

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

**SALARY:** \$2,369 per month

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

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

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

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

**MINIMUM QUALIFICATIONS:**

**A. POLICE OFFICERS**

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

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

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

#### **Applications:**

Applications will be accepted:

Beginning **Thursday, September 10, 2009**, and ending **Friday, November 6, 2009**, **(Excluding Sundays and Holidays)**. Applications will be accepted **Monday through Friday** at:

**Police Applicant Processing Unit  
555 Academic Ct.**

**Monday – Friday 8:00 a.m. – 6:00 p.m.**

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

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

If you meet the "100 mile or more" criteria ([www.mapquest.com](http://www.mapquest.com)), you may request an application packet beginning at 7:45 am (CST) on Thursday, September 10, 2009 thru midnight (CST) Wednesday, October 28, 2009. To do so, email your request as instructed at the following website: [www.sanantonio.gov/sapd/recruiting.asp](http://www.sanantonio.gov/sapd/recruiting.asp)

Mailed in application submissions must be postmarked no earlier than September 10, 2009, nor later than midnight November 6, 2009. If the return envelope has two postmarks, the most recent postmark will take precedence. SAPD will not be held responsible for damaged, delayed or lost mail.

Mail applications to:

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

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

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

TIME/PLACE OF EXAMINATION:

DATE: November 19, 2009 (Thursday)  
TIME: 10:00 A.M.  
PLACE: BALLROOM "B", CONVENTION CENTER,  
200 E. MARKET STREET

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

**VETERAN'S PREFERENCE:** To be considered for Veteran's Preference Points, applicants who pass the written examination and have been discharged from the military **MUST SUBMIT A LEGIBLE COPY OF THEIR DD 214 AT THE TIME OF APPLICATION (NO EXCEPTIONS).** (The copy of the DD 214 must state Honorable Discharge.) Only an original or certified true and exact copy of the DD 214 indicating character and length of honorable service will be considered sufficient evidence of honorable military service. The following copies of DD214s will be accepted: ***Member 4, Service 2, Service 7, Service 8 and State Director of Veterans Affairs-6.*** If you mail in your application, applications and copies of DD 214's (if applicable) must have been mailed together in the same envelope.

DATE OF ANNOUNCEMENT: *September 4, 2009*

*Ernest Fuenka*

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

[www.sanantonio.gov/sapd/recruiting.asp](http://www.sanantonio.gov/sapd/recruiting.asp)