

# Application Process and Minimum Standards for Employment



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## MINIMUM STANDARDS FOR EMPLOYMENT

Read the Minimum Standards for Employment by the Harris County Constable's Office, Precinct 4 which are below. If you do not meet or exceed ALL of the standards as set forth in that document, you will not be eligible for employment by this office.

To be eligible for hire as a full time deputy, you must have a valid Peace Officer license issued by the Texas Commission on Law Enforcement Standards and Education. You must also meet one of the following requirements:

- Must have thirty college hours, not counting the basic police certification course; OR
- Must have two years experience as a full time police officer; OR
- Must have two years service in the active military; OR
- Must have four years experience as a reserve officer; OR
- Must have four years service in the military reserve.

AND

- Must complete a physical agility test.
- Must pass a written examination.
- Must not have used marijuana within the last 24 months.
- Must not have used illegally, within the last ten years, a drug, narcotic or steroid, the possession or use of which is a felony offense.
- Must not ever have used a hallucinogenic drug.

A law enforcement applicant shall satisfy the following requirements as mandated by the Texas Commission on Law Enforcement Officer Standards and Education as found in the Texas Administrative Code, Title 37, Section 211.80, Minimum Standards for Licensing:

1. Must be a citizen of the United States of America.
2. Must be at least 21 years of age.
3. Must be fingerprinted and be subjected to a search of local, state, and national records and fingerprint files to disclose any criminal record.
4. Must not be on probation for any criminal offense above the grade of Class C misdemeanor.
5. Must not have ever been convicted of a Class A misdemeanor offense or above.
6. Must not have been convicted of a Class B misdemeanor offense within the last ten years.
7. Must not have ever been convicted at any time of a felony offense.
8. Must be of good moral character.
9. Must be subjected to a thorough, comprehensive background investigation by the appointing authority.
10. Must meet one of the following minimum educational requirements:
  - (A) be a high school graduate;
  - (B) have passed a General Educational Development (GED) test or
  - (C) have 12 semester hours credit from an accredited college or university.

11. Must be examined by a licensed physician and be declared in writing within the past 180 days both:
  - (A) to be physically sound and free from any defect which may adversely affect the performance of duty as a Peace Officer or Reserve Officer; and
  - (B) to show no trace of drug dependency or illegal drug use after a physical examination, blood test, or other medical test.
12. Must be examined by a licensed psychologist, psychiatrist, or a registered professional and be declared in writing within the past 180 days by that professional to be in satisfactory psychological and emotional health.
13. Must be interviewed personally by representatives of this office.
14. Must not have been discharged from any military service under less than honorable conditions.
15. Must not have had a TCLEOSE license revoked or denied by final order.
16. Must meet the minimum training standards required by TCLEOSE.
17. Must currently hold a valid TCLEOSE peace officer license.
18. Must not have a voluntary surrender of the appropriate TCLEOSE license currently in effect.
19. Must not violate any TCLEOSE rule of the Government Code, Chapter 415.

#### FIREARMS QUALIFICATION INFORMATION

The following pages contain information you need to know about firearms qualification with the Harris County Constable's Department, Precinct Four.

The Precinct Four Constable's Department, in keeping with the state mandate for peace officer licensing, and in order to provide all employees equality, requires firearms qualification according to the following:

All sworn personnel shall qualify with all carried weapons per the policy and ethics manual. The Texas Commission on Law Enforcement Officer Standards and Education mandates that every regular and reserve officer shall qualify once per year on a day course of fire. All sworn personnel will normally qualify during the month of their birth, on the third Wednesday of that month. In order for the sworn personnel to maintain their license for employment, it shall be incumbent upon all personnel to undertake this annual qualification.

Ammunition (once annually for qualification, for the primary weapon only) shall be provided to the applicant by the department. The department shall provide only four calibers of ammunition which are .38 Special, 9x19 millimeter, 40 S & W, and .45 ACP. Any other caliber not provided shall be the responsibility of the applicant.

#### Range Safety

1. All guns are always loaded, all the time.
2. Never point the weapon at anything you are not willing to destroy.
3. Keep your finger off the trigger until you are ready to fire the weapon.
4. Know your target and what is behind your target.
5. There will be no unloading or loading of weapons outside the range.
6. All weapons will be pointed down range when out of the holster.
7. In case of a malfunction the shooter is to clear the weapon himself; only if he is unsuccessful in clearing the weapon is he to call a range officer.

8. At no time during the course of fire is any shooter to step out of his shooting booth unless directed to do so by a range officer.
9. All firing will stop upon the cease fire command
10. Ammunition or equipment provided for use at the range will not be removed from the range.
11. Only Range Officers or range safety personnel will be allowed to wear red or yellow shirts at the range.

### Failure to Qualify

Upon the deputy's first failure to qualify (his 1st attempt of the maximum of 3 per designated qualification date) he is pulled off the line and taken for an evaluation of the problem with a range officer that day. This evaluation is to determine whether the problem is a mechanical, weapons related, or a shooting skills problem.

If the problem is mechanical the qualified range personnel will attempt to fix the mechanical problem and place the shooter back on line. A true mechanical failure is rare and it has been our range procedure to down the weapon, attempt to place it back on line and let the shooter complete the course of fire from the point where the weapon went down. The greatest "mechanical" failure is due to poor weapons maintenance, dirty or no lubrication.

If the problem is weapon related, i.e., too large a caliber or too large a grip for the hand, an attempt to allow the shooter to try a smaller weapon and caliber will be made.

If the problem is shooter related, i.e. poor marksmanship, after the 1st failed attempt of the 3 allowed, the shooter is taken aside and coached by a range officer prior to allowing him to continue. The shooter's target (shot placement pattern), stance, grip, sight picture, breath control and trigger squeeze is to be analyzed and the shooter's problem is to be corrected with both dry and live fire. Once the live fire phase indicates the problem is corrected the shooter is placed back on line and allowed to continue attempting to qualify.

If the shooter fails to qualify by his third attempt, he cannot be considered for employment.

### The Hiring Process

The Harris County Precinct Four Constable's Department requires all applicants to meet certain requisites of the department as well as the requirements of the Texas Commission on Law Enforcement Standards and Education before beginning field training. Once these conditions are met, applicants will enter the field training program.

#### A. Department requisites

1. Physical Agility Test
2. Written Examination
3. Background check.
4. Oral review board
5. Polygraph examination

#### B. TCLEOSE requirements

1. Physical examination
2. Psychological examination
3. Drug screening
4. Firearms qualification

## How the process works

All applicants are required to pass a physical agility test and a written examination in the first phase of the application process. When these are successfully completed, a background check is conducted. Once the background check is finished, an oral review board is held to allow one-on-one communication between the applicant and members of the Department. Next, each applicant will be contacted and an appointment will be made for the polygraph examination. When the written results of the polygraph examination are received and reviewed by the department, the applicant will be contacted and arrangements will be made for a physical examination, drug screening, psychological examination\*, and firearm qualification. These five requirements may be presented in any order, not necessarily as listed above. As each of these is completed, the applicant will return any forms related to these tests to the Constable's Department. Once the applicant has completed all the above, he or she will be contacted and an appointment will be made to schedule the applicant for field training. Once the applicant has successfully completed the field training program, he or she will have a final review to determine if the applicant/trainee is prepared to assume patrol duties without direct supervision. Applicants deemed suitable will be eligible for hire.

\*Psychological examinations are not required if the applicant is currently holding a commission with any Texas law enforcement agency, or it has been less than 180 days since his/her commission was terminated.

## Provisional Reserve Deputy

For those applicants not meeting the educational, military or law enforcement experience criteria, there is a "provisional reserve" program for those who meet none of the above, but wish to work for the Harris County Constable's Department, Precinct Four. If you have completed the Basic Peace Officer's Certification Course and passed the TCLEOSE examination, you may submit your application. Your application will be processed in the same manner as all applications, and if accepted as a provisional reserve, you must acquire a total of 384 points to become eligible for hire as a full-time deputy. Points are awarded according to the following schedule:

- For each college credit earned - 13 points
- For each month of experience as a full-time police officer - 16 points
- For each month of service in the active military - 16 points
- For each month of experience as a reserve peace officer - 8 points
- For each month of service in the military reserve - 8 points
- For completing the department's Field Training program – 192 points

On successful completion of the field training program, Precinct Four provisional deputies are classified as reserves. Reserve deputies are required to provide sixteen (16) hours per month of service to Precinct Four in order to maintain their commission. This is a continuation of their training until the required points are earned. Reserves will be awarded 8 points for each month of service, and one (1) point for each hour of monthly service in excess of the required sixteen hours. The application process for the Provisional Reserve Program is identical to that for full-time deputies.

Reserve deputy is a non-paid position, and no wages, benefits, or other remuneration are provided to any person commissioned as a reserve deputy.