



12002 Hwy. 6  
Santa Fe, Texas 77510  
(409) 925-6412



NOTICE  
CITY OF SANTA FE  
ENTRY LEVEL POLICE OFFICER CIVIL SERVICE EXAMINATION

**DATE:** February 4, 2017  
**TIME:** 9:00 a.m. (Doors open at 8:30 a.m.)  
Doors close at 9:00 a.m.  
**PLACE:** Santa Fe Justice Center's Courtroom  
3650 FM 646 N, Santa Fe, Texas 77510

The eligibility list created because of this examination and application process will become effective when the current eligibility list is exhausted or expires on **March 12, 2017**. At that time, the eligibility list created from this examination will be in effect until it is exhausted or expires one (1) year from the date it becomes effective.

**\*\*\*YOU MUST PRE-REGISTER EVEN IF YOU HAVE SUBMITTED AN APPLICATION TO TAKE THE EXAM BY JANUARY 26, 2017 WITH THE CIVIL SERVICE DIRECTOR. ACCORDING TO THE CITY OF SANTA FE, TEXAS POLICE OFFICERS CIVIL SERVICE COMMISSION RULES AND REGULATIONS, "The last day for acceptance of examination applications is no later than fourteen (14) days prior to the examination date." For purposes of this exam it will be nine (9) days prior to the examination date.**

The following represents a part of the eligibility requirements for City of Santa Fe Entry Level Police Officer established by the City of Santa Fe Civil Service Commission and Collective Bargaining.

Applicants must:

1. Be at least 20 years of age.
2. Not be 45 years of age or older unless he/she has at least 10 consecutive years of prior law enforcement service with no more than a 2 year break in law enforcement. A person who is 56 years of age or older may not be certified for a beginning position.
3. Be currently enrolled in a police academy, eligible to take the TCOLE examination, or is currently holding a Texas Peace Officer license.
4. Be a high school graduate or passed a GED.
5. Be able to pass a medical, psychological, and background examination.
6. Be able to read and write the English language.
7. Hold a valid Texas Driver's License

Applicants who have served in the military and want to receive five additional points to their passing score (70) must provide a **PHOTOCOPY OF FORM DD-214, UNDELETED** which indicates that the individual performed active military service in the Armed Forces of the United States, and received an "Honorable" discharge. (Undeleted DD-214 contains sections 23-30). General discharge under honorable conditions or any other discharges are ineligible. DD-214's must be submitted prior to testing on February 4, 2017. **Do not provide your original DD-214.**

Once the applicant passes the written exam, he/she will be given the Personal History Statement and be given **4 days** to return the **completed packet with all required documents** (credit report, transcripts, etc.). The Personal History Statement will then be reviewed by a Santa Fe Police Detective for the minimum job requirements, to include but not limited to: current/active TCOLE license, valid driver's license, no recent use of narcotics, omission of required documents, etc. **The applicants who pass this point will be scheduled for an oral interview.**

The Personal History Statement is available to download on the website @ [www.ci.santa-fe.tx.us](http://www.ci.santa-fe.tx.us) under Job Postings.  
Entry Level Police Officer wage is \$19.92 per hour.

**Pamela K. Wood, Civil Service  
Director** posted 11/21/2016