

NOTICE

CITY OF PLANO POLICE ENTRANCE EXAMINATION

Date: Saturday, May, 5, 2007
Time: 8:00 A.M.
Place: Sockwell Education Center
6301 Chapel Hill Rd
Plano, Texas 75093

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

YOU MUST PRE-REGISTER TO TAKE THE EXAM.

Call the hotline at (972) 941-7299 or visit the police department website at <http://www.planopolice.org> for more information.

PLANO POLICE ENTRANCE EXAM ELIGIBILITY CHECKLIST

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 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).

DD214 CHECKLIST

(if applicable)

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.

NOTE:

- The fitness performance test will be administered following the written exam to those candidates who pass the written exam.
- Additional testing may also be made available on that day (additional information provided at exam).
- Although we cannot give time parameters, plan to spend most of the day.

The eligibility list will be in effect for 6 months from the date of the exam unless exhausted earlier.

Darlene McAndrew, Civil Service Director

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

NOTE:

- Carefully read the qualifiers and reasons for disqualification before completing the registration form.
- If you do not meet the eligibility requirements or if any of the reasons for disqualification apply to you, you are not eligible to take the exam.
- 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.

FREQUENTLY ASKED QUESTIONS

- **Where will the exam take place?**
The exam will be administered at: Sockwell Education Center at 6301 Chapel Hill Rd, Plano, Texas 75093 (see enclosed map)
- **Can I be admitted after the exam starts?**
The doors will close promptly at 8:00 A.M. Allow sufficient travel time as no one will be admitted after 8:00 A.M.
- **Is there a study guide?**
There are no study books for the exam. This is a general aptitude exam.
- **What score is needed to pass?**
An exam score of 70 is needed to pass. Candidates who successfully pass the examination will appear on the eligibility list, ranked from highest to lowest score.
- **When will the eligibility list be posted?**
The eligibility list will be posted on Wednesday, May 9, 2007. Civil Service bulletin boards are located at the Municipal Center, 1520 Avenue K. One board is located outside Human Resources (Suite 130); another board can be viewed from the outside and is located on the southeast side windows. The list will also be posted on the City of Plano Police website, www.planopolice.org. All candidates who test will be notified of their score by mail. **No scores will be given out over the telephone.**
- **How long will testing take?**
The written portion of the exam can last up to two hours. Should you pass the written exam, you will move on to the physical agility testing. Plan to spend most of the day testing.
- **What are the events for the performance testing?**
The performance test is administered following the written exam to those candidates who pass as follows:

Pass/Fail Events

- Event 1: 1 Repetition Bench Press: from a bench press position, push 79% of body weight, or 149 pounds one time.
- Event 2: Push-ups - 25 reps
- Event 3: Vertical Jump - 16"

Timed Events

- Event 4: Agility Run - 18.9 seconds
- Event 5: Sit-ups - 33 reps in 1 minute
- Event 6: 300 Meter Run – sprint 300 meters in 68.1 seconds
- Event 7: 1.5 Mile Run - 16 minutes, 48 seconds

REGISTRATION FORM INSTRUCTIONS AND INFORMATION

Carefully read the qualifiers and reasons for disqualification before completing the registration form.

If you do not meet the eligibility requirements or if any of the reasons for disqualification apply to you, you are not eligible to take the exam.

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.

The registration form must be completed neatly in ink and returned by mail, via fax or in person to:

Hand Deliver

Human Resources
Civil Service Test Administrator
1520 Ave K, Suite 130

Mail

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

Fax

(972) 941-5509

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.

PLANO POLICE ENTRANCE EXAM REGISTRATION FORM

MAY 5, 2007

8:00 A.M.

SOCKWELL EDUCATION CENTER (*see enclosed map*)

The registration form must be completed neatly in ink 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 75093
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) 941-5509

OFFICE USE ONLY

- HS Trans
- DD-214
- C. Trans
_____hrs

PLEASE PRINT CLEARLY

(Last Name)

(First)

(Middle Initial)

Address

City, State, Zip

Home Phone

Mobile Phone/Pager

E-mail address

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

- Newspaper (which) _____
- Recruiter (where) _____
- Word of mouth _____
- Internet Search
- School (which)
- City Website

PD 05-05-07

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.

- Male
- Female
- African American
- Caucasian
- Hispanic
- American Indian
- Asian
- Other

PD 05-05-07

**LEAVE THIS PORTION ATTACHED. IT WILL BE MAILED TO YOU AT A LATER DATE
AND WILL BE USED TO ADMIT YOU TO THE EXAM.**

CITY OF PLANO POLICE ENTRANCE EXAM – MAY 5, 2007

SOCKWELL EDUCATION CENTER
6301 Chapel Hill Blvd

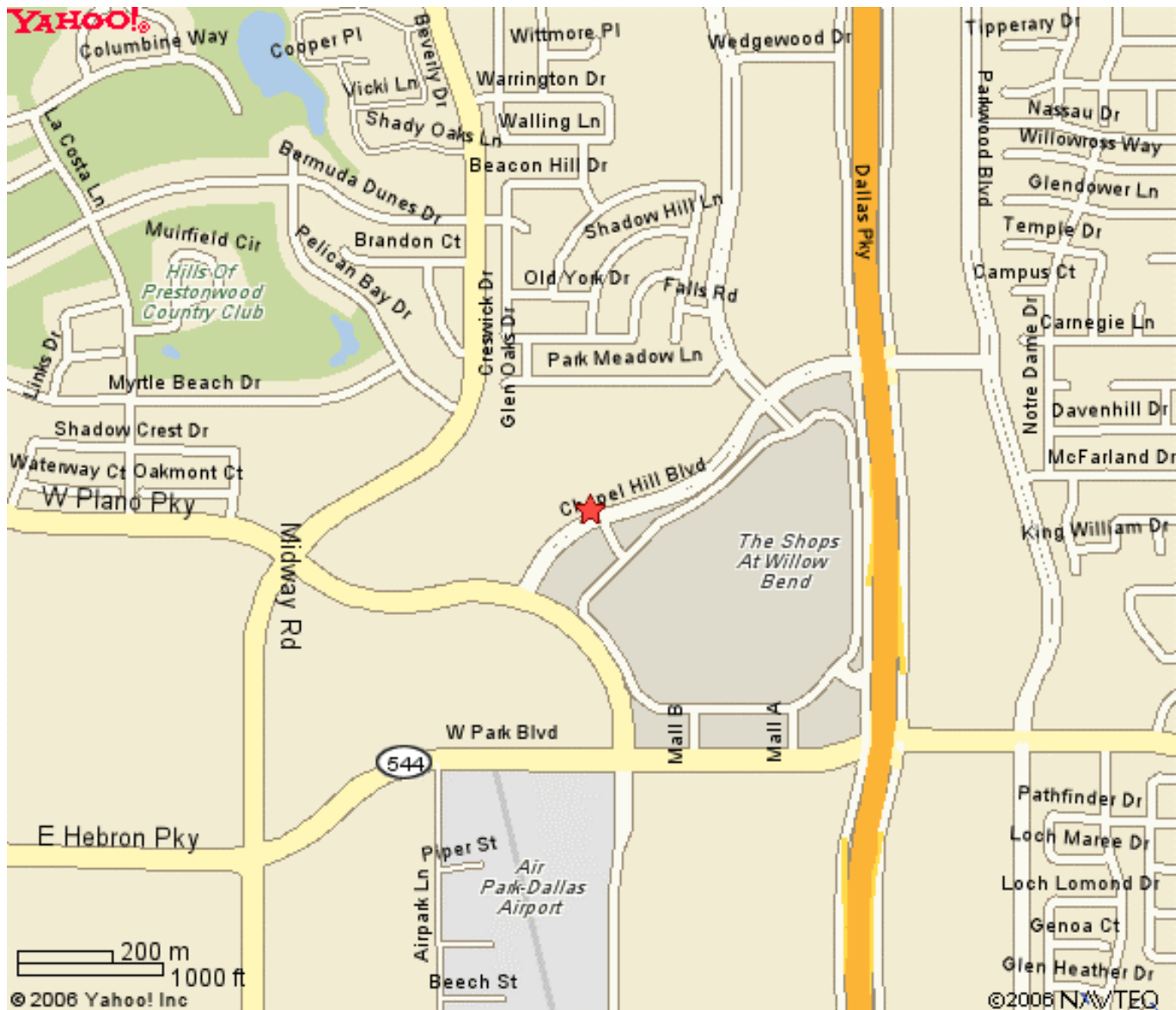
Name (print legibly)

DIRECTIONS

Directions to Sockwell Center

The Sockwell Center is located on Chapel Hill Blvd in Plano. Access is from the Dallas North Tollway. Coming from the north on the Dallas Tollway, take the Parker Rd/Chapel Hill exit. Stay on the access road. Turn right onto Chapel Hill Blvd. The Sockwell Educator Development Ctr is on the right, 6301 Chapel Hill Blvd. Overflow parking is available at Willow Bend Mall, across the street from the Sockwell Center.

From the south, traveling north on the Dallas Tollway, take the Park Road exit. Go through the Park Road intersection staying on the access road. Turn left at the light, Chapel Hill. Go under the Tollway and continue on Chapel Hill. The Sockwell Center is on the right at 6301 Chapel Hill. Overflow parking is available at Willow Bend Mall, across the street from the Sockwell Center.



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 www.planopolice.org 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. 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)
- DD214 Military Separation Document copy
- Naturalization Papers copy

Do not submit these documents with your personal history statement.