

NOTICE
CITY OF SANTA FE
ENTRY LEVEL POLICE OFFICER CIVIL SERVICE
EXAMINATION



DATE: July 15, 2022
TIME: 9:00 a.m. (Doors open at 8:30 a.m.)
Doors close at 9:00 a.m.
PLACE: Santa Fe City Hall Council Chambers
12002 HWY 6, Santa Fe, Texas 77510

The eligibility list created because of this examination and application process will become effective when the current eligibility list is exhausted of applicants or expires. At that time, the eligibility list created from this examination will be in effect until it is exhausted or expires one (1) year from the date it becomes effective.

*****YOU MUST PRE-REGISTER EVEN IF YOU HAVE SUBMITTED AN APPLICATION TO TAKE THE EXAM BY July 5, 12:00 p.m. WITH THE CIVIL SERVICE DIRECTOR. ACCORDING TO THE CITY OF SANTA FE, TEXAS POLICE OFFICER'S CIVIL SERVICE COMMISSION RULES AND REGULATIONS, "The last day for acceptance of examination applications is no later than ten (10) days prior to the examination date." If you have any questions call Monique Guidry at (409) 925-6412 or e-mail applications to mguidry@ci.santa-fe.tx.us**

The following represents a part of the eligibility requirements for City of Santa Fe Entry Level Police Officer established by the City of Santa Fe Civil Service Commission and Collective Bargaining.

Applicants must:

1. Be at least 20 years of age.
2. Not be 45 years of age or older unless he/she has at least 10 consecutive years of prior law enforcement service with no more than a 2-year break in law enforcement. A person who is 56 years of age or older may not be certified for a beginning position.
3. Be currently enrolled in a police academy, eligible to take the TCOLE examination, or is currently holding a Texas Peace Officer license.
4. Be a high school graduate or passed a GED.
5. Be able to pass a medical, psychological, and background examination.
6. Be able to read and write the English language.
7. Hold a valid Texas Driver's License

Applicants who have served in the military and want to receive five additional points to their passing score (70) must provide a **PHOTOCOPY OF FORM DD-214, UNDELETED** which indicates that the individual performed active military service in the Armed Forces of the United States, and received an "Honorable" discharge. (Undeleted DD-214 contains sections 23-30). General discharge under honorable conditions or any other discharges are ineligible. Your DD-214 must be submitted prior to testing. **Do not provide the original DD-214.**

Once the applicant passes the written exam, he/she will be given the Personal History Statement and be given **4 business days** to return the completed packet with all required documents (credit report, transcripts, etc.). The Personal History Statement will then be reviewed by a Santa Fe Police Detective for the minimum job requirements, to include but not limited to: current/active TCOLE license, valid driver's license, no recent use of narcotics, omission of required documents, etc. ***The applicants who pass this point will be scheduled for an oral interview on July 25, 2022, at 9:00 a.m.***

The Personal History Statement, Personal Information Release, and Application for Employment are available to download on the website at www.ci.santa-fe.tx.us on the Police Department's webpage at the bottom of the page. You must have all documents requested. Due to Covid-19, some schools are taking longer processing transcripts. Order them as soon as possible. Entry Level Police Officer wage is \$23.33 per hour.



Monique Guidry, Civil Service
12002 Hwy. 6
Santa Fe, Texas 77510
(409) 925-6412

Posted 6/13/2022