



SAN ANTONIO POLICE DEPARTMENT GENERAL MANUAL



Procedure 910 – Rehiring Former San Antonio Police Officers

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.01 INTRODUCTION

The purpose of this procedure is to establish guidelines for the rehiring of former San Antonio police officers. This procedure applies to former San Antonio police officers who have completed the San Antonio Police Training Academy and probationary period.

.02 APPLICATION PROCEDURE

- A. Former San Antonio police officers wishing to apply for the position of Police Officer shall complete all police applicant processing steps, including qualification on the police cadet written examination. Former San Antonio police officers are ranked on the eligibility list according to their score along with all other applicants taking the exam.
- B. Interested former San Antonio police officers are made aware of this procedure when they apply at the Human Resources Department. The applicant receives a copy of this procedure and a copy signed by the applicant is placed in the processing folder.
- C. Upon a candidate's acceptance, he may take the Probationary Police Officer's Examination without having to attend the Police Training Academy again.
 1. The Training Academy issues to the applicant the available source materials for the Probationary Police Officer's Examination.
 2. Within sixty (60) days of issuance of source materials, the candidate takes the Probationary Police Officer's Examination.
- D. Former San Antonio police officers who have not been involved in active law enforcement employment within the previous two (2) years are required to take the Basic Peace Officer's Examination as given by the Texas Commission on Law Enforcement Officer's Standards and Education (TCLEOSE).
 1. This examination must be successfully passed before a state license is issued.
 2. A returning officer must meet all TCLEOSE requirements for licensing before being rehired.
 3. The Training Academy issues the applicant the available source materials for the TCLEOSE examination.
- E. Successful candidates attend an orientation presented by the Training Academy staff upon appointment as a Probationary Police Officer and prior to any assignment. The orientation includes, but is not limited to:
 1. Tactics;
 2. Department Rules and Regulations, policies, and procedures;
 3. Firearms qualification; and
 4. Occupational performance driving course.



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- F. Once in the field, successful candidates complete additional training which includes, but is not limited to:
1. Two (2) weeks training with a training officer; and
 2. Specialized training by the Training Academy staff prior to completion of probation; or
 3. The forty (40) hour in-service training course prior to completion of probation.
- G. Unsuccessful candidates may either:
1. Attend the next Police Training Academy class; or
 2. Wait six (6) months to reapply.