

NOTICE
CITY OF PLANO
POLICE ENTRANCE EXAMINATION



Date: Saturday, March 27, 2010
Time: 8:00 A.M.
Place: Plano Senior High School, Bldg. C
2200 Independence Pkwy.
Plano, Texas 75075

DOORS WILL CLOSE AT 8:00 A.M.; NO ONE WILL BE ADMITTED AFTER 8:00 A.M.

**Applicants must complete and submit the Pre-Registration Questionnaire no later than Noon,
Thursday, March 11, 2010.**

- **Download the questionnaire from the Police Department website at www.planopolice.org; or**
- **Physically pick up a questionnaire at City of Plano, Human Resources, 1520 K Avenue.**

The eligibility requirements for Plano Police Recruits are established by the City of Plano Fire Fighters' and Police Officers' Civil Service Commission. The following represent part of these requirements.

Candidates must:

- Be at least 21 years of age at the time of testing. A person who is 45 years of age or older is not eligible for a beginning position in the police department.
 - Be a United States citizen.
 - Applicants applying for beginning positions in the Police Department shall have a baccalaureate degree from an accredited college or university at the time of their start date with the Police Department.
- Or**
- Applicants possessing at least three years active duty prior military service or two years full time, sworn law enforcement experience (paid) shall have, in lieu of a baccalaureate degree, a minimum of 60 semester hours credit from an accredited college or university at the time of their start date with the police department.
 - Be able to perform the essential duties of a Police Officer.
 - Meet all legal requirements necessary for future licensing and certification as required by the Texas Commission on Law Enforcement Officer Standards and Education (TCLEOSE).

Candidates who have served in the military and wish to receive five (5) additional points to their passing score (70) must provide, **NO LATER THAN THE DAY OF THE EXAM:**

- PHOTOCOPY OF FORM DD 214, UNDELETED** (*Undeleted DD214 contains Sections 23-30*).
- Served** a minimum of 180 consecutive days **active** duty in the Armed Forces of the United States.
- Received an "**honorable**" discharge.

(General discharges under honorable conditions or any other discharges are ineligible)

Do not provide your original DD 214 as it will not be returned to you.

The fitness performance test will be administered following the written exam to those candidates who pass the written exam.

The eligibility list will be in effect for six months from the date of the exam unless exhausted earlier.

I certify that the above notice of meeting was posted on the bulletin board in the Municipal Building, 1520 Avenue K

Plano, Texas on the 1st day of February
20 10, at 2:00 o'clock. pm

for: [Signature]
City Secretary

[Signature]
Darlene McAndrew, Civil Service Director

PRE-REGISTRATION QUESTIONNAIRE INSTRUCTIONS AND INFORMATION

If you have been previously disqualified by the Plano Police Department for reasons of a "permanent" nature, you are not eligible to test. If you have been previously disqualified for reasons of a "temporary" nature, you may not re-test unless the disqualifying factors have been resolved, or the disqualification period has expired, whichever is applicable.

Applicants must download and print the questionnaire. Read through the questionnaire before answering the questions. If a disqualifier applies to you, you are not eligible to take the exam and therefore should not submit the questionnaire. Eligible applicants are to complete the questionnaire, and then return the completed questionnaire as instructed below (note the deadline).

Applicants who have been determined eligible to test will be sent notification via e-mail (regular mail if no e-mail account exists). Applicants deemed ineligible will also receive notification. **THE NOTIFICATION FORM SENT TO ELIGIBLE APPLICANTS MUST BE PRESENTED AT THE EXAM SITE IN ORDER TO SIT FOR THE EXAM.**

The pre-registration questionnaire must be completed neatly in ink, (PRINT LEGIBLY) and returned by mail, via fax OR in person to:

Hand Deliver

Human Resources
Civil Service Test Administrator
1520 Ave K, Suite 130
Plano, Texas 75074
M-F 8:00 a.m. – 5:00 p.m.

Mail

Civil Service Test Administrator
P.O. Box 860358
Plano, Texas 75086-0358

Fax

(972) 461-6822

PRE-REGISTRATION QUESTIONNAIRES RECEIVED AFTER THE DEADLINE OF NOON, THURSDAY, MARCH 11, 2010 WILL NOT BE PROCESSED.

Should you have any questions regarding the eligibility requirements or reasons for disqualification, contact the Professional Standards Division of the Plano Police Department at (972)941-2436.

Starting annual salary is: Recruit - \$52,474/yr., Certified Officer - \$56,631/yr.

The names of those candidates who pass the exam will appear on the Eligibility Roster, which will remain in effect for six (6) months from the date of the exam unless exhausted sooner. A comprehensive background investigation and polygraph exam will be initiated by the Police Department in the order in which applicants appear on the roster (unless rejected or withdraws prior to the phase). Post offer medical and psychological exams are required.

CAUSES FOR DISQUALIFICATION

That the applicant:

1. Is not a citizen of the United States of America. Temporary disqualification until citizenship is obtained in compliance with state and federal laws.
2. Has failed to demonstrate their ability to read, write, and fluently speak the English language. Temporary disqualification until the deficiency is corrected.
3. Is unable to perform the essential functions of the position to which he/she seeks appointment, with or without reasonable accommodation.
4. Has demonstrated a failure to pay just debts. Candidates will be considered on a case by case basis due to the number of variables involved. Factors which will be considered include type and number of debts, reasons for the bad credit, extenuating circumstances, and the potential for the credit-related problems impacting the applicant's judgment and integrity. Temporary disqualification until resolution of bad credit and/or credit related issues.
5. Conviction of conduct that constitutes a Class A or Class B Misdemeanor under State or Federal Law to include the Uniform Code of Military Justice (UCMJ), within ten (10) years will result in a temporary disqualification. Crimes involving moral turpitude may result in permanent disqualification and will be considered on a case by case basis with appropriate consideration of circumstances and recency.
Has been convicted of conduct which constitutes a felony under State or Federal Law, to include the UCMJ. Conviction of or admission to conduct that constitutes a felony will result in permanent disqualification. A candidate will not be considered for employment while charges are pending for any criminal offense.
6. Has made any false statements in any material fact; withheld information, practiced or attempted to practice any deception or fraud in his/her application, examination or appointment. Depending on the variables involved, disqualification may be either permanent or temporary.
7. Has failed to complete or satisfactorily meet the employment process requirement of the respective department, including missed appointments, failure to return necessary paperwork, failure to notify department of changes in address or telephone numbers, or who otherwise failed to complete application process. Temporary disqualification.
8. Has failed to satisfactorily complete the oral interview process. Candidates will be disqualified for failure to verbally communicate effectively and appropriately; failure to demonstrate an understanding of the roles and responsibilities of a Plano police officer; failure to present the maturity expected of a Plano police officer; or failure to accurately and precisely respond to the questions of the interviewers. Temporary disqualification.
9. Has used illicit substances as indicated by the following guidelines:

Candidates will be temporarily disqualified when they have admitted to conduct which constitutes illegal use of marijuana during the last three (3) years. (Temporary disqualification until three (3) years has passed from last use.)

Admission of illegal use of marijuana more than ten (10) times within the last ten (10) years. (Temporary disqualification until ten (10) years has passed from last use.)

Candidates who admit to conduct which constitutes abuse of legally obtained prescription medication(s), or illegal use of the prescription medication(s) of another person may be temporarily or permanently disqualified. Conduct involving the abuse and/or misuse of prescription medication(s) will be considered on a case by case basis with consideration given to circumstances and recency.

Candidates will be permanently disqualified when they have admitted to conduct which constitutes illegal use of felony grade substances as defined in the Texas Penal Code.

10. Candidates will be temporarily disqualified who have violations exceeding three (3) events (moving violations or preventable accidents) in the preceding thirty-six (36) months, or a reckless driving conviction in the preceding sixty (60) months.

Lesser, but more severe, violations which tend to indicate driving habits that are not compatible with the operation of emergency vehicles and present potential liabilities to the City of Plano will be temporary disqualifications. Reapplications will be permitted when the candidate can meet the above standards.

11. Has been dismissed or resigned in lieu of dismissal from any employment for inefficiency, delinquency, or misconduct. Said dismissal or termination will be considered on a case by case basis. Permanent disqualification.
12. Exercised poor judgment skills within the preceding five years. The applicant has demonstrated either immaturity or poor judgment in the applicant's decision making process. Examples of such conduct would include, but is not limited to: attendance at parties or social functions at which controlled substances or dangerous drugs are consumed, and such activity is known or should have been known by the applicant; silent acceptance of known illegal conduct by others in his presence; workplace behavior/decisions that adversely affect the business or associates, with little or no objectively justifiable need for such behavior. Temporary disqualification until the applicant can demonstrate that the applicant's judgment skills have developed.
13. Has a history of unstable work, i.e., including short terms of employment over the candidate's employment history; has a history of employment in an illegal occupation. Disqualification under this provision will be temporary in nature and candidates will be eligible for reapplication after a five (5) year period. Due to the variables involved, each situation will be considered on a case by case basis.

Permanent disqualification for employment in an "illegal occupation".

14. Has failed to meet all legal requirements necessary for future licensing and certification as required by the Texas Commission on Law Enforcement Officer Standards and Education. Temporary disqualification until candidate can meet the above standards.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY/ADA EMPLOYER

PERSONAL HISTORY STATEMENT

Please bring a completed personal history statement with you to the entrance exam.

Go to <http://pdf.plano.gov/police/Employment/PERSONALHISTORYSTATEMENT.pdf> or follow the link on <http://www.plano.gov/Departments/Police/Employment/> to print a personal history statement. Complete the personal history statement and have it notarized. Your personal history statement will be collected at the entrance exam site.

You will be allowed to take the exam even if you do not complete the personal history statement; however, your applicant processing will be delayed until your statement is submitted.

Out-of-town applicants may have an opportunity to take a polygraph examination on the Sunday, Monday or Tuesday following the entrance exam. The Police Department reserves the right to select those given the opportunity to take the polygraph exam on the Sunday, Monday or Tuesday following the exam. If you are an out-of-town applicant and want to take the required polygraph examination during this trip, please have the following applicable documents available for submission during your pre-polygraph interview:

- Birth Certificate copy
- Marriage Certificate copy
- Divorce Decree copy
- Original College Transcripts (or mailed directly from institution to PPD)
- Naturalization Papers copy

Do not submit the above listed documents with your personal history statement.

Pre-Registration Questionnaire for Plano Police Department Civil Service Applicants

Applicant Full Name

E-mail Address (a primary method of contact)

Street Address

City, State, Zip Code

Primary Phone Number
(Include area code)

Secondary Phone Number
(Include area code)

INSTRUCTIONS **READ CAREFULLY BEFORE PROCEEDING**

These instructions are provided as a guide to assist you in properly completing your Pre-Registration Questionnaire. It is essential that the information you provide be accurate and complete in all respects. You are responsible for accurate and thorough completion of this document. Submission of an incomplete form will result in you not being able to register for the Civil Service Entrance Examination for the position of Plano Police Officer and you will be eliminated from the application process. This information will be used as the basis for reviewing the minimum qualifications provided by Chapter 143 of the Texas Local Government Code and the City of Plano Fire Fighters' and Police Officers' Civil Service Commission Rules and Regulations pertaining to eligibility for beginning position as a police officer with the Plano Police Department.

1. Avoid any errors by reading the directions carefully before making any entries on the form.
2. Answer ALL questions truthfully, completely and accurately.
 - a. Every question requires a "Yes" or "No" response to the initial question.
 - b. If there are related questions within that box, answer each question independently and completely.
 - c. If one of these questions is not applicable to you, enter N/A in the space provided. Do not merely skip the question.
 - d. **Every question will be verified at a later time during the background investigation with the use of a polygraph examination. Deliberately omitting or misrepresenting facts or deceptive responses will result in permanent disqualification from the application process.**
3. If you answer "Yes" to a question or your answer needs clarification, provide a detailed explanation in the space under the question, on the back of the page, or on additional pages. Responding "Yes" to a question and not providing an explanation may result in you being discontinued from the application process.
4. If there is insufficient space on the form for you to include all information required, attach extra sheets to the Pre-Registration Questionnaire. Be sure to reference the relevant section and question before continuing your response.
5. If you have questions while completing this form, you may contact Darlene McAndrew at (972) 941-7201 or Stacey Stagich at (972) 941-7296 in the Human Resources Department.
6. Once you have completed this form, return it as instructed in the Pre-Registration Questionnaire Instructions and Information sheet.
7. Incomplete questionnaires or those lacking clarification details will immediately be disqualified.
8. **The DEADLINE for submitting the completed Pre-Registration Questionnaire is NOON on Thursday, March 11, 2010.**

Pre-Registration Questionnaire for Plano Police Department Civil Service Applicants

Applicant Full Name _____

E-mail Address (a primary method of contact) _____

Section 143.023 (A) Eligibility For Police Beginning Position

Twenty-one (21) is the minimum age for applicants for beginning positions in the Police Department.

1. Yes No Have you reached your 21st birthday?

If not, do you turn 21 years of age within 6 months of the scheduled examination date?

A person forty-five (45) years of age or older may not be certified for a beginning position in the Police Department.

Section 143.023 (A) Eligibility For Police Beginning Position

Applicants applying for beginning positions in the Police Department shall have a baccalaureate degree from an accredited college or university at the time of their start date with the Police Department. Applicants possessing at least three (3) years active duty prior military service or two (2) years full time, sworn law enforcement experience (paid) shall have, in lieu of a baccalaureate degree, a minimum of sixty (60) semester hours credit from an accredited college or university at the time of their start date with the police department.

2. Yes No Do you have a Bachelor's degree from an accredited college or university?
If yes, state the name of the college or university.

If no, when will you obtain your baccalaureate degree?

3. Complete this section if you answered "No" to the question regarding possession of a baccalaureate degree. You may be eligible for an exemption to the standard education requirement.

Yes No Have you completed at least two years full time, paid sworn law enforcement experience AND a minimum of 60 semester hours credit from an accredited college or university?

If no, what date (month and year) will you have you completed at least two years full time, paid sworn law enforcement experience AND a minimum of 60 semester hours credit from an accredited college or university?

Pre-Registration Questionnaire for Plano Police Department Civil Service Applicants

Applicant Full Name

E-mail Address (a primary method of contact)

4. Complete this section if you answered "No" to the question regarding possession of a baccalaureate degree. You may be eligible for an exemption to the standard education requirement.

Yes No Have you served at least three (3) years active duty prior military service AND completed a minimum of 60 semester hours credit from an accredited college or university?

If no, what date (month and year) will you have you completed at least three (3) years active duty prior military service AND a minimum of 60 semester hours credit from an accredited college or university?

Causes for Disqualification (1):

That the applicant:

- **Is not a citizen of the United States of America. Temporary disqualification until citizenship is obtained in compliance with state and federal laws.**

5. Yes No Are you a citizen of the United States of America?

If "no", do not proceed. You are not eligible to take the exam.

Causes for Disqualification (5):

- **Conviction of conduct that constitutes a Class A or Class B Misdemeanor under State or Federal Law to include the Uniform Code of Military Justice (UCMJ), within ten (10) years will result in a temporary disqualification. Crimes involving moral turpitude may result in permanent disqualification and will be considered on a case by case basis with appropriate consideration of circumstances and recency.**

6. Yes No Have you been convicted of conduct which constitutes Class A or B misdemeanor under State or Federal Law to include the Uniform Code of Military Justice (UCMJ) within the last 10 years?

If so, in what state did the offense occur?

What was the date (month and year) and classification of the conviction?

If "yes", do not proceed. You are not eligible to take the exam.

Pre-Registration Questionnaire for Plano Police Department Civil Service Applicants

Applicant Full Name _____

E-mail Address (a primary method of contact) _____

Causes for Disqualification (5):

That the applicant:

- **Has been convicted of conduct which constitutes a felony under State or Federal Law, to include the UCMJ. Conviction of or admission to conduct that constitutes a felony will result in permanent disqualification.**

7 Yes No Have you been convicted of conduct which constitutes a felony under State or Federal Law to include the Uniform Code of Military Justice (UCMJ)?

If so, in what state did the offense occur? And, what was the month and year, and classification of the conviction?

If "yes", do not proceed. You are not eligible to take the exam.

Causes for Disqualification (5):

- **A candidate will not be considered for employment while charges are pending for any criminal offense.**

8 Yes No Are there any matters involving conduct which would constitute criminal offenses pending against you?

If "yes", do not proceed. You are not eligible to take the exam.

Pre-Registration Questionnaire for Plano Police Department Civil Service Applicants

Applicant Full Name

E-mail Address (a primary method of contact)

Causes for Disqualification (9):

That the applicant:

- **Has used illicit substances as indicated by the following guidelines:**

Candidates who admit to conduct which constitutes abuse of legally obtained prescription medication(s), or illegal use of the prescription medication(s) of another person may be temporarily or permanently disqualified. Conduct involving the abuse and/or misuse of prescription medication(s) will be considered on a case by case basis with consideration given to circumstances and recency.

11. Yes No Have you committed conduct which constitutes abuse of legally obtained prescription medication(s) or used the prescription medication(s) of another person?

If yes, explain the date (month and year), list all medication used and how used, and circumstances of its use:

Causes for Disqualification (9):

That the applicant:

- **Has used illicit substances as indicated by the following guidelines:**

Candidates will be permanently disqualified when they have admitted to conduct which constitutes illegal use of felony grade substances as defined in the Texas Penal Code.

12. Yes No Have you ever illegally used cocaine or any derivative of the drug?

If "yes", do not proceed. You are not eligible to take the exam.

13. Yes No Have you ever illegally used heroin or any derivative of the drug?

If "yes", do not proceed. You are not eligible to take the exam.

- 14 Yes No Have you ever illegally used ecstasy (XTC/Ice or any other street name) or any derivative of the drug?

If "yes", do not proceed. You are not eligible to take the exam.

Pre-Registration Questionnaire for Plano Police Department Civil Service Applicants

Applicant Full Name

E-mail Address (a primary method of contact)

15	Yes	No	<p>Have you ever illegally used hallucinogens including but not limited to PCP, LSD, Peyote, Mescaline, or Psilocybin (Angel Dust, Mushrooms, or any street name) or any derivative of the drug?</p> <p>If "yes", do not proceed. You are not eligible to take the exam.</p>
16.	Yes	No	<p>Have you ever illegally used methamphetamine (Amphetamines/ Crystal Meth/ Speed/ Crank or any other common street name) or any derivative of the drug?</p> <p>If "yes", do not proceed. You are not eligible to take the exam.</p>
17.	Yes	No	<p>Have you ever illegally used any drug or any derivative of a drug or combination of drugs not specifically mentioned herein (including but not limited to Quaaludes, Downers, Tranquilizers, Biphedamine, Preludin, Dilaudid, Talwin/PBZ, Inhalants (glue/paint), Designer Drugs, Rohypnol (date rape drug), Clickums/Xanbars)?</p> <p>If "yes", do not proceed. You are not eligible to take the exam.</p>
18.	Yes	No	<p>Have you ever illegally used an anabolic steroid?</p> <p>If yes, explain the dates (month and year), name and quantity of the steroid, and circumstances of use:</p>
<p><u>Causes for Disqualification (10):</u></p> <p>Candidates will be temporarily disqualified who have violations exceeding three (3) events (moving violations or preventable accidents) in the preceding thirty-six (36) months, or a reckless driving conviction in the preceding sixty (60) months.</p>			
19.	Yes	No	<p>Have you had more than three (3) events (moving violations/tickets or preventable accidents/accidents that were considered your fault) within the last thirty-six (36) months? (This includes citations including but not limited to speeding, running stop sign/red light, or racing.)</p> <p>If "yes", do not proceed. You are not eligible to take the exam.</p>

Pre-Registration Questionnaire for Plano Police Department Civil Service Applicants

Applicant Full Name

E-mail Address (a primary method of contact)

20. Yes No Have you received one or more reckless driving conviction(s) within the preceding sixty (60) months?

If “yes”, do not proceed. You are not eligible to take the exam.

Causes for Disqualification (11):

That the applicant:

Has a history of unstable work, i.e., including short terms of employment over the candidate's employment history; has a history of employment in an illegal occupation. Disqualification under this provision will be temporary in nature and candidates will be eligible for reapplication after a five (5) year period. Due to the variables involved, each situation will be considered on a case by case basis.

Permanent disqualification for employment in an “illegal occupation”.

21. Yes No Have you ever been dismissed or resigned in lieu of dismissal from any employment for inefficiency, delinquency, or misconduct?

If yes, explain the dates (month and year) and describe in detail the number of times and describe the circumstances for each instance:

Pre-Registration Questionnaire for Plano Police Department Civil Service Applicants

Applicant Full Name

E-mail Address (a primary method of contact)

22. Yes No Have you ever participated in an illegal occupation?

If yes, list the timeframe (month and year the employment began and month and year the employment ended) that you engaged in this occupation and describe the circumstances:

Causes for Disqualification (12):

That the applicant:

Exercised poor judgment skills within the preceding five years. The applicant has demonstrated either immaturity or poor judgment in the applicant's decision making process. Examples of such conduct would include, but is not limited to: attendance at parties or social functions at which controlled substances or dangerous drugs are consumed, and such activity is known or should have been known by the applicant; silent acceptance of known illegal conduct by others in his presence; workplace behavior/decisions that adversely affect the business or associates, with little or no objectively justifiable need for such behavior. Temporary disqualification until the applicant can demonstrate that the applicant's judgment skills have developed.

23. Yes No Within the past five years, have you ever been present when criminal activity occurred?

If yes, explain the dates (month and year) and describe the circumstances:

Pre-Registration Questionnaire for Plano Police Department Civil Service Applicants

Applicant Full Name _____

E-mail Address (a primary method of contact) _____

General information about previous disqualifications.

26. Yes No Have you ever applied for a position with the Plano Police Department?

If yes, explain the dates (approximate) and circumstances in which you were not hired:

27. Yes No Have you ever been disqualified rejected from the Plano Police Department?
If yes, list the dates (approximate) and reasons for the disqualification:

Causes for Disqualification(6):

That the applicant:

- **Has made any false statements in any material fact; withheld information, practiced or attempted to practice any deception or fraud in his/her application, examination or appointment. Depending on the variables involved, disqualification may be either permanent or temporary.**

28. Yes No Have you been completely truthful in the completion of every question asked of you in this questionnaire?

Pre-Registration Questionnaire for Plano Police Department
Civil Service Applicants

Applicant Full Name

E-mail Address (a primary method of contact)

29. Yes No Is there anything that you have not been asked that you believe would disqualify you for the position as a beginning police officer for the Plano Police Department?

 If yes, explain in detail.

I hereby certify that there are no willful misrepresentations, omissions, or falsifications in this Pre-Registration Questionnaire. I am fully aware that any such misrepresentations, omissions, or falsifications will be grounds for immediate permanent rejection of my application.

Signature of Applicant

Date

Pre-Registration Questionnaire for Plano Police Department Civil Service Applicants

Applicant Full Name

E-mail Address (a primary method of contact)

The following information is used for recruiting purposes only. How did you become aware of this employment opportunity? Please be specific:

- Newspaper (which one) _____
- Recruiter (where) _____
- Word of mouth _____
- Military/Career Fair (which one) _____
- General Internet search _____
- Internet job search site (which one) _____
- School (which one) _____
- City Website (if so, what drew you to the City website?) _____
- Other _____

Information on sex, race and ethnic background is collected for record keeping and compliance with Federal Law. **This information will be kept separately and will not be used as a basis for making employment decisions.**

- | | |
|---------------------------------|---|
| <input type="checkbox"/> Male | <input type="checkbox"/> African American |
| <input type="checkbox"/> Female | <input type="checkbox"/> Caucasian |
| | <input type="checkbox"/> Hispanic |
| | <input type="checkbox"/> American Indian |
| | <input type="checkbox"/> Asian |
| | <input type="checkbox"/> Other |