A. Age Requirements

1. Applicants must be at least 21 years old by the projected academy graduation date. Applicants younger than 21 years of age may be eligible, if the applicant is at least 20 years of age and has:
   a. Successfully completed and received credit for at least sixty (60) hours of study at an accredited college or university; or
   b. Received an Associate Degree from an accredited college or university; or
   c. Received an honorable discharge from the United States Armed Forces after at least two (2) years of active military service.

2. A person who is 45 years of age or older may not be certified for a beginning position in a police department.

B. Passing Written Score

Applicants must receive a minimum test score of seventy percent (70%) on the written examination; however, applicants must receive a total score of (75%) in order to be placed on the eligibility list and continue with the selection process. The total score is the written test score plus (5) veteran points if the applicant is eligible. See below for eligibility.

C. Military 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 total written entrance examination score and used to determine his/her placement on the eligibility list.
5. 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 Recruiting Office no later than the date of the written examination.
6. Prior to the actual appointment to the Police 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. 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.
NOTE: Applicants who acquire the 180 days of honorable service after the designated submission deadline or who do not provide sufficient evidence of honorable military service within the designated time frame shall not be eligible for the five (5) military preference points.

D. Preparation of Eligibility List

The Corpus Christi Police Department will post a list of applicants who have a total written score of seventy-five percent (75%) or higher on the written examination and pass the physical ability test. The total written score includes the (5) veteran points if eligible. This list of names is ordered from the highest score to the lowest score, inclusive of veteran’s points. The written score will be listed first and as oral interviews are scored they will mix with the names that have both written and oral interview scores.

E. Proper and Sufficient Notice to Applicants

Notices sent to an applicant’s last known address are considered sufficient and proper notification.

It is the responsibility of each applicant on an eligibility list to notify the Background Investigation Division in writing within ten (10) business days of any change of address. Failure to respond or report changes in address will deem the applicant unsuitable.

Applicants deemed unsuitable for this cause are eligible to reapply for subsequent entrance examinations.

F. Suitability for Appointment to a Beginning Position

An applicant will be deemed unsuitable for appointment to a beginning position whenever the applicant loses any of the minimum qualifications.

In addition to the minimum qualifications, the following establishes causes for determining an applicant’s suitability for appointment to a beginning position in the Police Department:

G. Academic Ability

Applicants’ academic records must reflect the ability to maintain the high standards demanded in the Training Academy.

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 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. The college hours shall be from an accredited learning institution.

Applicants deemed unsuitable under this cause are eligible to reapply for subsequent entrance examinations.

H. Withdrawals

Applicants desiring to withdraw from consideration must submit a signed written statement indicating this desire to the Background Investigation Division. In the event no written statement is presented, the applicant will continue in the process subject to the conditions specified in these rules.

Applicants withdrawing their applications are eligible to reapply for subsequent entrance examinations.
I. Financial Responsibility

Applicants must demonstrate fiscal responsibility and judgment in the management of their personal affairs. An applicant’s poor or bad credit history, failure to pay just debts, delinquency on outstanding loans, or bankruptcies, repossessions, and foreclosures will be considered on a case-by-case basis due to the number of variables involved.

Factors considered include the type and number of debts, reasons for credit problems, extenuating circumstances, and the potential for financial-related problems to have an impact on the applicant’s judgment and integrity.

Applicants obligated to child and/or spousal support payments must be current on all payments.

Applicants deemed unsuitable under this cause are not eligible to reapply for eighteen (18) Months from the date deemed unsuitable under this cause.

J. Physical Fitness

Applicants must possess the physical ability necessary to perform the rigorous physical demands of the Training Academy and to professionally accomplish the assignments of a police officer without undue risk of injury or fatigue.

Applicants who fail the physical fitness test are allowed to retest within two (2) weeks. Applicants failing the physical fitness evaluation after two attempts are unsuitable.

Applicants deemed unsuitable under this cause are eligible to reapply for subsequent entrance examinations.

K. Driving Record

Applicants must possess a valid Texas Class “C” Operator’s License or another state’s equivalent.

Applicants’ driving records must reflect driving habits that are compatible with the safe operation of emergency vehicles. Applicants are deemed unsuitable when at any point in their processing; their driving records reflect one or more of the following:

1) Traffic citations, regardless of disposition, for two (2) or more hazardous moving traffic offenses with any disposition other than “not guilty” within the twelve (12) months preceding the date of application. Applicants deemed unsuitable under this cause are eligible to reapply for subsequent entrance examinations.

2) No more than two (2) or more motor vehicle accidents as a driver within the preceding twelve (12) months where the applicant’s actions contributed to the accident. Applicants deemed unsuitable under this cause are eligible to reapply for subsequent entrance examinations.

3) No more than three (3) hazardous moving violations, with any disposition other than “not guilty” or a non-conditional dismissal, within thirty-six (36) months of application. Applicants deemed unsuitable under this cause are eligible to reapply for subsequent entrance examinations.

4) Suspension or revocation of driving privileges within the preceding twenty-four (24) months. Applicants deemed unsuitable under this cause are eligible to reapply for subsequent entrance examinations.
5) Applicants must not have outstanding traffic warrants. Applicants deemed unsuitable under this cause are eligible to reapply for subsequent entrance examinations.

L. Psychological Evaluation

Applicants must be certified by our licensed psychologist to be in satisfactory psychological and emotional health appropriate to the duties and functions of a professional police officer.

Applicants deemed unsuitable under this cause may request another examination by a board of three physicians, psychiatrists, or psychologists, appointed by the Civil Service Commission but at the expense of the applicant. The board’s decision is final. Applicants who fail to be certified by the board are eligible to reapply for subsequent entrance examinations.

M. Compliance with Processing Requirements

Applicants are required to complete and satisfactorily meet the employment process requirements. This includes submitting paperwork such as the application and other documents by the designated date, reporting to appointments and examinations on the scheduled dates and times, proper notification of address and/or telephone number changes, and complying with the directions and instructions of the Background Investigation Division.

Applicants who fail to complete or satisfactorily meet the employment process requirements are unsuitable. Applicants deemed unsuitable under this cause are eligible to reapply for subsequent entrance examinations.

N. Employment History

Applicants must demonstrate maturity, dependability, integrity, good work ethic, and loyalty to their past and present employers.

1) The applicant’s employment history past age seventeen (17) must not indicate instability in the applicant’s employment history; excessive tardiness or absenteeism; inefficiency; failure to follow directions, policies and procedures, and rules and regulations; poor working relationships; or negligent work habits. Applicants deemed unsuitable under the above cause are not eligible to reapply for a period of eighteen (18) months from the date deemed unsuitable for this cause.

2) Applicants must not have been terminated, asked to resign, or resigned from any previous employment for engaging in inappropriate or unlawful behavior, including but not limited to any of the following:
   - Theft Assault Threats
   - Any Felony Offense
   - Sex Crimes
   - Sexual Harassment
   - Discriminatory or Retaliatory Acts
   - Any offense involving acts of moral turpitude
   - Disorderly Conduct or other Breaches of the Peace

3) Applicants deemed unsuitable under the above cause remain permanently unsuitable.

4) Applicants must not have been employed or engaged in an illegal occupation.

5) Applicants deemed unsuitable due to employment in an illegal occupation remain permanently unsuitable.
6) Applicants previously employed as law enforcement officers, corrections officers, emergency medical technicians (any level) or fire fighters who have been terminated or asked to resign from the employing agency remain permanently unsuitable. This shall include law enforcement officers, corrections officers, emergency medical technicians (any level) or fire fighters that have been terminated or asked to resign during their probationary period, but does not include applicants who are terminated or are asked to resign while attending a training academy.

**O. Personal Interview and/or Behavioral Assessment**

Applicants must demonstrate their ability to effectively communicate in a structured panel interview process.

The applicants are rated on the following dimensions:

- Motivation/Interest
- Moral Character/Integrity
- Ability to handle stress & adversity
- Work Habits
- Interactions with others
- Intellectual-Based Abilities
- Oral and Written Communication

Applicants deemed unsuitable or marginal if their suitability is marginal in three or more dimensions. This is applicable when such marginal suitability suggests instability, poor decision-making, and immaturity, lack of dependability or disregard for rules, regulations or laws on the part of the applicant. Applicants disqualified under this cause are not eligible to reapply for a period of eighteen (18) months from the date deemed unsuitable.

**P. False Statements of Material Fact**

Applicants must be truthful and honest in their responses to all inquiries relative to their suitability for employment.

Applicants found to have withheld material information, and/or practiced or attempted to practice any deception or fraud in their application, examination, or appointments are deemed unsuitable.

Applicants deemed unsuitable under this cause remain permanently unsuitable.

If an applicant is deemed unsuitable for this rule based on a finding of unsuitability by another agency, the period of unsuitability will be the same as that of the originating agency.

**Q. Medical Examination**

Applicants must be declared physically sound and free from defect which may adversely affect the performance of the duties of a police officer. To this end, applicants must be certified by a licensed physician.

Applicants deemed unsuitable under this cause may request another examination by a board of three physicians, as appropriate, appointed by the commission. The applicant must pay for the board examination. The board’s decision is final.

Applicants who fail to be certified by the board are eligible to reapply for subsequent entrance examinations.

**R. Use of Illicit Substances**

In order to be deemed suitable, applicants must show no trace of drug dependency or illegal drug use after a physical examination, urine test, blood test, or other medical test designed to detect the presence of controlled substances.
Applicants are deemed unsuitable if they have:

**Used marijuana, illegal synthetic cannabinoids for the purpose of recreation or intoxication or use of anabolic steroids:**

- Any time during the thirty-six (36) months preceding the date of examination. Applicants deemed unsuitable under this cause are eligible to reapply for subsequent entrance examinations when the unsuitability factor is no longer applicable.
- At any time while serving as a law enforcement officer, correction officer, security officer, or firefighter. Applicants deemed unsuitable under this cause remain permanently unsuitable.

**Used paint, glue or other inhalants for the purpose of intoxication**

- On no more than three (3) separate occasions of lifetime usage. Applicants deemed unsuitable under this cause are not eligible to reapply for a period thirty-six (36) months from the most recent date of usage.

**Used any hallucinogenic drugs, including, but not limited to LSD, STP, or Psilocybin.** Applicants deemed unsuitable under this cause remain permanently unsuitable.

**Abused or illegally used prescription medicines for the purpose of intoxication or recreation, whether prescribed to them or another person or otherwise obtained,**

- On no more than three (3) independent occasions. Applicants deemed unsuitable under this cause are not eligible to reapply for a period of three (3) years from the date of last usage.
- On more than three (3) independent occasions. Applicants deemed unsuitable under this cause remain permanently unsuitable.

**Illegally used any other substances or drugs listed in the Texas Controlled Substances Act or the federal Controlled Substances Act, including but not limited to: Amphetamines, Cocaine, Methamphetamines, Opium, Barbiturates, Heroin, Morphine, Ecstasy, and Eve.** Applicants deemed unsuitable under this cause remain permanently unsuitable.

**S. Criminal Activity**

Applicants are deemed unsuitable if they:

1) Are under indictment for a felony offense. Applicants deemed unsuitable under this cause are eligible to reapply for subsequent entrance examinations when the unsuitability factor is no longer applicable.

2) Are currently under investigation for, or are considered a suspect in, any criminal offense. Applicants deemed unsuitable under this cause are eligible to reapply for subsequent entrance examinations when the unsuitability factor is no longer applicable.

3) Are on probation or parole for a criminal offense. Applicants deemed unsuitable under this cause are eligible to reapply for subsequent entrance examinations when the unsuitability factor is no longer applicable.

4) Have an outstanding warrant for their arrest for any criminal offense. Applicants deemed unsuitable under this cause are eligible to reapply for subsequent entrance examinations when the unsuitability factor is no longer applicable.

5) If applicant makes an admission to a Class A Misdemeanor or felony. Applicants deemed
unsuitable under this cause remain permanently unsuitable.

6) If applicant makes an admission to a Class B Misdemeanor which occurred within the last ten (10) years while the applicant was seventeen (17) years of age or older. Applicants deemed unsuitable under this cause are eligible to reapply for subsequent entrance examinations when the unsuitability factor is no longer applicable.

7) Are currently living with anyone who is a convicted felon. Applicants deemed unsuitable under this cause are eligible to reapply for subsequent entrance examinations when the unsuitability factor is no longer applicable.

8) Have admitted to a felony offense, such confession being admissible as evidence against the person in any criminal proceeding. Applicants deemed unsuitable under this cause remain permanently unsuitable.

9) Admit to the delivery, sale or manufacture of any substance listed in the Texas Controlled Substance Act. Applicants deemed unsuitable under this cause remain permanently unsuitable.

10) Have been convicted of a Possession of a Controlled Substance offense. Applicants deemed unsuitable under this cause remain permanently unsuitable.

11) Admit to or have been convicted of an act of family violence. Applicants deemed unsuitable under this cause remain permanently unsuitable.

T. Temperate Habits

Applicants must demonstrate moderation and self-restraint in their personal, social, and public affairs reflecting the high standards required of a professional police officer.

Applicants must demonstrate temperance in the use of alcohol and display emotional self-control while portraying respect for any person’s dignity, privacy, and property. Similarly, applicants must exhibit the absence and avoidance of extravagance, violent outbursts, and extreme partisanship. Applicants disqualified under this cause are not eligible to reapply for a period of eighteen (18) months from the date deemed unsuitable.

Applicants must not have anything in their personal history that would create undue liability for the City of Corpus Christi or the Corpus Christi Police Department, as determined by the Police Chief or designee. Applicants disqualified under this cause are not eligible to reapply for a period of eighteen (18) months from the date deemed unsuitable.

U. State Licensing Requirements

Police applicants must meet all legal requirements necessary to become eligible for future licensing by the Commission on Law Enforcement Officer Standards and Education.