



## **RULE IX (1) Police Applicants-Eligibility Lists for Beginning Positions**

### **A. Passing Score**

Applicants must receive the cut off score on the KSA exam in order to continue with the selection process and be placed on the eligibility list. Based on a weighting of one hundred percent (100%) for perfection, a score of seventy percent (70%) or higher on the entrance examination shall be considered the cut off score, unless a qualified consultant determines that a different score should be the cut off score, based on the statistical validity of the examination. Said consultant may determine a statistically valid band of scores, and all scores falling within the valid statistical band shall be treated as the same score for purposes of processing and selection.

### **B. Military and Other Preference Points**

#### **1. Military Points**

Applicants who have:

- a) served on active duty for a minimum of 180 consecutive days in the United States Armed Forces;
- b) been released from and not currently serving on active duty or who provide proof they are scheduled for release from active duty;
- c) provided a DD-214 stating he/she has been assigned a character of active service that is rated Honorable or have provided a letter from their current commander (field grade officer or above) that contains contact information for the commander, indicates term of service, and that the service member will receive an Honorable Discharge based on current conditions; and
- d) received the cut off score on the KSA exam are eligible to receive an additional five (5) points, which shall be added to the applicant's KSA exam score and used to determine his/her placement on the eligibility list.

To receive the five (5) military preference points, applicants must provide evidence of honorable military service, in accordance with (a, b, & c) above, and submit such evidence to the appropriate Police Department Applicant Processing Detail prior to the KSA exam.

Prior to the actual appointment to the Police training academy, an applicant must provide an original certified true and exact copy of the DD-214 indicating character and length of honorable service. Failure to provide a DD-214 as proof of honorable discharge and release from active duty will result in the applicant being deemed unsuitable for failing to meet the minimum qualifications as outlined in Rule VII A. 4, b. Only the following copies of DD214's will be accepted: Member 4, Service 2, Service 7, Service 8, and State Director of Veteran's Affairs 6.

NOTE: Applicants who acquire the 180 days of honorable service after the designated submission deadline or who do not provide sufficient evidence of honorable military service within the designated time frame shall not be eligible for the five (5) military preference points.

#### **2. Other Preference Points**

Applicants who received the cut off score on the KSA exam are eligible for other additional points as follows:

- a) Texas Commission on Law Enforcement (TCOLE) peace officer certification of intermediate or higher or five (5) years' experience as a full-time licensed peace officer/law enforcement officer receive two (2) points
- b) Bachelor's Degree or higher from an accredited learning institution of higher education receive two (2) points
- c) Associates Degree from an accredited learning institution of higher education receive one (1) point
- d) Local Resident, an individual residing within the corporate city limits of the City of San Antonio for 180 days or more at the time of taking the KSA exam receive one (1) point.

3. The maximum number of preference points that may be added to a KSA exam score is five (5).

**C. Tiebreaker**

In the event two or more applicants receive identical scores on the KSA exam, the applicants are placed on the eligibility list based on the date and time their application was received by the department. The applicant with the earliest date and time are listed first.

**D. Preparation of Eligibility List**

The Applicant Processing Detail shall cause to be prepared a list of names of all applicants who receive the cut off score on the KSA exam and who satisfy all pre-employment eligibility requirements. This list of names is ordered from the highest score to the lowest score, inclusive of Military and Other Preference points and applied tiebreaker, if necessary. An applicant who is either a natural-born or adopted child of a police officer who previously suffered a line-of-duty death shall be ranked at the top of the list in which said applicant receives a minimum cut off score on that respective KSA exam and satisfies all pre-employment eligibility requirements. This list becomes the eligibility list for the position for which the KSA exam was given and all appointments to said position are made from this list.

**E. Approval and Duration of Eligibility List**

The Applicant Processing Detail shall present the list of eligible applicants to the Police Chief for approval, attesting to the correctness of the order of placement of eligible applicants on the list. Candidate placement on the eligibility list will be valid for a period of not more than 12 months after placement on the list.

**F. Notice of Placement on Eligibility List**

Applicants are notified of their examination score and results by the Applicant Processing Detail. Those applicants who passed the examination and who satisfy all pre-employment eligibility requirements are informed of their position on the eligibility list.

**G. Proper and Sufficient Notice to Applicants**

Notices sent to an applicant's last known physical address or email address are considered sufficient and proper notification.

It is the responsibility of each applicant on an eligibility list to notify the Commission in writing within ten (10) business days of any change of address. Failure to respond or report changes in address will deem the applicant unsuitable.

Applicants deemed unsuitable for this cause are eligible to reapply six (6) months after the date of their last KSA exam.

#### **H. Suitability for Appointment to a Beginning Position**

An applicant will be deemed unsuitable for appointment to a beginning position whenever the applicant loses any of the minimum qualifications set forth in Rule VII, MINIMUM QUALIFICATIONS.

In addition to the minimum qualifications, the following establishes causes for determining an applicant's suitability for appointment to a beginning position in the Police Department:

##### **1. Academic Ability**

Applicants' academic records must reflect the ability to maintain the high standards demanded in the Training Academy.

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 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. The college hours shall be from an accredited learning institution of higher education recognized by the State Board of Education in the State in which the college resides and accredited by the Southern Association of Colleges and Schools or a similar regional association recognized by the U.S. Department of Education.

Semester hours presented under this cause do not include Continuing Education Credits (CEU), Technical Training, or credit for Life Experience or any other training where college credit was given but specific letter or number grades were not assigned.

Applicants deemed unsuitable under this cause are eligible to reapply six (6) months after the date of their last KSA exam.

##### **2. Withdrawals**

Applicants desiring to withdraw from consideration must submit a signed written statement indicating this desire to the Applicant Processing Unit. In the event no written statement is presented, the applicant will continue in the process subject to the conditions specified in these rules.

Applicants withdrawing their applications are eligible to reapply six (6) months after the date of their last KSA exam.

### 3. Financial Responsibility

Applicants must demonstrate fiscal responsibility and judgment in the management of their personal affairs. An applicant's poor or bad credit history, failure to pay just debts, delinquency on outstanding loans, or bankruptcies, repossessions, and foreclosures will be considered on a case-by-case basis due to the number of variables involved.

Factors considered include the type and number of debts, reasons for credit problems, extenuating circumstances, and the potential for financial-related problems to have an impact on the applicant's judgment and integrity.

Applicants obligated to child and/or spousal support payments must be current on all payments.

Applicants deemed unsuitable under this cause are not eligible to reapply for twelve (12) months from the date deemed unsuitable under this cause.

### 4. Physical Testing

Applicants must meet or exceed the standards established in the San Antonio Police Department Physical Ability Test (PAT). The PAT shall be designed by experts in the field of industrial organizational psychology and approved by the Commission as required by Rule XV, MEDICAL, PSYCHOLOGICAL, and PHYSICAL TESTING.

Applicants must meet or exceed each standard during a single evaluation to be considered having successfully completed the evaluation.

Applicants will be allowed two (2) practice evaluations and a final evaluation. In the event that an applicant fails the two (2) practice evaluations the applicant will be allowed to take one (1) final retest within twenty eight (28) days of the first evaluation. Applicants will be deemed unsuitable for this cause if they fail their initial evaluation and do not subsequently pass either their second practice evaluation or their final retest.

Applicants deemed unsuitable under this cause who have taken a KSA exam during their current processing cycle are eligible to reapply six (6) months after the date of their last KSA exam.

Applicants deemed unsuitable under this cause who have yet to take a KSA exam during their current processing cycle will be eligible to reapply six (6) months after the date they failed their most recent evaluation.

### 5. Driving Record

Applicants must possess a valid Texas Class "C" Operator's License or another state's equivalent.

Applicants' driving records must reflect driving habits that are compatible with the safe operation of emergency vehicles. Applicants are deemed unsuitable when at any point in their processing; their driving records reflect one or more of the following:

- a) No more than six (6) traffic citations with any disposition other than "not guilty" or a non-conditional dismissal within the previous four (4) years from the date of application. Traffic citations under this subsection shall only include all hazardous moving violations as well as no valid license, seat belt and financial responsibility ("insurance") citations. Applicants deemed

unsuitable under this cause are eligible to reapply after this disqualifying factor no longer exists and after six (6) months from the date of their last KSA exam.

- b) Involvement as a driver in two (2) or more motor vehicle accidents within the preceding twenty-four (24) months where the applicant's actions contributed to the accident in any way. Applicants deemed unsuitable under this cause are eligible to reapply after this disqualifying factor no longer exists and after six (6) months from the date of their last KSA exam.
- c) Suspension or revocation of driving privileges within the preceding twelve (12) months. Applicants deemed unsuitable under this cause are eligible to reapply after this disqualifying factor no longer exists and after six (6) months from the date of their last KSA exam.
- d) Applicants must not be on probation for DWI or other traffic offenses. Applicants deemed unsuitable under this cause are eligible to reapply after this disqualifying factor no longer exists and after six (6) months from the date of their last KSA exam.
- e) Applicants must not be wanted on outstanding traffic warrants. Applicants deemed unsuitable under this cause are eligible to reapply after this disqualifying factor no longer exists and after six (6) months from the date of their last KSA exam.

6. Polygraph Examination

Applicants must demonstrate their veracity in responses to all personal history, employment, criminal activity, and personal habit interrogatories presented in the Polygraph Questionnaire approved by the Commission. Satisfactory demonstration of this requirement will be based on a polygraph examiner's report of "No Deception Indicated."

Manner of Testing

- a) Each applicant is required to complete an approved "Polygraph Examination Questionnaire" prior to undergoing the examination.
- b) The polygraph examination is for the sole purpose of verifying the applicant's truthfulness in the responses to the approved questionnaire.
- c) Current or former law enforcement, corrections, or security officers are required to respond to additional questions relating to their conduct as a law enforcement, corrections, or security officer.
- d) Polygraph examinations are conducted by a licensed polygraph examiner.
- e) Applicants whose original polygraph results are found to be other than "No Deception Indicated" are re-examined within thirty (30) days.
- f) Subsequent polygraph examinations are conducted by a different examiner.
- g) Examiners who are related to an applicant, in the first degree by blood or marriage, are ineligible from administering the polygraph examination to the relative or to applicants appearing higher than the relative on the eligibility list.

Applicants whose polygraph results remain “deception indicated (DI)” or “no opinion (NO)” after two (2) examinations are deemed unsuitable.

The Chief of Police may review “deception indicated (DI)” or “no opinion (NO)” results to determine if an applicant will proceed in the application process.

Applicants deemed unsuitable up to three (3) times under this cause are eligible to reapply six (6) months from the date of their last KSA exam.

Applicants deemed unsuitable more than three (3) times, under this cause will have their length of unsuitability determined by the Chief of Police or his designee.

7. Psychological Evaluation

Applicants must be certified by a licensed psychologist or psychiatrist to be in satisfactory psychological and emotional health appropriate to the duties and functions of a professional police officer.

Applicants who fail to be certified as psychologically fit to perform the duties of a police officer by a licensed psychologist or psychiatrist are deemed unsuitable.

In accordance with Chapter 143.022, applicants deemed unsuitable under this cause may request another examination by a board of three physicians, psychiatrists, or psychologists, as appropriate, appointed by the commission. The applicant must pay for the board examination. The board’s decision is final.

Applicants who fail to be certified by the board are eligible to reapply six (6) months from the date of their last KSA exam.

8. Compliance with Processing Requirements

Applicants are required to complete and satisfactorily meet the employment process requirements. This includes submitting paperwork such as the personal history questionnaire and other documents prior to the designated date, reporting to appointments and examinations on the scheduled dates and times, proper notification of address and/or telephone number changes, and complying with the directions and instructions of the Applicant Processing Unit.

Applicants who fail to complete or satisfactorily meet the employment process requirements are unsuitable.

Applicants deemed unsuitable under this cause are eligible to reapply six (6) months from the date of their last KSA exam.

9. Employment History

a) Applicants must demonstrate maturity, dependability, integrity, good work ethic, and loyalty to their past and present employers.

1) The applicant’s employment history from age nineteen (19) must not indicate instability in the applicant’s employment history; excessive tardiness or absenteeism; inefficiency;

failure to follow directions, policies and procedures, and rules and regulations; poor working relationships; or negligent work habits.

Applicants deemed unsuitable under the above cause are not eligible to reapply for a period of eighteen (18) months from the date deemed unsuitable for this cause.

b) Applicants must not have been terminated, asked to resign, or resigned from any previous employment for engaging in inappropriate or unlawful behavior, including but not limited to any of the following:

- 1) Theft
- 2) Assault
- 3) Threats
- 4) Any Felony Offense
- 5) Sex Crimes
- 6) Sexual Harassment
- 7) Discriminatory or Retaliatory Acts
- 8) Any offense involving acts of moral turpitude
- 9) Disorderly Conduct or other Breaches of the Peace

Applicants deemed unsuitable under the above cause remain permanently unsuitable.

c) Applicants must not have been employed or engaged in an illegal occupation.

Applicants deemed unsuitable due to employment in an illegal occupation remain permanently unsuitable.

d) Applicants previously employed as law enforcement officers, corrections officers, emergency medical technicians (any level) or fire fighters who have been terminated or asked to resign from the employing agency remain permanently unsuitable. This shall include law enforcement officers, corrections officers, emergency medical technicians (any level) or fire fighters that have been terminated or asked to resign during their probationary period, but does not include applicants who are terminated or are asked to resign while attending a training academy.

10. Personal Interview and/or Behavioral Assessment Device

a) Applicants must demonstrate their ability to effectively communicate in a Structured Oral Interview (SOI) process as designed by experts in the field of industrial and organizational psychology.

b) Structured Oral Interview components will exhibit linkage to the following skill areas:

- 1) Decision Making
- 2) Judgment and Reasoning
- 3) Problem Analysis/Problem Solving
- 4) Interpersonal Skills
- 5) Public Relations Skill/Community Service Orientation
- 6) Oral Communication
- 7) Planning and Organizing

- 8) Composure and Conflict Resolution
- 9) Team Orientation
- 10) Decisiveness/Thoroughness

- c) Applicants who do not achieve a passing score on the SOI will be deemed unsuitable.
- d) Unsuccessful applicants will be provided feedback regarding their interview and what they might do to improve future performance.
- e) Applicants deemed unsuitable under this cause for disqualification will be eligible to reapply six (6) months from the date of their last KSA exam.

11. False Statements of Material Fact

Applicants must be truthful and honest in their responses to all inquiries relative to their suitability for employment.

Applicants found to have withheld material information, and/or practiced or attempted to practice any deception or fraud in their application, examination, or appointments are deemed unsuitable. During polygraph examinations, applicants with a determination of: No Opinion – Counter Measures shall be deemed unsuitable for a period of one (1) year from the date of the polygraph examination. If an applicant has three (3) polygraph examinations with a determination of: No Opinion – Counter Measures, then the applicant’s length of unsuitability shall be determined by the Chief of Police or his designee.

Applicants deemed unsuitable under this cause, except during polygraph examinations with a determination of No Opinion – Counter Measures, remain permanently unsuitable.

If an applicant is deemed unsuitable for this rule based on a finding of unsuitability by another agency, the period of unsuitability will be the same as that of the originating agency.

12. Medical Examination

Applicants must be declared physically sound and free from defect which may adversely affect the performance of the duties of a police officer. To this end, applicants must be certified by a licensed physician in accordance with Chapter 143 of the Texas Local Government Code to meet or exceed the physical requirements established by this Commission for the position applied for.

In accordance with Chapter 143.022, applicants deemed unsuitable under this cause may request another examination by a board of three physicians, psychiatrists, or psychologists, as appropriate, appointed by the commission. The applicant must pay for the board examination. The board’s decision is final.

Applicants who fail to be certified by the board are eligible to reapply six (6) months from the date of their last KSA exam.

13. Use of Illicit Substances

In order to be deemed suitable, applicants must show no trace of drug dependency or illegal drug use after a physical examination, urine test, blood test, or other medical test designed to detect the presence of controlled substances.

Applicants are deemed unsuitable if they have:

- a) Used marijuana or synthetic cannabinoids for the purpose of recreation or intoxication:
  - 1) Any time during the twenty-four (24) months preceding the date of KSA exam. Applicants deemed unsuitable under this cause are eligible to reapply for subsequent entrance exams when the unsuitability factor is no longer applicable and after six (6) months from the date of their last KSA exam.
  - 2) At any time while serving as a law enforcement officer, correction officer, security officer, or fire fighter. Applicants deemed unsuitable under this cause remain permanently unsuitable.
- b) Used paint, glue or other inhalants for the purpose of intoxication. Applicants deemed unsuitable under this cause remain permanently unsuitable, except if an applicant was nineteen (19) years of age or younger when he/she violated section B, of this cause thus resulting in unsuitability, he/she will be eligible to reapply three (3) years from the most recent date of usage.
- c) Used any hallucinogenic drugs, including, but not limited to LSD, STP, or Psilocybin. Applicants deemed unsuitable under this cause remain permanently unsuitable, except if an applicant was nineteen (19) years of age or younger when he/she violated section C, of this cause thus resulting in unsuitability, he/she will be eligible to reapply three (3) years from the most recent date of usage.
- d) Abused or illegally used prescription medicines for the purpose of intoxication or recreation, whether prescribed to them or another person or otherwise obtained is permanently unsuitable, unless:
  - 1) The applicant was nineteen (19) years of age or younger when he/she violated section D.
  - 2) On no more than five (5) independent occasions, while the applicant was between twenty (20) to twenty-five (25) years of age. Applicants deemed unsuitable under this cause are eligible to reapply three (3) years from the date of last usage.
- e) Used anabolic steroids for any reason other than the treatment of a medical condition, authorized by and under the direction of a physician. Applicants deemed unsuitable under this cause are not eligible to reapply for a period of five (5) years from the date of the usage.
- f) Illegally used any other substances or drugs listed in the Texas Controlled Substances Act or the Federal Controlled Substances Act, with the exception of Cocaine. Applicants deemed unsuitable under this cause remain permanently unsuitable.
  - 1) Use of Cocaine on no more than one (1) independent occasion while the applicant was younger than twenty one (21) years of age. Applicants deemed unsuitable under this cause are not eligible to reapply for a period of five (5) years from the date of usage.

- 2) Use of Cocaine on no more than one (1) independent occasion while the applicant was twenty one (21) to twenty four (24) years of age. Applicants deemed unsuitable under this cause are not eligible to reapply for a period of ten (10) years from the date of usage.
- 3) Use of Cocaine on any occasion while the applicant was twenty five (25) years of age or older. Applicants deemed unsuitable under this cause remain permanently unsuitable.
- 4) Use of Cocaine on two (2) or more independent occasions. Applicants deemed unsuitable under this cause remain permanently unsuitable.
- 5) At any time while service as a law enforcement officer, correction officer, security officer, or fire fighter. Applicants deemed unsuitable under this cause remain permanently unsuitable.
- g) Suitability where a candidate admits to using more than one illicit substance, but are under the threshold for one illicit substance, will be determined by the Chief of Police.

#### 14. Criminal Activity

Applicants are deemed unsuitable if they:

- a) Are under indictment for a felony offense. Applicants deemed unsuitable under this cause are eligible to reapply six (6) months from the date of their last KSA exam when the unsuitability factor is no longer applicable.
- b) Have a Class A, B, or C Misdemeanor charge pending against them. Applicants deemed unsuitable under this cause are eligible to reapply six (6) months from the date of their last KSA exam when the unsuitability factor is no longer applicable.
- c) Are currently under investigation for, or are considered a suspect in, any criminal offense. Applicants deemed unsuitable under this cause are eligible to reapply six (6) months from the date of their last KSA exam when the unsuitability factor is no longer applicable.
- d) Are on probation or parole for a criminal offense. Applicants deemed unsuitable under this cause are eligible to reapply six (6) months from the date of their last KSA exam when the unsuitability factor is no longer applicable.
- e) Have an outstanding warrant for their arrest for any criminal offense. Applicants deemed unsuitable under this cause are eligible to reapply six (6) months from the date of their last KSA exam when the unsuitability factor is no longer applicable.
- f) Make an admission to the commission of a Class A or B Misdemeanor while the applicant was over the age of nineteen (19) with the length of unsuitability to be determined by the Chief of Police or his designee based on factors including age at time of offense, type of offense, and intent.
- g) Are currently living with anyone who is a convicted felon, unless the individual is an immediate family member or spouse and is not actively engaging in criminal behavior. Applicants deemed

unsuitable under this cause are eligible to reapply six (6) months from the date of their last KSA exam when the unsuitability factor is no longer applicable.

- h) Have been or are currently on court-ordered community supervision or probation for a Class B misdemeanor within the last 10 years from the date of the court order. Applicants deemed unsuitable under this cause are eligible to reapply six (6) months from the date of their last KSA exam when the unsuitability factor is no longer applicable.
- i) Make an admission to the commission of a felony any part of which was committed while the applicant was over the age of nineteen (19). Applicants deemed unsuitable under this cause remain permanently unsuitable.
- j) Admit to the delivery or sale of any substance listed in the Texas Controlled Substances Act or Federal Controlled Substances Act while the applicant was over the age of nineteen (19). Applicants deemed unsuitable under this cause remain permanently unsuitable.
- k) Admit to the offenses of Public Lewdness, Indecent Exposure, Disorderly Conduct No. 11 (Tex. Penal Code Ann. § 42.01(a)(11)), or similar offenses while the applicant was over the age of nineteen (19). Applicants deemed unsuitable under this cause remain permanently unsuitable.
- l) Admit to an act of family violence, resulting in injury requiring medical treatment, while the applicant was over the age of nineteen (19). Applicants deemed unsuitable under this cause remain permanently unsuitable. The length of unsuitability for admissions of an act of family violence resulting in no injury or injury which does not require medical treatment shall be determined by the Chief of Police or his designee and shall be based on factors including age at time of offense, type of offense, degree of injury, and intent. However, applicants who have been convicted of an act of family violence are permanently unsuitable.
- m) Have ever been convicted or currently on court-ordered community supervision or probation for any criminal offense above the grade of a Class B misdemeanor. Applicants deemed unsuitable under this cause remain permanently unsuitable.
- n) Make an admission to engaging in or participating in any form, been found guilty of, or entered a plea of nolo contendere or guilty to, any offense(s), under Federal, State, or Local law involving crimes of prostitution regardless if the act was considered legal according to the established laws of the land or sea within the specific geographical location it occurred, including but not limited to, nations, states, provinces, and all manner of geographical divisions and subdivision, irrespective of a particular governmental or political subdivision within the same. Applicants found to be unsuitable under this cause remain permanently unsuitable.

15. Membership in Prohibited Organizations

Applicants are deemed unsuitable if they currently are, have belonged to, or been closely associated with:

- a) Any organization which advocates the overthrow of any level of government in the United States including, but not limited to, Federal, State or local, by force or violence.

- b) Any organization which advocates or engages in unlawful conduct directed at individuals or groups based upon the individual's or group's race, sex, religion, national origin, age, skin color, sexual preference, disability, or conduct otherwise commonly known as "Hate Crimes".

Applicants deemed unsuitable under this cause remain permanently unsuitable.

16. Temperate Habits

- a) Applicants must demonstrate moderation and self-restraint in their personal, social, and public affairs reflecting the high standards required of a professional police officer. Applicants must demonstrate temperance in the use of alcohol and display emotional self-control while portraying respect for others' dignity, privacy, and property. Similarly, applicants must exhibit the absence and avoidance of extravagance, violent outbursts, and extreme partisanship. Applicants disqualified under this cause are not eligible to reapply for a period of eighteen (18) months from the date deemed unsuitable.
- b) Applicants must not have anything in their personal history that would create undue liability for the City of San Antonio or the San Antonio Police Department, as determined by the Department Head. Applicants disqualified under this cause are not eligible to reapply for a period of eighteen (18) months from the date deemed unsuitable.
- c) Applicants may also be deemed unsuitable if their suitability is marginal in three or more "cause" categories. This is applicable when such marginal suitability suggests instability, poor decision-making, immaturity, and lack of dependability or disregard for rules, regulations or laws on the part of the applicant. Applicants disqualified under this cause are not eligible to reapply for a period of eighteen (18) months from the date deemed unsuitable.
- d) Applicants must demonstrate moderation and good judgment in their personal appearance and should project an appearance befitting that of a professional police officer. To that end, body art should not detract from an applicant's personal appearance.

Body art shall be defined as tattoos, piercings, branding, intentional scarring and intentional mutilation. This includes but is not limited to foreign objects inserted under the skin to create a design, effect, or pattern; a pierced, split, or forked tongue; stretched out holes in the earlobes; excessive piercings of the ear; piercings of the cheek, nose, eyebrow, or lips. Piercings of the ear that are not excessive in size or number are acceptable.

Inappropriate body art shall be defined as:

- 1) Body art that is obscene or offensive
- 2) Body art that depicts or advocates discrimination based on sex, age, race, national origin, ancestry, citizenship, religion, disability, or sexual orientation
- 3) Body art that depicts or advocates gang affiliation, supremacist or extremist groups, or illegal drug use

Applicants exhibiting the following shall be found unsuitable:

- 1) Inappropriate body art on any part of the body
- 2) Body art on the head, face, neck, or hands
- 3) Body art that will not be covered by the regulation SAPD long sleeved uniform

Exceptions:

- 1) Wedding band tattoo on the left ring finger which symbolizes marriage as long as it can be covered by a traditional wedding band ring
- 2) Medical alert/information tattoo with approved medical documentation which may extend past the wrist and not covered by the regulation SAPD long sleeved uniform

Applicants may reapply when their appearance is no longer in violation of this rule.

**17. State Licensing Requirements**

Police applicants must meet all legal requirements necessary to become eligible for future licensing by the Texas Commission on Law Enforcement (TCOLE).

Applicants disqualified under this cause are eligible to reapply six (6) months from the date of their last KSA exam.

**18. Ability to Read and Write English**

Applicants must demonstrate their ability to read, write, and converse in English.

Applicants disqualified under this cause are eligible to reapply six (6) months from the date of their last KSA exam.

**I. Request to Deem an Applicant Unsuitable**

When a Department Head or his/her designee determines that such cause(s) exist which renders an applicant unsuitable for appointment to a beginning position, the Department Head or designee shall notify the Civil Service Director of such cause(s) and request that the applicant be deemed unsuitable. Such notification and request must be made in writing.

The Civil Service Director shall cause a written notice to be sent to each applicant deemed unsuitable.

Such notice shall inform the applicant of the specific rule and cause for which the applicant was deemed unsuitable, the applicant's ability to reapply, and that the applicant may discuss the finding of unsuitability with the appropriate Applicant Processing Detail.

**J. Unsuitable Applicant Appeal**

Whenever an applicant is found unsuitable under any of the unsuitability factors listed above, the applicant will be promptly notified in writing at their designated email address. In the event an applicant does not have a designated email address the applicant will be promptly notified via certified mail at their designated home address. Within fourteen (14) calendar days of receipt of the notice, the applicant may appeal the unsuitability in writing to the Civil Service Commission. The Commission shall review the reason and render a decision. Should an applicant's unsuitability be reversed by the Commission on an appeal, the Applicant Processing Detail shall continue processing the candidate. If the candidate successfully completes all phases of the process they will be added to the eligibility list in accordance to the applicable Collective Bargaining Agreement.