

**THE FIRE AND POLICE CIVIL SERVICE COMMISSION ANNOUNCES A WRITTEN EXAMINATION FOR
POLICE CADET IN THE SAN ANTONIO POLICE DEPARTMENT**

SALARY: \$2,369 per month

PURPOSE: The purpose of this examination is to establish an eligibility list to fill vacancies as they are approved for Police Cadet. The eligibility list will be valid for a period of 12 months from the date of approval unless exhausted.

ESSENTIAL FUNCTIONS (MAY NOT BE LIMITED TO THE FOLLOWING): Attends training regarding: laws and ordinances, modern law enforcement techniques, forensics, self defense, physical restraint, motor vehicle operation, physical fitness, nutrition and strength, marksmanship and firearms maintenance, citizenship, role-playing, communication, and report writing. Reads and/or listens to orders. Patrols assigned area by motorcycle, automobile, bicycle, aircraft or on foot. Prevents unauthorized activities. Checks windows, doors, entrances, and exits of buildings and building establishments. Apprehends and restrains violators of laws/ordinances which may involve running, jumping, climbing, use of force, use of weapons. Arrests violators, which may include reading rights, handcuffing, searching persons/vehicles/buildings, grounds, loading individual into vehicle and transporting to jail. Escorts prisoners to court and may be required to testify in court. Confers with individuals involved in disturbances, attempts to resolve disputes and refers individuals/families to social agencies. Enforces traffic regulations. Writes citations for violations of laws and ordinances. Directs traffic. Investigates accidents which may include pushing cars, rendering aid and rescuing victims. Provides directions. Assists stranded motorists. Writes detailed report for each interaction. Works with citizens and neighborhood groups to solve problems.

PHYSICAL DEMANDS: Standing, walking, running, sitting, lifting over 120 lbs., carrying over 70 lbs., pushing, pulling, climbing, balancing, stooping, kneeling, crouching, crawling, reaching, handling, bending, and finger dexterity.

ENVIRONMENTAL CONDITIONS: Inside/outside (buildings & vehicles), extreme cold/heat with/without temperature changes, rain and/or humidity, noise (siren use). Mechanical and electrical hazards/explosives. Exposure to blood and body fluids.

MINIMUM QUALIFICATIONS:

A. POLICE OFFICERS

Applicants must possess the following qualifications at the time of application for the position of police officer:

1. Applicants must be at least 20 years and 6 months by the date of the written examination.
2. Applicants must not have reached 45 years of age by the time of appointment to the Police Academy.
3. Applicants younger than 21 years of age may be eligible, if the applicant is at least 18 years of age and has:
 - Successfully completed and received credit for at least sixty (60) hours of study at an accredited college or university; or
 - Received an Associate Degree from an accredited college or university; or
 - Received an honorable discharge from the United States Armed Forces after at least two (2) years of active military service.
4. Applicants must not have any of the disqualifying items listed below on their record:
 - Conviction and/or serving probation of any offense above the grade of Class B misdemeanor, or other crime involving moral turpitude.
 - Any discharge from the United States Armed Forces other than Honorable. (Uncharacterized and Entry-Level discharges may be accepted and will be assessed on an individual basis).

- Two (2) or more hazardous moving traffic offenses with any disposition other than "not guilty" within the twelve (12) months preceding the date of the written examination.
 - Conviction and/or serving probation of a Class B misdemeanor within the last ten (10) years.
 - Conviction of a crime involving family violence.
5. Applicants must have a high school diploma or a G.E.D. Certificate. When an applicant presents a high school diploma or a G.E.D. certificate, the applicant's academic records must reflect a minimum overall grade point average of "C" or its numerical equivalent. In the event an applicant's high school grade point average is below this standard, or the police applicant presents a G.E.D. certificate, the applicant must have attended an accredited college or university, completed at least twelve (12) semester hours, and maintained a minimum grade point average of a "C" or its numerical equivalent.
6. Must be a United States citizen.

APPLICATIONS:

Applications will be accepted:

Beginning **Monday, July 19, 2010**, and ending **Friday, September 3, 2010**, (**Excluding Sundays and Holidays**). Applications will be accepted **Monday through Friday** at:
Police Applicant Processing Unit
555 Academic Ct.

Monday – Friday 8:00 a.m. – 5:30 p.m.

Applications will be accepted on **Saturdays** at various events throughout the City of San Antonio.

Applications will be accepted by mail only if you live **100 miles or more** from San Antonio. Applicants residing within 100 miles must physically come in to 555 Academic Ct. to obtain and submit an application in person. Applications mailed in from applicants living within 100 miles will be discarded without notice.

If you meet the "100 mile or more" criteria (www.mapquest.com), you may request an application packet beginning at 7:45 am (CST) on Monday, July 19, 2010 thru midnight (CST) Wednesday, August 25, 2010. To do so, email your request as instructed at the following website: **www.sanantonio.gov/sapd/recruiting.asp**

Mailed in application submissions must be postmarked no earlier than July 19, 2010, nor later than midnight September 3, 2010. If the return envelope has two postmarks, the most recent postmark will take precedence. SAPD will not be held responsible for damaged, delayed or lost mail.

Mail applications to: **SAPD Applicant Processing Unit**
555 Academic Ct.
Suite 113
San Antonio, Texas 78204

**FAXED, INCOMPLETE, UNSIGNED OR UNDATED APPLICATIONS
WILL NOT BE ACCEPTED**

***NO MAIL IN APPLICATIONS WILL BE ACCEPTED FROM INDIVIDUALS WHO LIVE
WITHIN 100 MILES OF SAN ANTONIO***

REJECTED APPLICATION: Whenever an application is rejected, the applicant will be promptly notified in writing. Within fourteen calendar days of receipt of the notice, the applicant may appeal the rejection in writing to the Civil Service Director. The Director shall review the reason for the rejection of the application and render a decision.

TIME/PLACE OF EXAMINATION:

DATE: September 18, 2010 (Saturday)
TIME: 10:00 A.M.
PLACE: EXHIBIT HALL "D", CONVENTION CENTER,
200 E. MARKET STREET

IDENTICAL GRADES: Whenever two or more competitors for a beginning position in either the Police Department or the Fire Department shall attain the same passing grade, these applicants shall be ranked according to the lot they draw, with the lowest lot being ranked first.

VETERAN'S PREFERENCE - Applicants who have:

1. served on active duty for a minimum of 180 consecutive days in the United States Armed Forces;
2. been released from and not currently serving on active duty or who provide proof they are scheduled for release from active duty;
3. provided a DD-214 stating he/she has been assigned a character of active service that is rated Honorable or have provided a letter from their current commander (field grade officer or above) that contains contact information for the commander, indicates term of service, and that the service member will receive an Honorable Discharge based on current conditions; and
4. scored seventy percent (70%) or higher on the written entrance examination

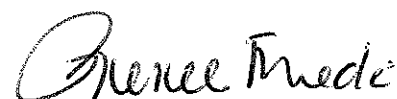
are eligible to receive an additional five (5) points, which shall be added to the applicant's written entrance examination score and used to determine his/her placement on the eligibility list.

To receive the five (5) military preference points, applicants must provide evidence of honorable military service, in accordance with (1, 2, & 3) above, and submit such evidence to the appropriate Police Department or Fire Department Recruiting Office no later than the date specified in the Civil Service Commission's examination announcement.

Prior to the actual appointment to the Police or Fire training academy, an applicant must provide an original certified true and exact copy of the DD-214 indicating character and length of honorable service. Failure to provide a DD-214 as proof of honorable discharge and release from active duty will result in the applicant being deemed unsuitable for failing to meet the minimum qualifications as outlined in Rule VII A. 4, b (Police) and VII B. 5 b (Fire). Only the following copies of DD214's will be accepted: **Member 4, Service 2, Service 7, Service 8, and State Director of Veteran's Affairs 6.**

DURATION OF ELIGIBILITY LIST: The Director shall present the list of eligible applicants to the Commission for approval, attesting to the correctness of the order of placement of eligible applicants on the list. This list will be valid for a period of not less than six months or more than twelve months from the date it is approved by the Commission, unless the names of all applicants on the list have been referred to the appropriate department.

DATE OF ANNOUNCEMENT: July 16, 2010


Elizabeth Braune

Human Resources Director
Firefighters' and Police Officers' Civil Service Commission

www.sanantonio.gov/sapd/recruiting.asp