitutes a Class A misdemeanor or any class of felony under Texas or federal law, to include the UCMJ.
- An applicant shall not be considered for employment while charges are pending for any criminal offense or while he/she is currently on probation for any offense other than a Class C traffic offense.
- Applicant has made a false statement in any material fact; withheld information, practiced or attempted to practice any deception or fraud in his/her application, examination or appointment.
- Applicant has engaged in conduct which constitutes excessive use of intoxicants, including alcohol.
- Applicant has used not used illicit substances as indicated by the following guidelines:
 - No marijuana use within one (1) year
 - No use of other controlled substances or dangerous drugs within three (3) years preceding the date of the application. However, the Chief of Police may — using the “wholeperson concept” — allow an applicant to continue in the process after considering drugs used, recency of drug use, the total number of usages, the applicant’s age at last drug use, and circumstances surrounding the use.
 - Use or delivery without remuneration of any medically prescribed drug for purely medicinal purposes will not be used to disqualify an applicant.

REJECTIONS & DISQUALIFICATIONS

- Applicant has engaged in conduct which constitutes abuse of legally obtained prescription medication(s) or illegal use of prescription medication(s) of another person.
- Applicant has engaged in a DWI/BWI/FWI/DUI, within the past five (5) years, or has more than five (5) traffic charges (moving violations) within the past five (5) years.
- Applicant has been dismissed or resigned in lieu of dismissal from any employment for inefficiency, delinquency or misconduct.
- Applicant has demonstrated a failure to pay just debts. Due to many variables involved, each situation shall be considered on a case-by-case basis. Just debts include mandated child support.
- Applicant has exercised poor judgment skills within the past five (5) years. The applicant has demonstrated either immaturity or poor judgment in his/her decision making process.
- Applicant has a history of unstable work evidenced by frequent changing of jobs for no apparent reason (excluding seasonal, student or contract work).
- Military applicant must have an “**Honorable**” discharge. An applicant will be disqualified if he/she has been discharged from any military service under less than honorable conditions, which may include:
 - Other than honorable conditions
 - Bad conduct
 - Dishonorable
 - General
 - Uncharacterized; or
 - Any other characterization of service indicating bad character or conduct, even when it coincides with an honorable discharge.





Our Mission

Our mission is to serve our community with integrity, fairness and respect.

Our Code of Values

We value integrity. It is the foundation of all we do, upon which public trust and confidence is built. We value accountability. We are accountable to the public, to the department, and to each other. We value respect. We respect our citizens and ourselves. We value fairness. The principle that all are equal under the law guides our exercise of authority.



Our Pledge

We pledge to work in partnership with our community to improve the quality of life, to provide for the protection of life and property, to reduce the occurrence and fear of crime, and to tirelessly pursue those who violate the law. We pledge to serve our community with courtesy. We pledge to continue to develop and promote a diverse and professional workforce and to develop leaders for tomorrow in order to provide the highest quality public service.

FREQUENTLY ASKED QUESTIONS

- Why can't I find the application on the City of Beaumont website?

We will only post the application when we have job openings at the time of the posting and plan on conducting a hiring process within a few months after posting the application.

- When will I be contacted to be tested?

You will be contacted a few weeks before the testing dates.

- What do I need to do to be ready for the physical and written tests?

You need to start exercising in advance and study the written test samples printed in the back of this handbook.

- What things can I do to improve my chances of being hired?

You must be on time for any appointments. Prepare yourself for the tests and interviews. Be completely honest when asked a question and when filling out any paperwork.

TEST PRACTICE: SAMPLE REPORT

I was dispatched to 1234 Second Avenue at 1500 hours on April 10, 2006 in response to a possible burglary. When I arrived at the house, I saw a female standing in the front yard and she introduced herself as Jane Doe, the owner of the house. I observed a muddy print on the door that appeared to have been made by the bottom of a shoe. The print was on the outside of the door, approximately 6 inches left of the door handle. I observed that the deadbolt lock was still in the locked position and the inside door frame had been torn away from the doorjamb. Parts of the frame were visible lying on the floor of the entryway. I entered the house through the front door. The house appeared in good condition and none of the rooms appeared to be ransacked. I found the middle drawer of a desk in the master bedroom open, but the contents did not look disturbed. I found the back door to the house unlocked and standing open. I called for an evidence technician and protected the scene until Officer Bob Smith arrived.

After I checked the house for suspects, I spoke to the owner of the house and we walked through the residence. She stated that she arrived home from work, about 1500 hours. Upon noticing the condition of the front door, she did not enter but immediately went to a neighbor's house to call the police. She stated that the only thing that appeared to be disturbed was the middle drawer in the master bedroom. She reported a blue and red nylon wallet with \$500 was missing from the drawer.

Officer Smith, an evidence technician, examined the scene. Officer Smith photographed the front door and the master bedroom. He then dusted the front and rear doors and the desk for prints. Officer Smith collected a latent fingerprint from the inside door knob of the rear door.

Jane Johnson, 1235 Second Avenue, tel. 409-765-4321, approached me at the scene and stated that she had been home all day working in her kitchen. She stated that at about 1230 hours she saw a white male run from the direction of the Doe residence. She reported that he ran across her yard toward the east. She identified the male as James Jones, who is a friend of the Doe's son. Jones lives at 2345 Second Avenue. I attempted to contact the suspect at his residence, but no one was home at the time.

SAMPLE ENTRY LEVEL EXAMINATION QUESTIONS

1. Calculate the following equation: Ten vehicles set out to drive to a destination that is 100 miles away. Nine vehicles complete the trip, however one vehicle only completed 50% of the journey. What is the total miles that all ten vehicles drove?

- a. 950 miles
- b. 500 miles
- c. 550 miles
- d. 750 miles

2. Which expression can be used to represent the phrase “four less than a number?”

- a. $d + 4$
- b. $27 - 4$
- c. $d - 4$
- d. $4 - d$

3. Select the correct word that best completes the sentence:

The balloons _____ red, white, and blue.

- a. were
- b. we're
- c. where
- d. None of the above

TEST PRACTICE: SPELLING WORD BANK

Accessible	County	Identification	Paraphernalia	Routine
Accident	Criminal	Ignition	Patrolling	Secured
Actor	Cruelty	Illumination	Pedestrian	Seizure
Adjudicated	Cylindrical	Impersonate	Physically	Sergeant
Advised	Damaged	Individual	Pistol	Sheriff
Affidavit	Debris	Insurance	Plastic	Situation
Aggravated	Deceased	Intentional	Police	Sobriety
Alcoholic	Deception	Interfering	Polygraph	Solicitation
Ammunition	Defendant	Internet	Possession	Stalking
Antenna	Denial	Interrogate	Premises	Standardized
Apprehension	Department	Intimidation	Prevention	Subpoena
Approximately	Detention	Intoxication	Procedure	Substance
Arrival	Disease	Investigate	Prohibited	Telephone
Assault	Dispatched	Jefferson	Property	Termination
Beaumont	Disposed	Jurisdiction	Prostitution	Terroristic
Beverage	Disposition	Justifiable	Protective	Threat
Burglary	Disregarded	Juvenile	Pursuit	Tobacco
Caliber	Document	Knife	Racing	Transported
Cellular	Emergency	Knowingly	Radio	Trespass
Cigarette	Equipment	Laceration	Received	Trigger
Citation	Establish	Liability	Reckless	Unauthorized
Cocaine	Evading	License	Reference	Unnecessary
Coffee	Evidence	Maintain	Refusal	Vandalism
Complainant	Facility	Mandatory	Regarding	Vehicle
Computer	Felony	Merchandise	Registration	Verbal
Concealed	Field	Methamphetamine	Rejection	Victim
Condition	Financial	Miscellaneous	Released	Video
Consent	Fingerprint	Mischief	Required	Violation
Consumption	Handcuffed	Misdemeanor	Residence	Violence
Contraband	Handgun	Municipal	Resist	Warning
Controlled	Hindering	Obstructing	Responsibility	Window
Conviction	Holster	Offender	Retaliation	Witnesses
Correctional	Horsepower	Officer	Rifle	



Law Enforcement Code of Ethics

As a law enforcement officer, my fundamental duty is to serve the community; to safeguard lives and property; to protect the innocent against deception, the weak against oppression or intimidation and the peaceful against violence or disorder; and to respect the constitutional rights of all to liberty, equality and justice.

I will keep my private life unsullied as an example to all and will behave in a manner that does not bring discredit to me or to my agency. I will maintain courageous calm in the face of danger, scorn or ridicule; develop self-restraint; and be constantly mindful of the welfare of others. Honest in thought and deed both in my personal and official life, I will be exemplary in obeying the law and the regulations of my department. Whatever I see or hear of a confidential nature or that is confided to me in my official capacity will be kept ever secret unless revelation is necessary in the performance of my duty.

I will never act officiously or permit personal feelings, prejudices, political beliefs, aspirations, animosities or friendships to influence my decisions. With no compromise for crime and with relentless prosecution of criminals, I will enforce the law courteously and appropriately without fear or favor, malice or ill will, never employing unnecessary force or violence and never accepting gratuities.

I recognize the badge of my office as a symbol of public faith, and I accept it as a public trust to be held so long as I am true to the ethics of police service. I will never engage in acts of corruption or bribery, nor will I condone such acts by other police officers. I will cooperate with all legally authorized agencies and their representatives in the pursuit of justice.

I know that I alone am responsible for my own standard of professional performance and will take every reasonable opportunity to enhance and improve my level of knowledge and competence.

I will constantly strive to achieve these objectives and ideals, dedicating myself before God to my chosen profession; law enforcement.



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