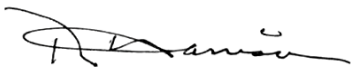


# TEXARKANA POLICE DEPARTMENT

## GENERAL ORDERS MANUAL

<b>SUBJECT</b>	<b>Selection Process—Police Officer</b>		
<b>NUMBER</b>	<b>1103.02</b>	<b>EFFECTIVE DATE</b>	November 15, 2010
<b>Scheduled Review Date</b>	May 11, 2025	<b>ISSUE DATE</b>	November 15, 2010
<b>Date Reviewed</b>	April 30, 2020	<b>REVISION DATE</b>	May 11, 2020
<b>APPROVED BY</b>		<b>ALEAP Standards</b>	4.01; 4.02; 4.03; 13.01; 13.02; 13.03; 13.04; 13.05; 13.06; 13.07; 13.08; 13.11

### I. Purpose and Scope

- A. In light of the complex mission of the police department, coupled with the need to bring continuity, consistency and sound principles to the agency’s responsibility concerning the recruitment and subsequent hiring for the position of police officer, this policy establishes guidelines that define the Texarkana Police Department’s employment selection process.

### II. Policy

- A. The Texarkana Police Department is committed to hiring the best qualified candidates by instituting sound selection methods based upon the concepts of validity, utility, and minimum adverse impact. By relying on these concepts, the Texarkana Police Department has developed an efficient, effective, and fair process intended to result in the appointment of those individuals who best possess the skills, knowledge and abilities necessary for the proper and effective pursuit of the goals, mission and objectives inherent of a professional law enforcement agency.

### III. Elements of the Selection Process ALEAP 4.01

- A. The responsibility placed within the overall implementation, success and oversight of the Department’s recruiting and selection process rests within the Services Division. The Personnel and Training Section carries the assigned duty for administering the Department’s role in the selection process.
- B. From time to time, individuals will contact employees at City Hall in the Human Resources Department and express an interest in applying for the position of police officer. Whenever possible, employees within the Human Resources Department should refer the interested person to the Department’s Personnel and Training Section. The Personnel and Recruiting Officer will provide the interested applicant with a recruiting packet that contains an application, an explanation of the minimum requirements for the position, benefits assigned to the position of police officer, description of the training mandates assigned to a newly appointed police officer and a set of career options.
  - 1. The recruiting packet shall also describe the various phases of the selection process. In addition, the minimum scores needed to successfully complete each phase of the selection process, and the expected duration of the selection process and any established dates for additional testing should be included within the packet. The packet should also contain the candidate’s options for reapplication should he/she fail any portion of the selection process.

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- C. Once the recruiting packets are returned to the Personnel and Recruiting Officer, the applicant's information contained within the packet will be screened to insure the applicant meets the standard requirements as set forth by the Agency, the Commission on Law Enforcement Standards and Training and the Civil Service Commission.
1. The applicant must be twenty-one (21) years of age;
  2. In accordance with CLEST Rule 1002 3(f), all applicants must possess a high school diploma or have passed the General Education Development Test (GED); however, locally mandated standards require applicants to have accumulated thirty (30) hours of college while maintaining a minimum 2.0 grade point average (GPA) on a 4.0 scale. [ALEAP 13.05](#)
  3. Applicants who have prior military service—or those applicants having prior law enforcement experience—are eligible to receive an educational waiver with respect to the locally mandated college hours. The waiver enables the applicant to extend the college hour requirement an additional eighteen (18) months. The eighteen (18) month period initiates upon the applicant's completion of the Department's Field Training Program;
  4. The applicant must not have any offensive tattoos or other body ornamentation, as specified in General Order 1101.03, visible during the wearing of the standard Department uniform;
  5. The applicant must not have any visible tattoos on the head, face, neck, or scalp to include inside the eyelids, mouth, and ears (exception for female employees who have permanent eyeliner/lip liner), on the hands, fingers, or wrists (below the wrist bone);
  6. The applicant must not have any felony convictions;
  7. The applicant must not be a tobacco user; and
  8. The applicant must not have used marijuana or any substance containing Tetrahydrocannabinol (THC) within the past two years, nor involvement with other illicit drugs within the past five years.
- D. Once these packets are completed by the applicant—and after the recruiting packet and applicant have been preliminarily screened to insure the applicant meets the above minimum requirements—the recruiting packets and application shall be kept on file in the office of the Personnel and Recruiting Officer pending the administration of the written Civil Service Test. Information packets shall remain on-file for period of six (6) months or until the testing cycle is complete.
1. Applicants who fail to take the written Civil Service Test following the submission of their recruiting packet must submit a fresh recruiting packet for the following testing cycle. Any deviation from this requirement is at the discretion of the Chief of Police or his designee.
- E. The Civil Service Commission will administer written examinations for the position of police officer during the months of April and October every year. When there exists a need to implement the process of seeking qualified applicants during periods covered by an emergency clause, the Civil Service Commission shall be asked to schedule a separate written test to satisfy the requirements during that emergency period.
1. The Personnel and Training Section shall prepare an announcement indicating the specific date, time, and location where a written examination for persons interested in testing for the position of police officer will be administered. To allow sufficient opportunity for interested persons to respond, this announcement should be disseminated a minimum of thirty (30) days prior to the date of the scheduled test date.
  2. Thirty (30) days prior to the administration of the Civil Service Test, the Personnel and Recruiting Officer shall prepare written notices that will serve as notification of the upcoming test date. These

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notifications will be sent to those applicants who have active information packets on-file with the Department. Copies of these notifications shall remain on-file in the office of the Personnel and Recruiting Officer.

3. Upon expiration of the deadline for recruiting packet submission, the Personnel and Training Section shall cause to be ordered the appropriate quantity of Civil Service written test packets.
- F. The Texarkana Police Department's selection process is separated into several stages, most of which are dependent upon the applicant's successful completion of the previous stages involved within the process. The stages of the selection process occur in the following order:
1. The first stage of the selection process occurs with the administration of the Civil Service written examination which has been properly vetted and approved by the City of Texarkana's Civil Service Commission. During the vetting process, the test vendor shall certify content validity and relevancy to the satisfaction of the rules, regulations and definitions set forth by the Civil Service Commission. Applicants taking this test must achieve a minimum score of 63 percent (63%) before allowed to continue into the second phase of the selection process.
  2. Applicants who successfully complete the written examination portion of the selection process shall submit to the Agency's Physical Fitness and Agility Test. This test is intended to assess the candidate's ability to perform within the rigid and physical demands inherent of a Texarkana Police Officer. For more information related to the Physical Fitness and Agility Test, refer to Section IV within this policy.
- G. Applicants are deemed eligible for continued consideration after they have successfully completed the Civil Service Examination and the Physical Fitness and Agility Test. Once this process is complete, the applicant will be furnished with a comprehensive packet containing a Personal History Statement intended to be completed by the applicant. In addition to the personal history information, the packet contains a Pre-employment Polygraph questionnaire intended to facilitate a polygraph test to be administered during a later phase of the selection process. The Personnel and Recruiting Officer shall ensure in writing the applicant is made aware of the comprehensive packet's submission deadline. All packets that are returned after the expiration of the submission deadline are subject to disqualification.
- H. Candidates who successfully complete all phases of the selection process as outlined within this policy shall have their names placed on a hiring eligibility list which shall be certified by the Civil Service Commission. The applicant's names shall be listed in descending order from the highest total aggregate score achieved according to Agency protocol. This certified list will remain in effect for one year unless the list is depleted sooner.
1. An applicant's total aggregate score is defined as the sum of the applicant's raw score received upon completing the written Civil Service Examination and the additional preference points as defined by the Civil Service Commission's standards and protocol. The additional preference points are as follows:
    - a. Prior law enforcement certification points
      - Six (6) points: Points shall be awarded to the applicants who meet the criteria established by the Civil Service Commission.
    - b. Military service points:
      - Four (4) points: In order to receive these points, the applicant must have served in an active duty capacity within one of the armed forces for a minimum period of two (2) years. Unless the applicant was activated and otherwise placed in an active status, reserve or National Guard duty will not satisfy this requirement.
    - c. Education

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- Five (5) points: In order to receive these points, the applicant must have achieved a minimum of sixty (60) college credit hours while maintaining a minimum 2.0 grade point average (GPA) on a 4.0 scale.
- d. Language
- Five (5) points: In order to receive these points, the applicant must be able to fluently speak a foreign language or fluently employ sign language. The degree of fluency shall be determined according to Agency protocol.
- I. Only the top three (3) applicants on the eligibility list can be considered for employment (**A.C.A. 14-50-304**). The Civil Service Commission may deviate from this requirement under the guidelines that govern emergency clause conditions (**A.C.A. 14-50-310**).
- J. Eligible candidates are fingerprinted according to established Agency protocol.
1. Arkansas' Commission on Law Enforcement Standards and Training (CLEST) Minimum Standards Manual, Rule 1002, Subsections (c) and (d) requires fingerprinting of all potential candidates. The requirement further mandates a search of state and national fingerprint files to disclose any criminal record associated with the candidate.
  2. The department's background investigator will ensure copies of all applicable fingerprint cards as well as fingerprint card returns from the Arkansas State Police and the FBI are maintained in the appropriate personnel file in accordance with records retention mandates in accordance with CLEST Rule 1002 (4). [ALEAP 13.02](#)
  3. The employment of persons as police officers who have pled guilty or been convicted of a crime, for which the punishment of such crime includes imprisonment in a federal penitentiary or state prison, is prohibited by Arkansas law.
  4. The criminal history check shall be conducted through the Arkansas Crime Information Center and the National Crime Information Center. All ACIC / NCIC related reports will be maintained in accordance with records retention mandates.
  5. As part of each applicant's background investigation, the background investigator will ensure each applicant possesses a valid driver's license and file a copy of said license in the applicant's file. In addition, the background investigator will be responsible to access ACIC every year, request an official driver's license history and file all reports in each respective personnel file. All records will be maintained in accordance with the records retention requirements. [ALEAP 13.11](#)
- K. The Texarkana Police Department conducts thorough background investigations on all eligible candidates for the position of sworn police officer. [ALEAP 13.01](#)
1. Arkansas' Commission on Law Enforcement Standards and Training (CLEST) Minimum Standards Manual, Rule 1002, Subsection (e) requires that complete background investigations be conducted for each applicant employed as a law enforcement officer. All background investigations will be documented and maintained by the Texarkana Police Department in accordance with CLEST Rule 1002 (4).
  2. The purpose of the background investigation is to find character traits that might prevent the applicant from becoming a successful law enforcement officer.
  3. Candidates will be required to complete a release of information form prior to the background investigation being initiated.

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4. Background investigations will include, at a minimum, verification of qualifying credentials, a thorough review of any criminal history record found, and verification of a minimum of three personal references.
5. All background investigations shall include documented verification to ensure the applicant is a citizen of the United States of America and a minimum of twenty-one (21) years of age.
6. Background investigations shall be conducted by members of the Texarkana Police Department, as assigned by the Chief of Police or his designee. All background investigations shall be coordinated through the Services Division and the Personnel and Recruiting Officer.
7. Because social media accounts have become so pervasive among the populous, and because the content on these social media sites has become a tool utilized by the court system to determine an officer's credibility during criminal prosecution cases, the Texarkana Police Department has an obligation to review accessible content that might be posted on an applicant's social media web page. For more information regarding social media policy and procedure, refer to [General Order 1109.04---Social Media](#).
  - a. Although not all inclusive, the following is a list of the more popular social media sites located across the World Wide Web:
    - (1) Facebook (social networking site);
    - (2) My Space (social networking site);
    - (3) Twitter (microblogging site);
    - (4) Nixle (microblogging site);
    - (5) Flickr (photo & video sharing site); and
    - (6) You Tube (photo & video sharing site).
  - b. As part of the comprehensive background investigation, the Personnel and Training Officer shall conduct a search of the above social media sites utilizing the applicant's proper name—or other names the person might use to identify themselves—as the target name for the search. This process shall not involve techniques that violate existing law and shall apply in a uniform fashion to all applicants.
  - c. The material found on all social media pages shall be scrutinized to the same degree as any other information obtained through other outlets during the background investigation. Information found on the social media web site that falls into a category protected by law shall be excluded from the information used to determine an applicant's suitability for employment with the Agency. Some of this information includes the following:
    - (1) Information or material related to the disclosure and identification of the applicant's sexual orientation;
    - (2) Information or material related to the applicant's race or national origin;
    - (3) Information or material related to the applicant's religious beliefs and/or affiliation; and
    - (4) Information or material related to the applicant's gender.
8. Background investigations shall include a credit history of the candidate.

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9. The Personnel and Training Officer shall ensure all background investigations are documented and maintained on-file by the agency in accordance with established records retention guidelines.
- L. Applicant Review Board [ALEAP 13.07](#)
1. A panel of officers—selected by the Chief of Police or his designee—shall comprise an oral review board whose purpose is to conduct oral interviews of all eligible candidates. The purpose of the oral interview phase is an attempt to assess the interpersonal skills of the candidate while meeting the requirements contained within CLEST Rule 1002 (3)(h). Additionally, board members shall have access to the candidate’s background investigation file and application package and will have the opportunity to discuss any areas of concern that may be relevant.
  2. Prior to the interviews, the Personnel and Recruiting Officer shall prepare a synopsis that addresses the applicant’s identified strengths and weaknesses. In addition, the Personnel and Recruiting Officer shall brief the board members regarding any special circumstances or other items of interest unique to the individual applicant.
  3. All components of the oral review interview phase shall be conducted in compliance with applicable Civil Service Rules and Regulations. Those members of the Department serving on the oral review board shall evaluate the applicant’s suitability to serve and perform as a Texarkana Police Officer. At the conclusion of the interview process, each board member shall indicate on their individual scoring sheet whether the applicant should remain in consideration for employment with the Agency.
  4. As outlined and governed by Arkansas Statutory Law, the Chief of Police reserves the right—as the Chief Executive Officer of the Agency—to conduct a final interview and/or a secondary oral review board comprised by members of his Command Staff Officers on all applicants seeking employment.
- M. As vacancies occur, persons whose names appear on the eligibility list are offered a written conditional offer of employment. The candidate has five (5) days to accept or decline the offer.
- N. Once a candidate has accepted a conditional offer of employment, the candidate must submit to three additional examinations, in accordance with Civil Service Rules and Regulations.
1. Pursuant to CLEST Rule 1002 (3)(g), a medical examination shall be performed by a licensed physician, at the City’s expense, and documented on CLEST Form F-2a, or an equivalent form meeting the CLEST requirements. The purpose of the medical examination is to certify that the candidate is in good health and is physically capable of performing the essential job functions of a police officer. A drug test is also administered during the physical examination. Failing this examination disqualifies the candidate from further consideration for appointment as a police officer. [ALEAP 13.06](#)
  2. In accordance with CLEST Rule 1002 (3)(i), psychological examination shall be administered by a licensed health professional, at the City’s expense. The purpose of the psychological examination is to determine the applicant’s emotional stability. Failing this examination disqualifies the candidate from further consideration for appointment as a police officer. [ALEAP 13.08](#)
  3. A Polygraph Examination conducted by a trained and licensed examiner will be administered to the applicant. Prior to either examination, and during the pre-test interview, the candidate will be apprised of the areas from which the polygraph questions originate. The results of this examination will not be considered as the single determinant of employment status; however, any admissions made to the examiner prior to the test, during the test and after the test—coupled with other information—may be considered to support decisions relevant to employment status.
    - a. The polygraph examiner responsible to perform the test, evaluation and interpretation of the test’s results must be trained and/or certified in the use and practical application of the

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instrument(s) used during the examination. A copy of the polygraph examiner's credentials shall be maintained by the Personnel and Training Section. [ALEAP 4.02](#)

- O. Candidates who successfully pass the three examinations described in the preceding section are appointed to the position of patrol officer for the Texarkana Police Department. For the first twelve (12) months of employment, the officer shall serve in a probationary status. During this period, if not already certified, the officer will attend the basic training conducted at the Arkansas Law Enforcement Training Academy and continue within the Agency's Field Training Program.

#### IV. Physical Fitness and Agility Test

- A. The Texarkana Police Department Physical Fitness and Agility Test will be governed by the criteria established within The Cooper Standards. All tests will be conducted by a Department trained Physical Fitness Instructor.
- B. Because physical fitness relates to an individual's total physiological wellness, it involves the measurement of the following identified areas:
  - 1. Muscular strength;
  - 2. Cardiovascular endurance;
  - 3. Muscle tone;
  - 4. Heart action; and
  - 5. Response to physical activity.
- C. The Cooper Standards are derived from scientifically formulated and validated tests, information and other data through the Cooper Institute of Aerobic Research in Dallas, Texas. The Cooper Institute has administered thousands of standardized tests across the United States and compiled criteria based upon the age and gender of those tested.
- D. The standardized and validated results of these tests are commonly referred to as "The Cooper Standards" and are utilized by fitness experts across the United States as a benchmark. These tests and resulting criterion have been validated to determine an individual's level of fitness.
- E. Applicants submitting to this test must achieve a minimum score of forty percent (40%) before being allowed to continue into the third phase of the selection process.
- F. Fitness Test Events
  - 1. The Cooper Institute of Aerobic Fitness has identified six (6) separate tests which have been scientifically validated as being ideal for law enforcement physical fitness assessment.
    - a. **One and one-half mile run**
      - (1) A major component of physical fitness and overall wellness is **cardiovascular respiratory endurance**. The one and one-half mile run has been determined to be ideal in measuring this identified fitness component. The applicant will be required to cover the total distance running and/or walking as fast as he/she can.
    - b. **300 meter run (sprint)**
      - (1) Another important component of physical fitness and overall wellness is the measure of one's **anaerobic power**. The 300 meter sprint has been determined to be ideal in

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measuring this identified fitness component. The applicant will be required to cover the total distance running and/or walking as fast as he/she can.

c. **Bench Press**

- (1) Another important component of physical fitness and overall wellness is the measure of one's **upper body muscular strength**. The bench press has been determined to be ideal in measuring this identified fitness component.
- (2) The test will consist of pressing the maximum weight one time covering the full range of motion.
  - (a) The bar will begin with the arms fully extended and lowered a location in which both of the applicant's elbows are bent at a ninety (90) degree angle and pushed up until the arms are fully extended, elbows locked. The buttocks must stay in contact with the bench, and both feet must be flat on the floor.
  - (b) The applicant shall start off with a lower level of weight and progressively increase the resistance until the weight can no longer be lifted. The first two or three attempts should serve as warm-up lifts in preparation for a maximal lift on the fifth (5<sup>th</sup>) or sixth (6<sup>th</sup>) attempt. The applicant's score will be noted once the maximum amount has occurred or by the (6<sup>th</sup>) attempt.
  - (c) The score for this test is the maximum number of pounds lifted in one repetition. The amount of weight needed to attain a Cooper percentage is determined by a ratio of weight pressed to body weight.

d. **Push-Ups**

- (1) Another important component of physical fitness and overall wellness is the measure of one's **upper body muscular endurance**. Muscular endurance is defined as the ability to contract the muscle repeatedly over a specific period of time. The push-up test has been determined to be ideal in measuring this identified fitness component.
- (2) To perform this test, the applicant starts in the up position and the hands are placed on the floor at shoulder width.
  - (a) The push-up consists of lowering the chest to within fist level of the floor and then extending the arms to full length while keeping the back and knees straight and rigid.
  - (b) Resting as needed will be done in the up position.
  - (c) The test is considered to be completed once the applicant no longer remains in the up position or when the applicant raises or lowers his / her back.
  - (d) Only those push-ups that are done in this manner will be counted.

e. **Bent-Knee Sit Ups**

- (1) Another important component of physical fitness and overall wellness is the measure of one's **core body muscular endurance**. The bent-knee sit up test has been determined to be ideal in measuring this identified fitness component.
  - (a) The test is performed as the applicant lies on their back with both knees bent with their fingers interlaced behind their head.
  - (b) The applicant's feet will be held securely by either a partner or an instructor.

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- (c) By flexing the torso, touch elbows to knees and return to a full lying position, with shoulder blades touching the floor.
- (d) The buttocks must stay in contact with the floor at all times.
- (e) Resting as needed will be done in the sitting up position.

f. **Vertical Jump**

- (1) Another important component of physical fitness and overall wellness is the measure of one’s **explosive leg strength**. The vertical jump test has been determined to be ideal in measuring this identified fitness component.
- (2) The applicant will complete the test by standing with a shoulder against the wall with one hand extended as high as he / she can with feet flat marking the highest point. The applicant will then jump as high as possible, marking the highest point on the chart provided. The score is the difference between the two markers. **One foot must remain in a stationary position until leaving the floor.**
- (3) You may step back with the other foot prior to jumping. You may use your arms to assist in the jump.

**G. Physical Fitness Assessment Scoring Matrices**

1. **Male Applicants**

25% Male	Vertical Jump	One Minute Sit-Ups	300 Meter Run	One Minute Push-Ups	1.5 Mile Run	Bench Press One Rep.
20-29	18”	35	64	24	13:25	.90
30-39	18”	31	65	19	14:10	.81
40-49	14.5”	26	81	13	15:00	.74
50-59	13”	20	89	9.5	16:46	.66
60 +		16		7	19:10	.60

30% Male	Vertical Jump	One Minute Sit-Ups	300 Meter Run	One Minute Push-Ups	1.5 Mile Run	Bench Press One Rep.
20-29	18”	35	62.1	26	13:08	.93
30-39	18”	32	63	20	13:48	.83
40-49	14.5”	27	77	15	14:33	.76
50-59	13”	21	87	10	16:16	.68
60 +		17		8	18:39	.63

35% Male	Vertical Jump	One Minute Sit-Ups	300 Meter Run	One Minute Push-Ups	1.5 Mile Run	Bench Press One Rep.
20-29	19”	37	60	27	12:53	.96
30-39	18.5”	33	61	21	13:25	.86
40-49	15”	28	74.8	16	14:10	.78
50-59	13.5”	22	85	11	15:53	.70
60 +		18		9	17:49	.65

<b>40% Male</b>	<b>Vertical Jump</b>	<b>One Minute Sit-Ups</b>	<b>300 Meter Run</b>	<b>One Minute Push-Ups</b>	<b>1.5 Mile Run</b>	<b>Bench Press One Rep.</b>
20-29	20"	38	59	29	12:29	.99
30-39	18.6"	35	58.9	24	12:53	.88
40-49	15.5"	29	72	18	13:50	.80
50-59	13.5"	24	83.2	13	15:14	.71
60 +		19		10	17:19	.66

<b>45% Male</b>	<b>Vertical Jump</b>	<b>One Minute Sit-Ups</b>	<b>300 Meter Run</b>	<b>One Minute Push-Ups</b>	<b>1.5 Mile Run</b>	<b>Bench Press One Rep.</b>
20-29	20"	39	57.5	31	12:11	1.03
30-39	19"	36	58	25	12:44	.90
40-49	16"	30	70	19	13:25	.82
50-59	14"	25	82.6	14	14:35	.73
60 +		19		12	16:46	.67

<b>50% Male</b>	<b>Vertical Jump</b>	<b>One Minute Sit-Ups</b>	<b>300 Meter Run</b>	<b>One Minute Push-Ups</b>	<b>1.5 Mile Run</b>	<b>Bench Press One Rep.</b>
20-29	20.5"	40	56	33	11:58	1.06
30-39	19.5"	36	57	27	12:25	.93
40-49	16"	31	67.6	21	13:05	.84
50-59	14"	26	80	15	14:33	.75
60 +		20		15	16:19	.68

<b>55% Male</b>	<b>Vertical Jump</b>	<b>One Minute Sit-Ups</b>	<b>300 Meter Run</b>	<b>One Minute Push-Ups</b>	<b>1.5 Mile Run</b>	<b>Bench Press One Rep.</b>
20-29	21"	41	55	35	11:34	1.10
30-39	20"	37	56	29	11:58	0.96
40-49	16.5"	32	66	22	12:53	0.86
50-59	14.5"	27	77.4	17	13:58	0.77
60 +		21		16	15:53	0.70

<b>60% Male</b>	<b>Vertical Jump</b>	<b>One Minute Sit-Ups</b>	<b>300 Meter Run</b>	<b>One Minute Push-Ups</b>	<b>1.5 Mile Run</b>	<b>Bench Press One Rep.</b>
20-29	21.5"	42	54	37	11:27	1.14
30-39	20"	39	55	30	11:49	.98
40-49	17"	34	64	24	12:25	.88
50-59	15"	28	74	19	13:53	.79
60 +		22		18	15:20	.72

<b>65% Male</b>	<b>Vertical Jump</b>	<b>One Minute Sit-Ups</b>	<b>300 Meter Run</b>	<b>One Minute Push-Ups</b>	<b>1.5 Mile Run</b>	<b>Bench Press One Rep.</b>
20-29	22"	44	53.5	39	11:09	1.18
30-39	20"	40	54	31	11:34	1.01
40-49	17"	35	62	25	11:58	.90
50-59	15.5"	30	72	20	13:25	.81
60 +		24		20	14:55	.74

<b>70% Male</b>	<b>Vertical Jump</b>	<b>One Minute Sit-Ups</b>	<b>300 Meter Run</b>	<b>One Minute Push-Ups</b>	<b>1.5 Mile Run</b>	<b>Bench Press One Rep.</b>
20-29	22.5	45	52	41	10:49	1.22
30-39	21	41	53	34	11:09	1.04
40-49	18"	36	61	26	11:52	0.93
50-59	16"	31	70	21	12:53	0.84
60 +		26		21	14:33	.77

<b>75% Male</b>	<b>Vertical Jump</b>	<b>One Minute Sit-Ups</b>	<b>300 Meter Run</b>	<b>One Minute Push-Ups</b>	<b>1.5 Mile Run</b>	<b>Bench Press One Rep.</b>
20-29	23"	46	51	44	10:34	1.26
30-39	21"	42	52	36	10:59	1.08
40-49	18"	37	60	29	11:32	.96
50-59	16.5"	33	68	24	12:37	.87
60 +		28		22	13:58	.79

<b>80% Male</b>	<b>Vertical Jump</b>	<b>One Minute Sit-Ups</b>	<b>300 Meter Run</b>	<b>One Minute Push-Ups</b>	<b>1.5 Mile Run</b>	<b>Bench Press One Rep.</b>
20-29	24"	47	50.3	47	10:08	1.32
30-39	22"	43	51	39	10:38	1.12
40-49	19"	39	57	30	11:09	1.00
50-59	17"	35	66.4	25	12:08	.90
60 +		30		23	13:25	.82

<b>85% Male</b>	<b>Vertical Jump</b>	<b>One Minute Sit-Ups</b>	<b>300 Meter Run</b>	<b>One Minute Push-Ups</b>	<b>1.5 Mile Run</b>	<b>Bench Press One Rep.</b>
20-29	25"	49	49	51	9:52	1.37
30-39	23"	45	50	41	10:14	1.17
40-49	19.5"	40	56	34	10:44	1.04
50-59	18"	36	63	28	11:45	.93
60 +		31		24	12:53	.84

<b>90% Male</b>	<b>Vertical Jump</b>	<b>One Minute Sit-Ups</b>	<b>300 Meter Run</b>	<b>One Minute Push-Ups</b>	<b>1.5 Mile Run</b>	<b>Bench Press One Rep.</b>
20-29	25"	52	48	57	9:34	1.48
30-39	24"	48	49	46	9:52	1.24
40-49	20.3"	43	55	36	10:09	1.10
50-59	19.5"	39	61	30	11:09	.97
60 +		35		26	12:10	.89

<b>95% Male</b>	<b>Vertical Jump</b>	<b>One Minute Sit-Ups</b>	<b>300 Meter Run</b>	<b>One Minute Push-Ups</b>	<b>1.5 Mile Run</b>	<b>Bench Press One Rep.</b>
20-29	26.5"	55	46	62	9:10	1.63
30-39	25"	51	46.1	52	9:31	1.35
40-49	22"	47	52	40	9:47	1.20
50-59	21"	43	58	39	10:27	1.05
60 +		39		28	11:20	.94

<b>99% Male</b>	<b>Vertical Jump</b>	<b>One Minute Sit-Ups</b>	<b>300 Meter Run</b>	<b>One Minute Push-Ups</b>	<b>1.5 Mile Run</b>	<b>Bench Press One Rep.</b>
20-29	30.3"	>55	42.6	100	8:22	>1.63
30-39	28.4"	>51	42	86	8:49	>1.35
40-49	25.1"	>47	47	64	9:02	>1.20
50-59	22"	>43	52	51	9:31	>1.05
60 +		>39		39	10:09	>.94

**2. Female Applicants**

<b>25% Female</b>	<b>Vertical Jump</b>	<b>One Minute Sit-Ups</b>	<b>300 Meter Run</b>	<b>One Minute Push-Ups</b>	<b>1.5 Mile Run</b>	<b>Bench Press One Rep.</b>
20-29	13"	28	76	11	16:43	.53
30-39	11"	21	85.5	9	17:38	.49
40-49	8.5"	16	1.09.3	7	18:39	.45
50-59		11			20:55	.41
60 +		4			23:20	.39

<b>30% Female</b>	<b>Vertical Jump</b>	<b>One Minute Sit-Ups</b>	<b>300 Meter Run</b>	<b>One Minute Push-Ups</b>	<b>1.5 Mile Run</b>	<b>Bench Press One Rep.</b>
20-29	13.5"	30	75	13	15:56	.56

30-39	11.1"	22	82	9	16:46	.51
40-49	9"	17	106.7	7	18:26	.47
50-59		12		7	20:17	.42
60 +		4			22:34	.40

35% Female	Vertical Jump	One Minute Sit-Ups	300 Meter Run	One Minute Push-Ups	1.5 Mile Run	Bench Press One Rep.
20-29	13.9"	31	74.5	14	15:32	.58
30-39	12"	24	80.5	10	16:43	.52
40-49	9"	19	101.8	8	17:38	.48
50-59		12			19:43	.43
60 +		5			22:03	.41

40% Female	Vertical Jump	One Minute Sit-Ups	300 Meter Run	One Minute Push-Ups	1.5 Mile Run	Bench Press One Rep.
20-29	14"	32	71	15	15:05	.59
30-39	12"	25	79	11	15:56	.53
40-49	9.6"	20	94	9	17:11	.50
50-59		14		9	19:10	.44
60 +		6			20:55	.43

45% Female	Vertical Jump	One Minute Sit-Ups	300 Meter Run	One Minute Push-Ups	1.5 Mile Run	Bench Press One Rep.
20-29	14.3"	34	68.5	17	14:33	.63
30-39	12.4"	26	75.5	13	15:35	.55
40-49	10"	21	91.7	10	16:46	.51
50-59		16			18:39	.45
60 +		8			20:38	.44

50% Female	Vertical Jump	One Minute Sit-Ups	300 Meter Run	One Minute Push-Ups	1.5 Mile Run	Bench Press One Rep.
20-29	15.2"	35	64	18	14:15	.65
30-39	12.5"	27	74	14	15:14	.57
40-49	10"	22	86.0	11	16:13	.52
50-59		17		11	18:05	.46
60 +		8		8	20:08	.45

55% Female	Vertical Jump	One Minute Sit-Ups	300 Meter Run	One Minute Push-Ups	1.5 Mile Run	Bench Press One Rep.
20-29	15.5"	37	62.7	19	13:58	.68
30-39	13"	28	72	14	14:33	.58

40-49	11.1"	23	80.5	11	15:56	.53
50-59		19			17:38	.47
60 +		10			19:29	.46

<b>60% Female</b>	<b>Vertical Jump</b>	<b>One Minute Sit-Ups</b>	<b>300 Meter Run</b>	<b>One Minute Push-Ups</b>	<b>1.5 Mile Run</b>	<b>Bench Press One Rep.</b>
20-29	15.9"	38	61	21	13:25	.70
30-39	13.2"	29	71	15	14:33	.60
40-49	11.5"	24	79	13	15:17	.54
50-59		20		13	17:19	.48
60 +		11			18:52	.47

<b>65% Female</b>	<b>Vertical Jump</b>	<b>One Minute Sit-Ups</b>	<b>300 Meter Run</b>	<b>One Minute Push-Ups</b>	<b>1.5 Mile Run</b>	<b>Bench Press One Rep.</b>
20-29	16"	39	61	23	13:01	.72
30-39	14.3"	30	69.9	16	13:58	.62
40-49	11.6"	25	78.7	13	15:03	.55
50-59		21			16:46	.50
60 +		12			18:39	.48

<b>70% Female</b>	<b>Vertical Jump</b>	<b>One Minute Sit-Ups</b>	<b>300 Meter Run</b>	<b>One Minute Push-Ups</b>	<b>1.5 Mile Run</b>	<b>Bench Press One Rep.</b>
20-29	16.3"	41	60	24	12:51	.74
30-39	14.9"	32	68	18	13:41	.63
40-49	12.3"	27	75.3	14	14:33	.57
50-59		22		14	16:26	.52
60 +		12			18:05	.51

<b>75% Female</b>	<b>Vertical Jump</b>	<b>One Minute Sit-Ups</b>	<b>300 Meter Run</b>	<b>One Minute Push-Ups</b>	<b>1.5 Mile Run</b>	<b>Bench Press One Rep.</b>
20-29	17"	42	59.7	27	12:07	.77
30-39	15"	33	66.5	19	13:08	.65
40-49	12.7"	28	72	15	13:58	.60
50-59		22			15:47	.53
60 +		15			17:34	.53

<b>80% Female</b>	<b>Vertical Jump</b>	<b>One Minute Sit-Ups</b>	<b>300 Meter Run</b>	<b>One Minute Push-Ups</b>	<b>1.5 Mile Run</b>	<b>Bench Press One Rep.</b>
20-29	17.7"	44	58.3	28	11:56	.80
30-39	15"	35	66	23	12:53	.70
40-49	13"	29	72	15	13:38	.62
50-59		24		15	15:14	.55
60 +		17			16:46	.54

<b>85% Female</b>	<b>Vertical Jump</b>	<b>One Minute Sit-Ups</b>	<b>300 Meter Run</b>	<b>One Minute Push-Ups</b>	<b>1.5 Mile Run</b>	<b>Bench Press One Rep.</b>
20-29	18"	45	58	33	11:34	.83
30-39	15.5"	38	63.5	26	12:23	.72
40-49	13"	32	68.2	17	13:14	.66
50-59		25			14:33	.57
60 +		20			16:22	.59

<b>90% Female</b>	<b>Vertical Jump</b>	<b>One Minute Sit-Ups</b>	<b>300 Meter Run</b>	<b>One Minute Push-Ups</b>	<b>1.5 Mile Run</b>	<b>Bench Press One Rep.</b>
20-29	18.1"	49	56	37	10:59	.90
30-39	16"	40	60	33	11:43	.76
40-49	13.3"	34	66	18	12:25	.71
50-59		29		18	13:58	.61
60 +		26			15:32	.64

<b>95% Female</b>	<b>Vertical Jump</b>	<b>One Minute Sit-Ups</b>	<b>300 Meter Run</b>	<b>One Minute Push-Ups</b>	<b>1.5 Mile Run</b>	<b>Bench Press One Rep.</b>
20-29	18.8"	51	54.3	42	10:20	1.01
30-39	16.9"	42	56.5	39.5	11:08	.82
40-49	13.5"	38	65	20	11:35	.77
50-59		30			13:16	.68
60 +		28			14:28	.72

<b>99% Female</b>	<b>Vertical Jump</b>	<b>One Minute Sit-Ups</b>	<b>300 Meter Run</b>	<b>One Minute Push-Ups</b>	<b>1.5 Mile Run</b>	<b>Bench Press One Rep.</b>
20-29	19"	+51	54	53	9:23	+1.01
30-39	18"	+42	55	48	9:52	+.82
40-49	13.5+	+38	65	23	10:09	+.77
50-59		+30			11:34	+.68
60 +		+28			12:25	+.72

**V. Recruit Officer Mentoring Program**

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Subject: Selection Process—Police Officer	<b>Revision Date: May 12, 2020</b>

A. Purpose

1. The purpose of this mentoring program is to give recruit officers an opportunity to connect with the selected senior officers in an effort to develop positive, long-lasting relationships within the Texarkana Police Department as well as the community in which we serve.
2. This mentoring program is designed to assist new hire officers in developing relationships with current officers, learn about the life of police officers outside of work, establish a good understanding of the traditions of the Texarkana Police Department and form a solid understanding of the city and community in which he/she will work.
3. The program will essentially strive to provide the best possible life experience for the newly hired police officer while instilling within the officer a sense of brotherhood-of-family and camaraderie, qualities necessary for the functional operation of our police department.

B. Procedures

1. Upon confirmation of employment as a commissioned police officer, a newly hired officer will be assigned to the mentoring program at the direction of the Personnel and Training Officer who will act as the Mentor Program Coordinator.
  - a. This program will benefit the newly hired police officer by allowing them to have someone connected to the department immediately available for questions about the community, departmental policy or General Orders while providing an outlet geared to providing direction should the new hire seek assistance from the mentor.
2. Volunteer Senior Officer (VSO) Selection Process
  - a. As the needs for additional VSO's unfold, the Mentor Program Coordinator will send a letter agency-wide requesting that each commissioned officer having a desire to become a VSO submit a letter of request through his/her chain-of-command to the Mentor Program Coordinator.
  - b. All letters of request must be accompanied with a written recommendation from his/her supervisor which should include specific information related to the candidate's suitability for the position as well as information that supports the candidate's desire to make a positive difference in the life of the new police officer.
  - c. Following the receipt of the candidate's letter of request and the supervisor's recommendation letter, the Mentor Program Coordinator and the Chief of Police will select which of the applicants will be appointed as VSO's. Additional selection criteria will include the following information:
    - (1) Successful VSO's must have 3 previous years of police experience; and
    - (2) Successful VSO's must not have received any disciplinary infractions within the previous 12 months of appointment as a VSO.
3. Volunteer Senior Officer (VSO) Duties and Responsibilities
  - a. VSO's assigned to this program will be available to answer simple common questions, provide direction whenever necessary, maintain a familiarity with the new officer's general welfare and develop a friendship to assist the new hire officer in feeling comfortable with the agency and the city.
  - b. The VSO will donate his or her time on-duty and off-duty as necessary in order to meet the overall goals of this program.

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- c. VSO's assigned to this program will not supervise or be a field training officer and will not act in that capacity while assigned to the new hire during the first year of probation. Any questions or comments by the new hires involving training issues or problems that are FTO related will be directed to the assigned field training officer or training supervisor.
- d. Specific examples of mentoring duties include the following:
  - (1) Answering questions about the job and the department;
  - (2) Giving direction in the community and assisting new hires in learning Texarkana and the surrounding areas for restaurants, shopping areas, etc.;
  - (3) Discuss officer etiquette and conduct of officers on duty and off duty;
  - (4) Discuss the new officer's role within the agency and proper steps for advancement;
  - (5) Discuss the new officer's commitment to their newly chosen career field and what is expected; and
  - (6) Discuss the new officer's participation in community events such as P.R.I.D.E., Shop with a Cop, Cops and Kids Pizza, meetings at the club house and the purpose of the club house.
- e. VSO's will operate within the program with the understanding that all communication with the newly hired officer will remain confidential unless the information is related to a subject matter that is a violation of the law, department policy, or information that raises concerns regarding one's safety.

4. Mentor Program Coordinator Implementation Duties

- a. The coordinator will be responsible to prepare proper notifications addressed to all newly hired police officers welcoming them to the police department and explaining the program.
- b. The coordinator will be responsible to analyze each newly hired police officer with respect to his or her personality and other trait factors and pair the newly hired officer with a VSO who best integrates with the new officer's personality. The coordinator must also prepare a proper notification to all VSO's with respect to his or her new mentoring assignment / pairing with a newly hired police officer.

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