



Dear Applicant,

Thank you for your interest in the position of “**Photographic Traffic Control System Administrative Hearing Officer**” with the City of Leon Valley. To ensure the proper processing of your application, the following should be submitted with your completed application:

1. Completed "Notice of Job Requirements";
2. Completed "Information Release Authorization to Obtain Criminal Records";
3. Completed “Authorization to Release Information (Private Person or Organization) to the City of Leon Valley”;
4. Completed “Written Authorization to Obtain Consumer Reports for Employment Purposes”;
5. Completed Driver Background Information;
6. Your résumé.
7. TCLEOSE Personal History Statement

Thank you for your interest in employment with the City of Leon Valley.

Sincerely,

Crystal Caldera  
Human Resources Director  
6400 El Verde Rd  
Leon Valley, Texas 78238-2399  
210.684.1391 ext 212 phone  
210.684.1515 fax  
[c.caldera@leonvalleytexas.gov](mailto:c.caldera@leonvalleytexas.gov)



## **Photographic Traffic Control System Administrative Hearing Officer**

Under general supervision of the Photographic Traffic Control System and Traffic Safety Program Sergeant, conducts administrative hearings for personnel cited by the Photographic Traffic Control System. The Administrative Hearing Officer will hold hearings and decide the guilt or innocence of citizens whom have been given a citation by the system. This officer will also be responsible for reviewing potential violations on the computer and deciding whether citations should be issued or rejected. This position is also responsible for enforcing all laws of the City, State, and the United States, carry out special assignments in the field of police work; assist with traffic control and enforcement; provide reports of assignments and/or do related work as otherwise assigned.

### **REQUIREMENTS:**

- Minimum of an advanced Peace Officer certification is required to apply.
- Ten Years as a Police Officer in either civilian or military law enforcement capacity.
- A minimum of at least one year of supervisory experience.
- Must be able to pass physical fitness, background investigation, psychological evaluation, reading comprehension exam physical exam and drug screening.

### **PREFERRED QUALIFICATION:**

- Extra consideration will be given to applicants who have:
  - Instructed law enforcement courses and that have an instructor license issued by the Texas Commissioned on Law Enforcement
  - Applicants who have instructed law enforcement firearm courses and that have a firearms instructor license issued by the Texas Commissioned on Law Enforcement
  - Completion of supervisory level incident management training courses as proscribed by NIMS
  - Applicants who have directed or commanded emergency response scenes, to include barricaded subjects, hostage situations, and active shooter scenes
  - Experience assigned to or leading a proactive tactical unit such as Special Weapons and Tactics, Gang Unit, or a street crime unit.
  - Applicants who have knowledge in acquisition of equipment through DRMO, federal agencies, and grants will be given additional points when scoring of the candidates
  - Associates Degree or 60+ hours of College

### **SALARY:**

- Estimated \$47,000/ year.
- Non-Exempt Position
- Plus Certification pay
  - Master \$3,250/year
  - Advance \$2,340/year
  - Intermediate \$1300/year
  - Basic \$650/year
- \$700/yr. uniform allowance
- 100% Employee Coverage for Health, Dental and Life Insurances
- Participation in the Texas Municipal Retirement System (TMRS) 7% and 2:1 match.

**CLOSING:** All applications or resumes must be submitted to the Human Resources Office no later than 5:00 p.m. on September 23, 2020. Employment applications can be located at [www.leonvalleytexas.gov](http://www.leonvalleytexas.gov) or City Hall located at 640 El Verde Road, Leon Valley Texas, 78238. AA/EOE/ADA



**APPLICATION FOR EMPLOYMENT**  
(PLEASE TYPE OR PRINT CLEARLY)

**PERSONAL**

Date \_\_\_\_\_ DOB \_\_\_\_\_

Name \_\_\_\_\_ Social Security No. \_\_\_\_\_

Present address \_\_\_\_\_

Telephone No. (H): \_\_\_\_\_ (W): \_\_\_\_\_ (Mobile): \_\_\_\_\_

Are you legally eligible for employment in the U.S.A.? Yes \_\_\_ No \_\_\_ (Proof of citizenship or immigration status will be required upon employment.)

Are you of the legal age to work? \_\_\_\_\_

Position(s) applied for: **Photographic Traffic Control System Administrative Hearing Officer**

Email Address: \_\_\_\_\_

Were you previously employed by us? \_\_\_\_\_ If yes, when? \_\_\_\_\_

Is any additional information relative to your use of another name necessary to enable a check on your work record? If yes, please explain. \_\_\_\_\_

If your application is considered favorably, on what date will you be available for work? \_\_\_\_\_, 2020.

Are there any other experiences, skills, training or qualifications which will be of special benefit in the job for which you are applying? \_\_\_\_\_

**RECORD OF EDUCATION**

SCHOOL	NAME AND ADDRESS OF SCHOOL	COURSE OF STUDY	CHECK LAST YEAR COMPLETED				DID YOU GRADUATE ?	LIST DIPLOMA OR DEGREE
			1	2	3	4		
HIGH							<input type="checkbox"/> YES <input type="checkbox"/> NO	
COLLEGE							Credit Hrs Completed:  Degree Obtained:	
OTHER							<input type="checkbox"/> YES <input type="checkbox"/> NO	

LIST BELOW **ALL** PRESENT AND PAST EMPLOYMENT, BEGINNING WITH YOUR MOST RECENT. For additional employer listings, please use separate sheet of paper.

NAME AND FULL ADDRESS OF COMPANY AND TYPE OF BUSINESS	FROM		TO		WEEKLY STARTING SALARY	WEEKLY LAST SALARY	REASON FOR LEAVING	NAME OF SUPERVISOR
	MO	YR	MO	YR				
	Job Title: Work Description:							
TELEPHONE:								

NAME AND FULL ADDRESS OF COMPANY AND TYPE OF BUSINESS	FROM		TO		WEEKLY STARTING SALARY	WEEKLY LAST SALARY	REASON FOR LEAVING	NAME OF SUPERVISOR
	MO	YR	MO	YR				
	Job Title: Work Description:							
TELEPHONE:								

NAME AND FULL ADDRESS OF COMPANY AND TYPE OF BUSINESS	FROM		TO		WEEKLY STARTING SALARY	WEEKLY LAST SALARY	REASON FOR LEAVING	NAME OF SUPERVISOR
	MO	YR	MO	YR				
	Job Title: Work Description:							
TELEPHONE:								

NAME AND FULL ADDRESS OF COMPANY AND TYPE OF BUSINESS	FROM		TO		WEEKLY STARTING SALARY	WEEKLY LAST SALARY	REASON FOR LEAVING	NAME OF SUPERVISOR
	MO	YR	MO	YR				
	Job Title: Work Description:							
TELEPHONE:								

I hereby give permission to contact the employers listed above about my prior work experience. \_\_\_\_\_

Signature

If there is a particular employer(s), you do not wish us to contact, please indicate which one(s). \_\_\_\_\_

Have you ever been discharged or forced to resign for misconduct or unsatisfactory performance from any job?

Yes \_\_\_ No \_\_\_ If yes, give the name of the employer in each instance and the reason(s). \_\_\_\_\_

\_\_\_\_\_

**PERSONAL REFERENCES (NO FORMER EMPLOYERS, SUPERVISORS, OR RELATIVES)**

(These individuals should have known you for several years)

NAME & OCCUPATION	FULL MAILING ADDRESS	PHONE NUMBER
		H/Cell: W:
		H/Cell: W:
		H/Cell: W:

**PLEASE READ AND SIGN BELOW**

The facts set forth in my application (and accompanying resume, if any) for employment are true and complete. I understand that if employed, any false statement on this application may result in my disqualification or discharge when discovered. I further understand that this application or anything conveyed during an interview is not and is not intended to be a contract of employment, nor does this application obligate the City of Leon Valley in any way if the City decides to employ me. I understand and agree that my employment is at-will and can be terminated by either party with or without notice, at any time, for any reason or no reason. No one other than the City Manager has authority to enter into an agreement for employment for any specified period of time or to make an agreement contrary to the foregoing, and then only in writing by the City Manager.

In making this application for employment I authorize the City of Leon Valley or its designated individuals to make an investigative report whereby information is obtained through personal interviews with my neighbors, friends, or others with whom I am acquainted. This inquiry, if made, may include information as to my character, general reputation, personal characteristics and mode of living. I understand that I have the right to make a written request within a reasonable period of time to receive additional, detailed information about the nature and scope of any such investigative report that is made.

In consideration of my being considered for employment and/or being employed I hereby agree to and submit to physical examinations and tests as may be required by the City, and I do hereby (1) grant release and assign unto the City, all right, title and interest that I may subsequently acquire in all records and reports arising out of or in connection with said examinations and tests and (2) waive all rights to be advised on the content of said records and reports or to receive copies thereof, without the prior written consent of the City.

I also authorize the City of Leon Valley to furnish to any future employer or prospective employer any and all information they may request concerning my application for employment or employment with the City of Leon Valley. I hereby direct the City of Leon Valley to release such information upon request from a bearer of an authorization to release information. This release is executed with the full knowledge and understanding that this information is for the official use of the City of Leon Valley.

I also understand that this application for employment will be kept on file for a period of 6 months from the date of my application. I also understand that if I want to be considered for future employment at the end of this period of time that I will have to file a new application.

I hereby release the City of Leon Valley, as custodian of such records from any and all liability for damages of whatever kind which may at any time result to me, my heirs, family, or associates because of compliance with a valid authorization and request for information or any other attempt to comply with it.

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Authorizing Signature

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Printed Name

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Date



## NOTICE OF JOB REQUIREMENTS

The City of Leon Valley requires that each applicant be informed of what is expected of employees in each position with the City. Attached to this notice is a job description for the position of **“Photographic Traffic Control System Administrative Hearing Officer”** with the City of Leon Valley, for which you are applying.

The City of Leon Valley is concerned with the safety, health, and well-being of all its employees. The use or misuse of alcohol, drugs, narcotics, and/or controlled substances is inconsistent with this concern and, therefore, the City requires applicants to undergo pre-employment drug screening for drugs and illegal substances. A positive test result will cause rejection of the application, unless there are extenuating circumstances, e.g., medication causing the positive result if the medication is legally prescribed by a physician as part of an approved treatment.

The City of Leon Valley is an at-will employer and does not waive the right, at any time, including in the event the applicant is employed, to discharge the employee at any time, for any reason, with or without notice, and with or without cause.

**I have read the attached job description and understand the City of Leon Valley's policies regarding drug testing and employment-at-will.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



## CITY OF LEON VALLEY JOB DESCRIPTION

**JOB TITLE:** Photographic Traffic Control System Administrative Hearing Officer

**DEPARTMENT:** Police Department

**FLSA STATUS:** Non-Exempt

**EFFECTIVE DATE:** September 08, 2020

### **JOB SUMMARY:**

Under general supervision of the Photographic Traffic Control System and Traffic Safety Program Sergeant, conducts administrative hearings for personnel cited by the Photographic Traffic Control System. The Administrative Hearing Officer will hold hearings and decide the guilt or innocence of citizens whom have been given a citation by the system. This officer will also be responsible for reviewing potential violations on the computer and deciding whether citations should be issued or rejected. This position is also responsible for enforcing all laws of the City, State, and the United States, carry out special assignments in the field of police work; assist with traffic control and enforcement; provide reports of assignments and/or do related work as otherwise assigned by the Sergeant, Lieutenant, Assistant Chief or Chief of Police.

### **ESSENTIAL JOB FUNCTIONS:**

*Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position.*

Conducts Administrative Hearings for citizens cited by the Photographic Traffic Control System. This officer will decide guilt or innocence after studying the evidence and hearing the testimony of the accused;

Ensures the Administrative Hearings are conducted in compliance with the applicable State of Texas and City of Leon Valley laws;

Keeps track of and maintains reports detailing the citations issued, citations rejected, citations per camera, and analyzes data for usage to direct traffic patrols on further enforcement areas; present written and oral reports as directed by the chain-of-command;

Work well with the public and coworkers daily, communicating effectively, maintaining alertness, composure, helpful attitude and professionalism in all circumstances, including stress, verbal abuse, criticism, and/or other adverse conditions;

Maintains contact with the general public, court officials, police chain-of-command and other City officials in the performance of police activities or assignments; attend all courts, meetings, and other functions as scheduled and requested;

Communicate effectively via police radio, telephone, and in person, with citizens, coworkers, supervisors, and instructors, including persons of diverse backgrounds, without bias or prejudice;

Ability to think clearly and act effectively in all situations, making sound and logical decisions quickly; possess good prioritizing and problem-solving abilities; applies sound safety and work habits; able to de-escalate stressful/hostile situations through demonstration of a calm demeanor;

Make ethical decisions that conform to applicable laws, departmental policy, regulations, etc. without supervision when appropriate;

Acceptably and professionally perform duties after long hours (more than 24) without sleep during emergency situations;

Work in all weather conditions, inside and outside, in light and/or dark; work any day of the week, any hour of the day, extra assignments and be able to respond to situations while on and off duty as directed;

Demonstrate competent weapons' proficiency with Department authorized firearms; display proficiency in officer survival and safety tactics; and completes all required training as required by the Texas Commission on Law Enforcement (TCOLE), Local, State and Federal laws;

Responds to emergency calls by answering calls for service requiring assistance; enforces laws and ordinances; assists citizens with conflict resolution; advises citizens on services or resources; makes arrests; and utilizes assigned weapons and tools;

Respond to emergency radio calls and investigates accidents, robberies, civil disturbances, domestic disputes, fights, drunkenness, missing children, prowlers, abuse of drugs, etc. and takes appropriate law enforcement action;

Perform search duties of persons/vehicles for weapons, evidence, or contraband and searches of buildings, storm sewers, or tunnels in dark or low-light conditions;

Carries out duties in compliance with and enforces appropriate city ordinances, state and federal laws, and all written directives; ensure all operations under his/her direction are performed in concert with all policies/procedures of the City and department;

Recognize the need for higher supervisory intervention and seek it when needed; keep higher supervisors informed of relevant activity; begin and seek out work without supervision; follow a chain of command and instructions, receptive to supervision;

Fluently read, write and converse in English to assist citizens with such matters as crime prevention, drug resistance, traffic safety, etc; the ability to speak Spanish is also desired;

Operate, use and maintain assigned vehicles and equipment safely and properly, drive safely under adverse conditions (e.g., rain, snow, sleet, ice, dark etc.); safely engage in high speed driving while pursuing suspects or responding to calls; operate motor vehicle safely for extended periods of time; and safely work in congested traffic areas in and out of police vehicle;

Set up roadblocks appropriately using traffic barriers other than cars, e.g., cones, sawhorses, signs; direct or control traffic with a flashlight or hand signals for more than one hour at a time;

Physically intervene to restrain individuals for the safety of the officer, citizens and the individual; use physical restraints, apply handcuffs, use open/empty physical control techniques to subdue subjects and / or physically hold unwilling or aggressive subjects until help arrives;

Immediately comprehend and execute orders in accordance with the NIMS protocols in emergency situations;



takes charge as Incident Commander of police related scenes when appropriate; and maintains all NIMS Certifications;

Must use protective equipment such as, bullet proof vest, traffic vest, handcuffs, gloves, and boots as required by city and departmental policies; responsible for keeping track of and safeguarding all issued equipment; maintain the appropriate uniform at all times;

Maintain an acceptable physical fitness level, including specific vision abilities required by this job including close vision, distance vision, and the ability to adjust focus, also including hearing abilities to sufficiently and clearly communicate verbally to work safely with others;

Assist in setting up training equipment (firing range, driving course, etc...); instructs police related courses as required by the Sergeant, Lieutenant, Assistant Chief or Chief of Police;

Physical agility and good cognitive abilities are required for successful performance of Essential Functions.

Must not have any history of criminal or improper conduct which may affect suitability for law enforcement work or as an administrative hearing officer;

Must not have been convicted, placed on deferred adjudication or probation, or under indictment for any felony under the laws of Texas, another state or the United States;

Must not have been convicted in the past five years of a misdemeanor offense of the grade of Class A or Class B, or its equivalent for which the punishment could include jail time;

Must not be on probation, community supervision, deferred adjudication or any type of court ordered supervision for any criminal offense;

Must not have engaged in the manufacture or sale of any controlled substance or dangerous drugs, or ever used illegal drugs or substances other than experimentation with marijuana;

Must not have used or consumed intoxicating beverages in an excessive manner and/or have been convicted or placed on probation for DWI or DUID in the past five (5) years;

All other arrests and convictions are evaluated on an individual basis based on the nature and gravity of the offense, time passed since the conviction and/or completion of sentence; and

Any and all prior military service is required to have resulted in an honorable discharge.

**MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE USED:**

Effectively and appropriately use vehicles, vest, traffic vest, handgun, rifle, shotgun, electronic control device, vehicle computer, body camera, vehicle camera, and Microsoft Office Suite.

**ENVIRONMENTAL FACTORS:**

Must be able to work indoors and outdoors in variable temperatures and weather conditions including heat, cold, temperature swings and inclement weather. Must be able to drive safely under adverse conditions (e.g. rain, snow, sleet, ice, dark etc.). Will come in contact with some exposure to dust, chemicals, fumes and loud noises must use proper safety precautions.

<b>C</b> Continuously	<b>F</b> Frequently	<b>O</b> Occasionally	<b>R</b> Rarely	<b>N</b> Never
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<b>D</b> Daily	<b>W</b> Several Times Per Week	<b>M</b> Several Times Per Month	<b>S</b> Seasonally	<b>N</b> Never
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-Health and Safety Factors-	
Mechanical Hazards	R
Chemical Hazards	F
Electrical Hazards	R
Fire Hazards	O
Explosives	O
Communicable Diseases	F
Physical Danger or Abuse	F
Inclement Weather	F

-Environmental Factors-	
Respiratory Hazards	M
Extreme Temperatures	D
Noise and Vibration	M
Wetness/Humidity	M
Physical Hazards	D

**OVERALL PHYSICAL STRENGTH DEMANDS:**

Must be able to load and unload police equipment from a vehicle, including lifting objects weighing 50 pounds; raise a pistol, rifle, or shotgun to aim at a subject for an extended period of time (more than ten minutes) without firing. Must be able to carry or drag at least 150 pounds of an injured or other person, and assist ambulance/EMS attendants in carrying victims under adverse conditions, e.g. up/down stairs, over rough terrain, out of creeks, etc... Must be able to walk for short and long distances (more than 1/4 mile). Must be able to run and chase suspects for extended distances (more than 100 yards) over adverse terrain (e.g., rugged fields, alley ways, fences), crawl through windows, climb ladders, walk on rooftops to search for criminal entry, evidence, or suspects; and run up and down a flight of stairs/steps to assist other officers or apprehend subjects.

-Physical strength for this position is indicated below with "X"-				
Sedentary	Light	Medium	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly. <b>X</b>	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

**PHYSICAL DEMANDS:**

Must be able to stand on hard surfaces for long periods of time (more than one hour) performing guard/security duties. Walk long distances on uneven terrain and hard surfaces.

C	F	O	R	N
Constantly 2/3 or more of the time.	Frequently From 1/3 to 2/3 of the time.	Occasionally Up to 1/3 of the time. <b>X</b>	Rarely Less than 1 hour per week.	Never Never occurs.

*Note: This is intended as a description of the way the job is currently performed. It does not address the potential for accommodation.*

-Physical Demand-	-Frequency-	-Brief Description-
Standing	F	Foot patrolling
Sitting	C	In patrol vehicles for extended periods
Walking	C	Around public grounds and crime scenes
Lifting	C	Equipment, evidence and injured persons
Carrying	F	Equipment, evidence and injured persons
Pushing/Pulling	F	Equipment, evidence and injured persons
Reaching	C	Equipment, evidence, supplies and injured persons
Fine Dexterity	C	Computer keyboard, firearms, and camera systems
Kneeling	F	Retrieving items from lower shelves/ground
Crouching	O	Retrieving items from lower shelves/ground
Crawling	O	Inside attics/ditches, in search for suspects
Bending	F	Retrieving items from shelves, ground and out of vehicles
Twisting	F	Getting inside vehicle
Climbing	F	Stairs
Balancing	O	Computer screen, driving, observing work site, and reading

Vision	C	Driving, observing scene, and reading
Hearing	C	Communicating with co-workers and public and on telephone
Talking	C	Communicating with co-workers and public and on telephone
Foot Controls	C	Driving vehicles

**JOB REQUIREMENTS:**

-Description of Minimum Job Requirements-	
Formal Education	Work requires knowledge of a specific vocational, administrative, or technical nature which may be obtained with a high school degree, military service, college courses, or an equivalent degree/certification from a college, technical, business, vocational, or correspondence school.
Experience	Minimum of an Advanced degree certification award from the Texas Commission on Law Enforcement (TCOLE) is required. In addition, a minimum of ten years as a police officer in a civilian or military law enforcement capacity is required. Understanding of de-escalation techniques and managing of hostile persons is also required.
Supervision	Some level of past supervisory experience is required for this position as it will entail providing calm guidance and direction to the public on such matters as traffic safety, traffic violations and future punishment ranges for additional violations of the law.
Human Collaboration Skills	Communications and discussions may result in decisions regarding policy development and implementation. Interaction with others outside the organization requires exercising participative management skills that support team efforts and quality processes.
Freedom to Act	Receives General Direction: The employee normally performs the job by following established standard operating procedures and/or policies. There is a choice of the appropriate procedure or policy to apply to duties. Performance is reviewed periodically.
Technical Skills	Skilled in a Technical Field: Work requires a comprehensive, practical knowledge of a technical field with use of analytical judgment and decision-making abilities appropriate to the work environment of the organization.
Fiscal Responsibility	Helps manage monies assigned to the Photographic Traffic Control and Traffic Safety units; assists in the preparation of equipment and training requirements for annual budgets.
Reading	Basic - Ability to recognize meaning of common two- or three-syllable words. Ordinarily, such education is obtained in elementary school up to high school. However, it may be obtained from experience and self-study.
Math	Basic - Ability to perform the four basic arithmetic operations. Ordinarily, such education is obtained in elementary school up to high school. However, it may be obtained from experience and self-study.
Writing	Basic - Ability to write simple sentences containing subject, verb, and object, and/or series of numbers, names, and addresses. Ordinarily, such education is obtained in elementary school up to high school. However, it may be obtained from experience and self-study.
Certification & Other Requirements	Valid Texas Motor vehicle license and the ability to remain eligible to drive under the City's driver evaluation program; Licensed Peace Officer with an Advanced certificate from Texas Commission on Law Enforcement. All required licenses and certifications must be current or can be made current by the date of hire.

**PREFERRED JOB CAPABILITIES:**

-Description of Preferred Job Capabilities-	
Supervisory Experience	The department will give additional consideration for personnel with five or more years of supervisory unit experience.

Instructor	Extra consideration will be given to applicants who have instructed law enforcement courses and that have an instructor license issued by the Texas Commissioned on Law Enforcement
Firearms Instructor	Applicants who have instructed law enforcement firearm courses and that have a firearms instructor license issued by the Texas Commissioned on Law Enforcement will be given extra consideration
NIMS Courses	Completion of supervisory level incident management training courses as proscribed by NIMS will give the applicant additional consideration
Emergency Management	Applicants who have directed or commanded emergency response scenes, to include barricaded subjects, hostage situations, and active shooter scenes will be given additional consideration when scoring
Tactical Experience	Extra consideration will be given to applicants who have a minimum of five years of experience assigned to or leading a proactive tactical unit such as Special Weapons and Tactics, Gang Unit, or a street crime unit.
Equipment Acquisition	Applicants who have knowledge in acquisition of equipment through DRMO, federal agencies, and grants will be given additional points when scoring of the candidates

**PRIMARY WORK LOCATION**

Office Environment	X	Vehicle	
Warehouse		Outdoors	
Shop		Other (See Environmental Factors)	
Recreation/Neighborhood Center			



**AUTHORIZATION TO RELEASE INFORMATION  
(PRIVATE PERSON OR ORGANIZATION)  
TO THE CITY OF LEON VALLEY**

**TO WHOM IT MAY CONCERN:**

I, \_\_\_\_\_, an applicant for employment with the City of Leon Valley, hereby authorize you to furnish the City of Leon Valley with any and all information they may request concerning my employment; educational records, including but not limited to academic, achievement, attendance, athletic, personal history, and disciplinary records; juvenile, police, Department of Public Safety driving and court records; military records, for determination of my potential for employment and for eligibility for certain security clearances. I hereby direct you to release such information upon request of the bearer. This release is executed with full knowledge and understanding that the information is for the official use of the City of Leon Valley. I also understand that neither the City nor its agent shall be violating my right to privacy in any manner and I hereby release them from all liability whatsoever for actions related to this investigation.

I hereby release you, as custodian of such records, any school, college, university, or other educational institution; hospital or other repository of medical records; credit bureau; lending institution; consumer reporting agency; or retail business establishment including its officers, employees, or related personnel, both individually and collectively, from any and all liability for damages of whatever kind which may at any time result to me, my heirs, family, or associates because of compliance with this authorization and request for information or any other attempt to comply with it.

\_\_\_\_\_  
Authorizing Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date



**City of Leon Valley Texas Police Department**

**AUTHORITY TO RELEASE INFORMATION**

TO WHOM IT MAY CONCERN:

I hereby authorize the City of Leon Valley Police Department and its authorized representatives bearing this release, or a copy thereof, within one year of its date, to obtain any information in your files pertaining to my employment, military, credit, education or medical records, including not limited to academic, achievement, attendance, athletic, personal history, and disciplinary records, medical records, and credit records.

I hereby direct you to release such information upon request of the bearer. This release is executed with full knowledge and understanding that the information is for official use. Consent is granted to all parties to furnish such information, as described above, to third parties in the course of fulfilling its official responsibilities. I hereby release you, as custodian of such records, and any school, college, university, or other educational institution, hospital, or other repository of medical records, credit bureau, lending institution, consumer reporting agency, or retail business establishment including its officers, employees, or related personnel, both individually and collectively, from any and all liability for damages of whatever kind, which may at any time result to me, my heirs, family or associates because of compliance with this authorization and request to release information, or attempt to comply with it.

I am furnishing my Social Security Account Number on a voluntary basis with the understanding such is not required by any law or regulation. I have been advised that all parties will utilize this number only to facilitate the location of employment, military, credit, and educational records concerning me in connection with this application. Should there be any question as to the validity of this release, you may contact me as indicated below:

Applicant's Printed Full Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Applicant's Notarized Signature: \_\_\_\_\_

Sworn to and signed before me, on this the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_,  
in and for \_\_\_\_\_ county, in the state of \_\_\_\_\_.

Signature of Notary Public: \_\_\_\_\_

Printed Name of Notary Public: \_\_\_\_\_

My Commission Expires: \_\_\_\_\_

To Applicant: **READ THIS INTRODUCTION CAREFULLY BEFORE ANSWERING ANY QUESTIONS.**

The Civil Rights Act of 1964 prohibits discrimination in employment because of race, color, creed, religion, sex, national origin or disability. Federal law also prohibits other types of discrimination such as age and citizenship. The laws of most States also prohibit some or all of the above types of discrimination as well as some additional types such as discrimination based upon ancestry, marital status or physical or mental handicap or disability. The Fair Credit Reporting Act imposes restrictions with respect to credit data.

1. How long have you lived at present address? \_\_\_\_\_

2. Previous address \_\_\_\_\_  
\_\_\_\_\_

3. How long did you live there? \_\_\_\_\_

4. Are you over the age of eighteen? Yes \_\_\_\_\_ No \_\_\_\_\_

If no, hire is subject to verification that you are of minimum legal age.

5. Have you been bonded? \_\_\_\_\_ If yes, on what jobs? \_\_\_\_\_

6. Have you ever been convicted of a crime, **including** misdemeanors and summary offenses, in the past ten years which has not been annulled or expunged or sealed by a court? \_\_\_\_\_

If yes, describe in full: \_\_\_\_\_  
\_\_\_\_\_

7. List any friends or relatives working for us, other than spouse. How do you know them and for how long?

a. \_\_\_\_\_

b. \_\_\_\_\_

c. \_\_\_\_\_

8. Will you work overtime if scheduled or requested? \_\_\_\_\_

9. Will you work weekends if scheduled or requested? \_\_\_\_\_

10. Will you be able to get to work on time each day and when called in? \_\_\_\_\_

11. How did you hear about this job opening? \_\_\_\_\_

# INFORMATION RELEASE AUTHORIZATION

## Criminal Background Check

Applicant's Name (Print): \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Race: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

I, \_\_\_\_\_, do hereby authorize any law enforcement agency to furnish the City of Leon Valley or its agent information related to my criminal history. I hereby release the City of Leon Valley and all of its agents and employees, the law enforcement agency and all employees of law enforcement agencies furnishing information, from all liability, resulting from the furnishing of this information to the City of Leon Valley. I certify that the statements made by me on this form and on all pages of the City of Leon Valley Employment Application are true, complete and correct to the best of my knowledge and belief and are made in good faith. I understand that any false statements made herein will void my consideration for employment/continued employment, and could result in disciplinary action including termination.

Signed \_\_\_\_\_

Date \_\_\_\_\_





**WRITTEN AUTHORIZATION TO OBTAIN CONSUMER  
REPORTS FOR EMPLOYMENT PURPOSES**

TO: The City of Leon Valley

FROM: \_\_\_\_\_  
Printed Name of Applicant for Employment

DATE: \_\_\_\_\_

I, the undersigned, have received from the City of Leon Valley a disclosure to individuals applying for employment with the City of Leon Valley, Texas. I have read the disclosure and I understand its contents. After reading the disclosure, I give my authorization to the City of Leon Valley to obtain consumer reports for employment purposes. I understand that if I become an employee of the City of Leon Valley, this authorization will continue in effect to authorize the City of Leon Valley to periodically obtain reports for employment purposes for the purpose of evaluating me for promotion, reassignment, or retention as an employee.

\_\_\_\_\_  
Signature of Applicant

.....  
**DISCLOSURE TO INDIVIDUALS APPLYING FOR  
EMPLOYMENT WITH THE CITY OF LEON VALLEY, TEXAS**

The City of Leon Valley hereby discloses to you that in connection with your application for employment, upon receipt of your written authorization to do so, it may obtain one or more consumer reports for employment purposes.

If the City of Leon Valley employs you, it may periodically obtain consumer reports for employment purposes, for the purpose of evaluating you for promotion, reassignment, or retention as an employee.

In each case, if information in the report influences the City's decision to deny hiring or promotion, it will provide you with appropriate action disclosures in accordance with Section 604(b)(2)(A) of the Fair Credit Reporting Act complete as of January 7, 2002.

## DRIVER'S EMPLOYMENT BACKGROUND

NAME: \_\_\_\_\_  
LAST,
FIRST
MI

SSN: \_\_\_\_\_ DATE OF BIRTH: \_\_\_\_\_

PRESENT ADDRESS: \_\_\_\_\_

PREVIOUS ADDRESSES FOR THE LAST THREE (3) YEARS: \_\_\_\_\_

### CURRENT DRIVER'S LICENSES

STATE	LICENSE NO.	TYPE	EXPIRATION

### DRIVING EXPERIENCE

CLASS OF EQUIPMENT	TYPE OF EQUIPMENT (VAN, TANK, FLATBED, ETC.)	DATES OF OPERATION		TOTAL MILES OF OPERATION
		FROM	TO	

### ACCIDENT RECORD FOR PAST FIVE (5) YEARS

(ATTACH AN ADDITIONAL SHEET IF NEEDED)	DATE	NATURE (HEAD ON, ETC.)	NO. OF FATALITIES	NO. OF INJURIES
LAST ACCIDENT				
NEXT PREVIOUS				
NEXT PREVIOUS				

### TRAFFIC CONVICTIONS FOR THE PAST FIVE (5) YEARS (OTHER THAN PARKING VIOLATIONS)

LOCATION (CITY & STATE)	DATE	CHARGE	PENALTY

A. Have you **ever** been denied a license, permit or privilege to operate a motor vehicle?  
 YES  NO

B. Has any license, permit or privilege to operate a motor vehicle been suspended or revoked? YES  NO

When and Why:

IF THE ANSWER TO EITHER "A" OR "B" IS YES, ATTACH A STATEMENT OF EXPLANATION.

# VOLUNTARY DATA RECORD SURVEY

Dear Applicant:

Applicants for positions with the City of Leon Valley are treated equally, without regard to race, color, religion, sex, national origin, age, marital or veteran status, medical condition or disability, or any other legally protected status. At the same time, as an employer with an affirmative action program, the City of Leon Valley complies with government regulations, including affirmative action responsibilities and reports where they apply.

Government agencies periodically require reports on the status of protected employees. The purpose of this Voluntary Data Record is to comply with government record keeping, reporting, and other legal requirements. This data is for statistical analysis with respect to the success of the City of Leon Valley's affirmative action program only.

Completing this Voluntary Data Record Survey is optional. All data records are kept in a confidential file and are not a part of your Application for Employment or Personnel File.

NOTE: THE DECISION TO SUBMIT THIS INFORMATION IS VOLUNTARY.

=====

Date: \_\_\_\_\_

1. Job Title of Position Applied For: \_\_\_\_\_

2. Check One:

Male \_\_\_\_\_

Female \_\_\_\_\_

Age: \_\_\_\_\_

Vietnam Era Veteran: \_\_\_\_\_

Disabled Veteran: \_\_\_\_\_

Disabled: \_\_\_\_\_

3. Check one of the following (ethnic/racial background):

White \_\_\_\_\_

Hispanic \_\_\_\_\_

Native American: \_\_\_\_\_

Black: \_\_\_\_\_

Asian/Pacific Islander: \_\_\_\_\_

Other: \_\_\_\_\_