

Code Compliance Officer
APPLICANT INFORMATION PACKET



*A “Recognized Law Enforcement Agency” by
the Texas Police Chief’s Association*

**ALAMO HEIGHTS POLICE DEPARTMENT
APPLICANT INFORMATION PACKET**

INSTRUCTIONS TO THE APPLICANT

You have received this APPLICANT INFORMATION PACKET because you are interested in the position of CODE COMPLIANCE OFFICER with the Alamo Heights Police Department. **This packet contains important instructions regarding the application process so please read it carefully.**

Applications for employment are not accepted until a job vacancy is posted in accordance with the City of Alamo Heights Employee Manual and the position has been advertised in a local newspaper.

This packet contains the following information:

- Application / Hiring Process
- Minimum Qualifications
- Job Description
- Salary and Benefits Summary
- Mission Statement, Vision Statement, Core Values, Goals
- Required Documentation Checklist
- Importance of Honesty Statement
- Duration of Employment Disclosure
- Authorization for Release of Personal Information

When a vacancy or vacancies exist, you may submit your Personal History Statement (also known as “application”) and required documents by one of two methods listed below:

In Person

- Hand-deliver no later than 5:00 p.m. on the posted closing date to City of Alamo Heights, Human Resources, 6116 Broadway, San Antonio, TX 78209.

By Mail

- Must be postmarked or received by the City of Alamo Heights no later than 5:00 p.m. on the posted closing date. Please mail in a manila envelope, clearly marked “Code Compliance Officer Application,” and send to City of Alamo Heights, Human Resources, 6116 Broadway, San Antonio, Texas 78209

**** DO NOT FOLD APPLICATION OR DOCUMENTS ****

Faxed or e-mailed copies are not accepted and will not be retained by the City of Alamo Heights. Required documents must be completed in **black ink** or **typed**. Incomplete and/or illegible applications will terminate the application process.

Applications are kept active for a period of one (1) year from the closing date.

Your failure to properly complete and/or submit any of the required documents may result in disqualification of your application. Any deliberate omissions or falsifications of information may result in disqualification.

The City of Alamo Heights is an Equal Opportunity Employer and is firmly committed to treating employees and applicants for employment according to their experience, talent, and qualifications for the job, without regard to race, creed, color, national origin, sex, age [if at least age forty (40)] or disability (if otherwise qualified to do the job).

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APPLICATION / HIRING PROCESS

Below is an overview of the application / hiring process for the position of Code Compliance Officer. Successful applicants will familiarize themselves with this process. Applicants should also familiarize themselves with the Mission, Vision, Values, and Goals of the Alamo Heights Police Department. An attachment of these subjects is provided.

PHASE I – APPLICATION AND PERSONAL HISTORY STATEMENT

Applicant shall complete and submit a City of Alamo Heights, Police Department Personal History Statement prior to the closing date for the position desired. All required releases and documents shall also be submitted with the Personal History Statement. Applications will be initially screened to ensure that all applicants meet the minimum standards for the position of Code Compliance Officer. Those applicants who meet or exceed the minimum employment qualifications will be considered for participation in the selection process.

PHASE II – FINGERPRINTING AND PRELIMINARY INTERVIEW

Applicant will be given a date and time to be fingerprinted and photographed at the Alamo Heights Police Department. A preliminary interview will occur on the same date after being fingerprinted. The preliminary interview provides the applicant with an overview of the application process and your basic background information will be discussed. *Do not bring family, children, or friends to the interview.*

PHASE III – BACKGROUND INVESTIGATION

A complete background investigation is conducted into the applicant's general personal reputation, education, military history, arrest record, employment history, special qualifications and skills.

PHASE IV – CONDITIONAL JOB OFFER

Applicant(s) who are selected for consideration of employment after the preceding phases of the applicant process will be given a conditional job offer. The conditional job offer is not a guarantee of employment, but a conditional offer for employment as a probationary Code Compliance Officer contingent upon successful completion of subsequent phases of the applicant process.

PHASE V – MEDICAL PHYSICAL EXAMINATION

The applicant, following a conditional job offer, must be examined by a licensed physician as selected by the City of Alamo Heights and declared able to perform the essential functions of the job; and the applicant is required to pass a drug screen.

PHASE VI – FINAL REVIEW / INTERVIEW

Upon successful completion of the application process, the Chief of Police reviews each applicant's file and may interview applicant(s). Applicant(s) recommended by the Chief of Police are the presented to the City Manager for final approval.

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MINIMUM QUALIFICATIONS

1. Applicant must be a Citizen of the United States, by birth or naturalization;
2. Be at least eighteen (18) years of age;
3. Applicant must possess a high school diploma or its equivalent (GED) and have at least one year experience in public contact either in person or by telephone.
4. Applicant must be of good moral character;
5. Applicant must be able to read and write the English language;
6. Applicants must not have been discharged from any military service under less than honorable conditions specifically:
 - ❖ Under other than honorable conditions;
 - ❖ Bad conduct;
 - ❖ Dishonorable; or
 - ❖ Any other characterization of service indicating bad character.
7. Applicants must not have been convicted or have ever been on court-ordered community supervision, probation or deferred adjudication for any criminal offense of the grade of Class B misdemeanor within the last ten (10) years from the date of court order.
 - ❖ The applicant must not have been convicted or have ever been convicted on court-ordered community supervision, probation, or deferred adjudication for any criminal offense **above** the grade of Class B misdemeanor.
 - ❖ The applicant must not be currently under indictment for any criminal offense.
 - ❖ The applicant must not have been convicted of any family violence offense.
 - ❖ The applicant must not ever have been convicted at any time of a felony offense.
 - ❖ The applicant must not have been convicted of the offense of driving while intoxicated or driving under the influence of drugs within twenty-four months prior to making application.

To be eligible for employment as a Code Compliance Officer, the applicant must meet the following additional standards prior to appointment.

- Following a conditional offer of employment, the applicant must be examined by a licensed physician as selected by the City of Alamo Heights and declared able to perform the essential functions of the job; and the applicant is required to pass a drug screen.

All employees are required to meet all job standards and training requirements to maintain employment.

SALARY AND BENEFITS SUMMARY

Salary: \$33,558.74 - \$50,338.11 annual depending on qualifications and experience.

Longevity Pay: The city values retaining good employees. As a result, the city will pay \$3.00 per month for each year worked.

Overtime / Holiday Compensation: Overtime pay for non-exempt employees is administered in compliance with state and federal laws and regulations. Overtime is paid at the rate of one and one half for hours worked in excess of 40 hours in a pay period. Non-exempt employees receive eight (8) hours compensation for city holidays in addition to any hours worked on the holiday.

Health: The City of Alamo Heights pays 100% of employee group health coverage. Dependent insurance is available at a cost to the employee.

Dental Insurance: The City of Alamo Heights pays 100% of employee group dental coverage. Dependent insurance is available at a cost to the employee.

Vision Insurance: The City of Alamo Heights pays 100% of employee group vision coverage. Dependent insurance is available at a cost to the employee.

Life Insurance: The City of Alamo Heights pays life insurance for the employee at the amount of one (1) year annual salary. Dependent insurance is available at a cost to the employee.

Retirement: The City of Alamo Heights participates in the Texas Municipal Retirement System (TMRS) and has elected the 20 year retirement plan at the current contribution rate of 6% / 2:1 match.

Leave: The City of Alamo Heights offers paid vacation and personal leave as well as other approved leaves of absence. Personal leave is accrued quarterly based on the employee's years of service. After one year of continuous service, employees are eligible to accrue annual leave bi-weekly based on the employee's years of service.

Training Opportunities: Paid leave, tuition, approved travel expenses to include room/board and transportation, and training supplies will be the City's expense for all approved training.

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**CITY OF ALAMO HEIGHTS
JOB DESCRIPTION**

CODE COMPLIANCE OFFICER

**EXEMPT STATUS: Non-Exempt
SALARY RANGE: \$33,558.74 – 50,338.11**

JOB SUMMARY:

Under general supervision, the Code Compliance Officer is responsible for the enforcement of housing and property maintenance codes. Locates weed lots, corner vision and traffic sign obstructions, water conservation violations, parking violations, construction site inspections for permits, zoning and other violations. Advises owner/agent of need for compliance with codes, makes recommendations for corrective action and re-inspects to determine if code compliance has been achieved. Other duties may include providing information regarding ordinances, maintaining records, obtaining information from other cities, coordination with the Community Development Office and Fire Department and other related work as necessary. Exercises no supervision. The Code Compliance Officer reports to the Police Administrative Lieutenant.

EDUCATION AND EXPERIENCE:

- Graduation from high school or a General Education Development (GED) Certification.
- One (1) or more years of code enforcement experience preferred or any equivalent combination of experience and training that provides the required knowledge, skills and abilities and satisfies applicable state statutes.
- Experience in the use of Microsoft Office products including Word, Excel and Outlook.

LICENSES OR CERTIFICATES:

- Valid Class "C" Texas Driver's License.
- Certification as a Code Enforcement Officer with the State of Texas or the ability to obtain certification within one (1) year of hire date.

ESSENTIAL JOB FUNCTIONS

- Patrol the City and investigate code and ordinance violations, works with owner/agents in furtherance of compliance and, when necessary, take enforcement action with impartiality and efficiency
- Maintains records of inspections, investigations conducted and actions taken.
- Responds orally and in writing to requests for code interpretation and application from city staff, contractors and property owners.
- Receive and respond to citizen complaints and reports, including reports from other agencies and city staff.

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- Investigates alleged violations of City ordinances or codes relating to environmental or public health nuisances, to include weed control, water conservation, signs, trash, parking violations, etc..
- Monitors construction sites for adherence to permit requirements, allowable work hours, work site clean-up, noise complaints and parking issues; resolves conflicts with contractor, owner or their representatives.
- Prepares and maintains accurate records, compiles data and reports, utilizes information as witness for prosecution in court cases, and prepares, processes and issues notices or citations for violation of applicable codes regulations or laws; follows through with appropriate actions.
- Coordinates related projects with other City departments and outside agencies.
- Adheres to personnel, safety and departmental rules and regulations.
- Attends meetings and serves as a resource to other City departments, agencies and the public.
- Performs other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

- Have excellent communications skills, both oral and written; bi-lingual (Spanish) communications are preferable, but not required.
- Have basic skills in personal computer operations to include Microsoft Office Suite.
- Be able to learn and interpret related ordinances, codes and procedures in order to process code and ordinance violations.
- Be able to independently perform administrative duties related to municipal code enforcement and compliance duties.
- Be able to type at a speed that provides for a timely workflow of prepared reports, forms, documents, correspondence, data entry, etc.
- Perform essential functions of the job, to include; understand and carry out oral and written directives; work well under pressure and stress; handle multiple tasks; prioritize and organize work assignments.
- Encourages and facilitates a harmonious working environment through demonstration of; enthusiasm for the job, which includes attendance, performance and conduct; work effectively and cohesively with others; displays courteous, respectful and polite demeanor toward co-workers and members of the public; and, recognizes the importance of being a team member that creates a positive working environment.

PHYSICAL DEMANDS AND WORKING CONDITIONS:

- Maintain effective audio-visual discrimination and perception needed for:
 - 1) Making observations
 - 2) Reading and writing
 - 3) Operating assigned vehicles/equipment
 - 4) Assessing situations where compliance to codes and ordinances come into question
 - 5) Communicating with others
- Effectively deal with personal danger which may include exposure to:
 - 1) Confined or high work places
 - 2) Dangerous domestic and non-domestic animals
 - 3) Extremely loud noises
 - 4) Hazards associated with working near traffic
 - 5) Natural and man-made disasters
 - 6) Adverse weather conditions.
 - 7) Working on level, slippery, sloping, unstable and muddy terrain
 - 8) Exposure to insects, noxious plants, reptiles (including snakes), etc.
 - 9) Exposure to adverse hazardous conditions including mechanical, electrical, fume odor, dust/mist, chemical and toxic waste hazards and solid waste substances

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- Maintain Physical Condition appropriate to the performance of assigned duties and other responsibilities which may include the following:
 - 1) Walking, crouching, crawling, bending, kneeling, twisting, reaching, crouching, balancing
 - 2) Moving signs, equipment, materials, debris, etc.
 - 3) Climbing and ascending stairs/ladders/ramps
 - 4) Walking, standing or sitting for extended periods of time
 - 5) Push, pull, lift up to 25 pounds
 - 6) Operating assigned equipment/vehicle
 - 7) Proficiency demonstrations utilizing assigned equipment in varied conditions of climate, terrain and other adverse conditions under both stressful and non-stressful conditions

In the event of a declared emergency or any undeclared emergency or natural disaster that threatens the life, health, and/or safety of the public, employees may be assigned to assist rescue and relief workers. Such assignments may be in locations, during hours and performing work significantly different from the employee's work assignments and continue through the recovery phase of the emergency. **All employees must be prepared to work alternate work schedules, including overtime, and assume alternate scheduled days off if required.**

**This job description is not an employment agreement or contract.
Management has the exclusive right to alter this job
description at any time without notice.**

Revision Date: October 1, 2015

Mission Statement

The Alamo Heights Police Department is committed to developing a community partnership with an emphasis on integrity, fairness, and professionalism to positively impact the quality of life and promote a safe environment by resolving problems, reducing fear, enforcing the law and preserving the peace.

Vision Statement

A community environment where the public has full faith and confidence in its police department; it is an environment wherein citizens of the community believe that they are safe and secure in their homes and businesses; it is an environment wherein the criminal element does not feel safe and secure in its activities.

Core Values

- ⊕ Integrity – We are committed to uphold our positions of trust by maintaining the highest ethical standards as set forth in the law enforcement code of ethics.
- ⊕ Community Safety – We are committed to public safety through community partnerships, public education, community watch strategies, and the steadfast enforcement of violations of the law.
- ⊕ Service – We are committed to prompt, professional and courteous service, unbiased and effective in our response to community concerns.
- ⊕ Quality – We are committed to the highest standards of excellence through recruitment, training, teamwork, leadership, innovation, technology and accountability.

Goals

- Maintain positive interaction with the public and a high degree of visibility within the community.
- Educate the public to the community's role and responsibility in the prevention, detection, and resolution of crime.
- Develop and improve internal systems which assure high quality service to our community while increasing the Department's efficiency.
- Use innovative technology to maximize performance.
- Recruit and retain a diverse, highly skilled and motivated law enforcement workforce.
- Provide a rewarding work environment and invest in personnel development.

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REQUIRED DOCUMENTATION

The following is a list of documents required to be submitted with your Personal History Statement. All documents or copies of documents must be submitted on 8 ½" X 11" paper, not larger or smaller. If several small items are copied on one page, place them so that they all appear upright on the page when copied. All documentation will be submitted with your Personal History Statement by the established deadline. If a document does not apply to you then write "N/A" for Not Applicable. These documents and information are necessary to conduct your background investigation.

Required material not provided with the PERSONAL HISTORY STATEMENT may result in disqualification.

➤ Initial each entry to indicate the document is attached, if applicable.

- _____ Texas Driver's License
- _____ Social Security Card
- _____ High School Diploma or G.E.D. Certificate
- _____ Certificate of Live Birth
- _____ Naturalization Papers (if applicable)
- _____ Military Discharge Papers, DD214 (if applicable)
- _____ College Diploma(s) (optional)
- _____ Resume (optional)
- _____ Letters of recommendation (optional)
- _____ "Required Documentation" Checklist
- _____ "Importance of Honesty Statement"
- _____ "Duration of Employment Disclosure"
- _____ "Authorization for Release of Personal Information"

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IMPORTANCE OF HONESTY STATEMENT

The Alamo Heights Police Department is seeking applicants who demonstrate certain characteristics. Honesty is the most important characteristic that you must demonstrate. It is extremely important that you are completely honest in all of your answers. The importance of honesty from the time of application, completion of all documents and questionnaires, as well as during all interviews cannot be overemphasized. Failure to respond to any question truthfully, whether orally or in writing, will result in disqualification. Many applicants have been disqualified for dishonesty. While filling out documents you are cautioned to take your time, to be thorough, and to be specific in all your answers. If you have any doubt in your mind concerning a particular question, the answer is “Yes”, include it. If you are unsure whether to include certain information, the answer is “Yes”, include it.

You may think that something you have done will disqualify you from further consideration, it may or may not. What will certainly disqualify you is lying or distorting the truth. For example, an arrest (either when you were a juvenile or as an adult) may or may not disqualify you; however, lying about that arrest will disqualify you from further consideration. You may have been fired from a job that, by itself, may or may not disqualify you; however, lying about it will disqualify you from further consideration. The use of drugs, including marijuana, may or may not disqualify you; however, lying about it will disqualify you from further consideration.

I have read and understand the contents of this statement.

Applicant's Signature _____ Date _____

SWORN TO AND SIGNED BEFORE ME, ON THIS THE _____ DAY OF _____, 20_____.

(NOTARY SEAL)

SIGNATURE OF NOTARY PUBLIC

**ALAMO HEIGHTS POLICE DEPARTMENT
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DURATION OF EMPLOYMENT DISCLOSURE

As a general rule, all employees of the City of Alamo Heights are hired for an indefinite period of time, and either the employee or the City is free to terminate the employment relationship at any time, for any lawful reason, with or without notice.

If hired, I understand that I will be evaluated for a period of six (6) months of continuous employment. This period is termed the "Evaluation Period." I agree and understand that my employment may be terminated if either performance or conduct is unsatisfactory. I also understand that all benefits of employment are subject to change with or without notice.

If accepted for employment with the City of Alamo Heights, I agree to abide by all policies, rules, regulations, and procedures established by the City of Alamo Heights and the Alamo Heights Police Department.

I have read and understand the contents of this statement.

Applicant's Signature _____ Date _____

SWORN TO AND SIGNED BEFORE ME, ON THIS THE ____ DAY OF _____, 20____.

(NOTARY SEAL)

SIGNATURE OF NOTARY PUBLIC

**ALAMO HEIGHTS POLICE DEPARTMENT
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**CITY OF ALAMO HEIGHTS, POLICE DEPARTMENT
AUTHORIZATION FOR RELEASE OF PERSONAL INFORMATION**

TO WHOM IT MAY CONCERN:

I hereby authorize the **ALAMO HEIGHTS 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 Name (include maiden name)

Applicant's Social Security #

Applicant's Signature (including maiden name)

Applicant's Phone Number

Applicant's Address

Applicant's City, State, and ZIP Code

SWORN TO AND SIGNED BEFORE ME, ON THIS THE ____ DAY OF _____, 20____.

(NOTARY SEAL)

SIGNATURE OF NOTARY PUBLIC

PRINTED NAME OF NOTARY PUBLIC

My Commission Expires: _____

Code Compliance Officer
PERSONAL HISTORY STATEMENT



*A “Recognized Law Enforcement Agency” by
the Texas Police Chief’s Association*

Applicant Name

**Alamo Heights Police Department
Personal History Statement**

READ THESE INSTRUCTIONS CAREFULLY

These instructions are provided as a guide to assist you in properly completing the PERSONAL HISTORY STATEMENT. The Personal History Statement and supporting documents are necessary to conduct your background investigation. It is essential that the information be accurate in all respects. It will be used as the basis for a background investigation that will determine your eligibility for employment.

1. The Personal History Statement must be printed legibly in **black ink** or **typed** by you.
2. All questions must be answered completely and to the best of your ability. If a question does not apply to you, enter "N/A" or "Not Applicable" in the space provided.
3. Do not use "Liquid Paper", "Correction Tape" or any other substance to "white out" errors. Draw one line through the error and write the correction above or next to the error. Avoid errors by reading the directions carefully before making entries on the form. Be sure your information is correct and in proper sequence before you begin.
4. You are responsible for obtaining correct names, addresses and telephone numbers. If you are not sure of an address or telephone number, check it by personal verification. The internet may be a source for obtaining information. **If you do not provide the necessary phone numbers, your application may be disqualified.**
5. Do not write on the back of any page. If there is insufficient space on the form, attach extra sheets. Be sure to reference the relevant section and question on the extra sheet(s).
6. Upon completing the Personal History Statement, re-check each section to ensure that all information requested has been provided and is accurate.
7. Initial each page indicating the information is accurate and complete.

Your failure to properly complete this document may result in disqualification of your application. Any deliberate omissions or falsifications of information may result in disqualification; or, if you have been appointed, may disqualify you from continued employment.

The City of Alamo Heights is an Equal Opportunity Employer and is firmly committed to treating employees and applicants for employment according to their experience, talent, and qualifications for the job, without regard to race, creed, color, national origin, sex, age [if at least age forty (40)] or disability (if otherwise qualified to do the job).

For Police Department Use Only

Applicant: _____

Position: _____

Date PHS Received: _____

PHS Received by: _____

Background Investigator: _____

**ALAMO HEIGHTS POLICE DEPARTMENT
PERSONAL HISTORY STATEMENT – CODE COMPLIANCE OFFICER**

SECTION 1: PERSONAL

1. YOUR FULL NAME (INCLUDING SURNAME SUFFIX)			
LAST	FIRST	MIDDLE	
2. OTHER NAMES, INCLUDING MAIDEN NAMES OR NICKNAMES, YOU HAVE USED OR BEEN KNOWN BY			
3. ADDRESS WHERE YOU CURRENTLY RESIDE			
STREET		APT / UNIT	
CITY	STATE	ZIP	
4. MAILING ADDRESS, IF DIFFERENT FROM ABOVE			
5. CONTACT NUMBERS			
HOME ()	WORK ()	EXT	OTHER () <input type="checkbox"/> CELL <input type="checkbox"/> FAX <input type="checkbox"/> PAGER
6. EMAIL ADDRESS			
HOME		BUSINESS	
7. If you were born outside of the United States, are you a U.S. citizen? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If no, are you a resident alien who is eligible and has applied for U.S. citizenship? <input type="checkbox"/> Yes <input type="checkbox"/> No			
8. BIRTH PLACE – CITY / COUNTY / STATE / COUNTRY			9. BIRTHDATE
			10. SOCIAL SECURITY NUMBER - -
11. DRIVER'S LICENSE		12. PHYSICAL DESCRIPTION	
NO.	STATE	EXP	HEIGHT WEIGHT

SECTION 2: RELATIVES AND REFERENCES

13. IMMEDIATE FAMILY

- Provide all applicable information in the spaces below.
- Mark "N/A" if a category is not applicable or if the individual is deceased.
- If more space is needed, continue your response on page 13.

<input type="checkbox"/> N/A A. Father			
NAME		HOME ADDRESS	
		STATE	ZIP
HOME PHONE ()	WORK ADDRESS		STATE ZIP
WORK PHONE ()	CELL PHONE ()	EMAIL	

<input type="checkbox"/> N/A B. Step-father			
NAME		HOME ADDRESS	
		STATE	ZIP
HOME PHONE ()	WORK ADDRESS		STATE ZIP
WORK PHONE ()	CELL PHONE ()	EMAIL	

<input type="checkbox"/> N/A C. Mother			
NAME		HOME ADDRESS	
		STATE	ZIP
HOME PHONE ()	WORK ADDRESS		STATE ZIP
WORK PHONE ()	CELL PHONE ()	EMAIL	

**ALAMO HEIGHTS POLICE DEPARTMENT
PERSONAL HISTORY STATEMENT – CODE COMPLIANCE OFFICER**

SECTION 2: RELATIVES AND REFERENCES *continued*

13. IMMEDIATE FAMILY *continued*

<input type="checkbox"/> N/A D. Step-mother			
NAME		HOME ADDRESS	
		STATE	ZIP
HOME PHONE ()		WORK ADDRESS	
		STATE	ZIP
WORK PHONE ()		CELL PHONE ()	EMAIL

<input type="checkbox"/> N/A E. Spouse			
NAME		HOME ADDRESS	
		STATE	ZIP
HOME PHONE ()		WORK ADDRESS	
		STATE	ZIP
WORK PHONE ()		CELL PHONE ()	EMAIL
YEARS OF MARRIAGE	Is there, or has there been, a protective order in effect for this individual? <input type="checkbox"/> Yes <input type="checkbox"/> No		

<input type="checkbox"/> N/A H. Former Spouse(s)			
1) NAME		HOME ADDRESS	
		STATE	ZIP
HOME PHONE ()		WORK ADDRESS	
		STATE	ZIP
WORK PHONE ()		CELL PHONE ()	EMAIL
YEAR OF DISSOLUTION	Is there, or has there been, a protective order in effect for this individual? <input type="checkbox"/> Yes <input type="checkbox"/> No		

2) NAME		HOME ADDRESS	
		STATE	ZIP
HOME PHONE ()		WORK ADDRESS	
		STATE	ZIP
WORK PHONE ()		CELL PHONE ()	EMAIL
YEAR OF DISSOLUTION	Is there, or has there been, a protective order in effect for this individual? <input type="checkbox"/> Yes <input type="checkbox"/> No		

2) NAME		HOME ADDRESS	
		STATE	ZIP
HOME PHONE ()		WORK ADDRESS	
		STATE	ZIP
WORK PHONE ()		CELL PHONE ()	EMAIL
YEAR OF DISSOLUTION	Is there, or has there been, a protective order in effect for this individual? <input type="checkbox"/> Yes <input type="checkbox"/> No		

**ALAMO HEIGHTS POLICE DEPARTMENT
PERSONAL HISTORY STATEMENT – CODE COMPLIANCE OFFICER**

SECTION 2: RELATIVES AND REFERENCES *continued*
13. IMMEDIATE FAMILY *continued*

N/A **J. Children**

List all of your living children, including natural, adopted, step, and/or foster care. Include any other children who reside with you. Provide the name and contact information of the custodial parent or guardian, if other than you.

1) NAME		CUSTODIAL PARENT OR GUARDIAN (IF OTHER THAN YOU)	
<input type="checkbox"/> M	CHILD'S AGE	ADDRESS	
<input type="checkbox"/> F			STATE ZIP
		CONTACT NUMBER ()	EMAIL

2) NAME		CUSTODIAL PARENT OR GUARDIAN (IF OTHER THAN YOU)	
<input type="checkbox"/> M	CHILD'S AGE	ADDRESS	
<input type="checkbox"/> F			STATE ZIP
		CONTACT NUMBER ()	EMAIL

3) NAME		CUSTODIAL PARENT OR GUARDIAN (IF OTHER THAN YOU)	
<input type="checkbox"/> M	CHILD'S AGE	ADDRESS	
<input type="checkbox"/> F			STATE ZIP
		CONTACT NUMBER ()	EMAIL

4) NAME		CUSTODIAL PARENT OR GUARDIAN (IF OTHER THAN YOU)	
<input type="checkbox"/> M	CHILD'S AGE	ADDRESS	
<input type="checkbox"/> F			STATE ZIP
		CONTACT NUMBER ()	EMAIL

5) NAME		CUSTODIAL PARENT OR GUARDIAN (IF OTHER THAN YOU)	
<input type="checkbox"/> M	CHILD'S AGE	ADDRESS	
<input type="checkbox"/> F			STATE ZIP
		CONTACT NUMBER ()	EMAIL

6) NAME		CUSTODIAL PARENT OR GUARDIAN (IF OTHER THAN YOU)	
<input type="checkbox"/> M	CHILD'S AGE	ADDRESS	
<input type="checkbox"/> F			STATE ZIP
		CONTACT NUMBER ()	EMAIL

**ALAMO HEIGHTS POLICE DEPARTMENT
PERSONAL HISTORY STATEMENT – CODE COMPLIANCE OFFICER**

SECTION 2: RELATIVES AND REFERENCES *continued*
13. IMMEDIATE FAMILY (CHILDREN) *continued*

14. REFERENCES
List six (6) people who know you well, such as social and family friends, co-workers, military acquaintances. Do not include relatives, employers or housemates, or other individuals listed elsewhere. Include current or former law enforcement personnel.

A) NAME		HOME ADDRESS		STATE	ZIP
HOME PHONE ()		WORK ADDRESS		STATE	ZIP
WORK PHONE ()		CELL PHONE ()	EMAIL		
HOW DO YOU KNOW THIS PERSON? (FOR EXAMPLE: FRIEND, TEACHER, FAMILY FRIEND, CO- WORKER)				HOW LONG HAVE YOU KNOWN THIS PERSON?	

B) NAME		HOME ADDRESS		STATE	ZIP
HOME PHONE ()		WORK ADDRESS		STATE	ZIP
WORK PHONE ()		CELL PHONE ()	EMAIL		
HOW DO YOU KNOW THIS PERSON? (FOR EXAMPLE: FRIEND, TEACHER, FAMILY FRIEND, CO- WORKER)				HOW LONG HAVE YOU KNOWN THIS PERSON?	

C) NAME		HOME ADDRESS		STATE	ZIP
HOME PHONE ()		WORK ADDRESS		STATE	ZIP
WORK PHONE ()		CELL PHONE ()	EMAIL		
HOW DO YOU KNOW THIS PERSON? (FOR EXAMPLE: FRIEND, TEACHER, FAMILY FRIEND, CO- WORKER)				HOW LONG HAVE YOU KNOWN THIS PERSON?	

D) NAME		HOME ADDRESS		STATE	ZIP
HOME PHONE ()		WORK ADDRESS		STATE	ZIP
WORK PHONE ()		CELL PHONE ()	EMAIL		
HOW DO YOU KNOW THIS PERSON? (FOR EXAMPLE: FRIEND, TEACHER, FAMILY FRIEND, CO- WORKER)				HOW LONG HAVE YOU KNOWN THIS PERSON?	

E) NAME		HOME ADDRESS		STATE	ZIP
HOME PHONE ()		WORK ADDRESS		STATE	ZIP
WORK PHONE ()		CELL PHONE ()	EMAIL		
HOW DO YOU KNOW THIS PERSON? (FOR EXAMPLE: FRIEND, TEACHER, FAMILY FRIEND, CO- WORKER)				HOW LONG HAVE YOU KNOWN THIS PERSON?	

F) NAME		HOME ADDRESS		STATE	ZIP
HOME PHONE ()		WORK ADDRESS		STATE	ZIP
WORK PHONE ()		CELL PHONE ()	EMAIL		
HOW DO YOU KNOW THIS PERSON? (FOR EXAMPLE: FRIEND, TEACHER, FAMILY FRIEND, CO- WORKER)				HOW LONG HAVE YOU KNOWN THIS PERSON?	

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SECTION 3: EDUCATION

NOTE: You will be required to furnish transcripts or other proof to support all of your educational claims.

15. Check all that are applicable: High School Diploma from an accredited U.S. institution GED Accredited College Degree

16. List high schools attended:

A) NAME				FROM	TO	DID YOU GRADUATE? <input type="checkbox"/> Yes <input type="checkbox"/> No
CITY		STATE				
B) NAME				FROM	TO	DID YOU GRADUATE? <input type="checkbox"/> Yes <input type="checkbox"/> No
CITY		STATE				

17. List all colleges or universities attended:

A) NAME			FROM	TO	TOTAL HOURS EARNED	TYPE OF DEGREE EARNED
CITY		STATE				
B) NAME			FROM	TO	TOTAL HOURS EARNED	TYPE OF DEGREE EARNED
CITY		STATE				
C) NAME			FROM	TO	TOTAL HOURS EARNED	TYPE OF DEGREE EARNED
CITY		STATE				

18. List any trade, vocational, or business schools/institutes attended:

A) NAME			FROM	TO	DID YOU COMPLETE THE COURSE? <input type="checkbox"/> Yes <input type="checkbox"/> No
TYPE OF SCHOOL OR TRAINING	CITY		STATE		
B) NAME			FROM	TO	DID YOU COMPLETE THE COURSE? <input type="checkbox"/> Yes <input type="checkbox"/> No
TYPE OF SCHOOL OR TRAINING	CITY		STATE		
C) NAME			FROM	TO	DID YOU COMPLETE THE COURSE? <input type="checkbox"/> Yes <input type="checkbox"/> No
TYPE OF SCHOOL OR TRAINING	CITY		STATE		

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SECTION 4: RESIDENCE

19. LIST OF RESIDENCES

- List ALL residences in the past 5 years, beginning with the present. Provide *complete* addresses (include markers such as Street, Drive, Road, East, West, etc., and unit or apartment number). Do not use P.O. Boxes.
- If the residence is a military base, identify name of base in address, nearest city, state and zip code. **DO NOT LIST** military barracks mates unless you shared individual quarters.
- If more space is needed continue on page 13.

A) ADDRESS WHERE YOU NOW LIVE				APT / UNIT	FROM	TO Present
CITY		STATE	ZIP	IF RENTING: PROPERTY MANAGER, RENT COLLECTOR, OR OWNER		
ADDRESS OF PROPERTY MANAGER, RENT COLLECTOR, OR OWNER				APT / UNIT	CONTACT NUMBER ()	
CITY		STATE	ZIP	EMAIL (PROPERTY OWNER, RENT COLLECTOR, OR OWNER)		
Names of those with whom you live:						

B) FORMER ADDRESS				APT / UNIT	FROM	TO
CITY		STATE	ZIP	IF RENTING: PROPERTY MANAGER, RENT COLLECTOR, OR OWNER		
ADDRESS OF PROPERTY MANAGER, RENT COLLECTOR, OR OWNER				APT / UNIT	CONTACT NUMBER ()	
CITY		STATE	ZIP	EMAIL (PROPERTY OWNER, RENT COLLECTOR, OR OWNER)		
Names of those with whom you lived:						
Reason for moving:						

C) FORMER ADDRESS				APT / UNIT	FROM	TO
CITY		STATE	ZIP	IF RENTING: PROPERTY MANAGER, RENT COLLECTOR, OR OWNER		
ADDRESS OF PROPERTY MANAGER, RENT COLLECTOR, OR OWNER				APT / UNIT	CONTACT NUMBER ()	
CITY		STATE	ZIP	EMAIL (PROPERTY OWNER, RENT COLLECTOR, OR OWNER)		
Names of those with whom you lived:						
Reason for moving:						

D) FORMER ADDRESS				APT / UNIT	FROM	TO
CITY		STATE	ZIP	IF RENTING: PROPERTY MANAGER, RENT COLLECTOR, OR OWNER		
ADDRESS OF PROPERTY MANAGER, RENT COLLECTOR, OR OWNER				APT / UNIT	CONTACT NUMBER ()	
CITY		STATE	ZIP	EMAIL (PROPERTY OWNER, RENT COLLECTOR, OR OWNER)		
Names of those with whom you lived:						
Reason for moving:						

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SECTION 5: EMPLOYMENT AND EXPERIENCE

20. JOB EXPERIENCE

- List **ALL** jobs you have had, including part-time, temporary, self-employment and volunteer, in the past five (5) years. (Begin with your most current. If more space is needed continue your response on page 13.)
- If you have military experience, including reserve duty, enter your military base, assignments, or unit of assignment.
- List **ALL** periods of unemployment in excess of 30 days.

A) NAME OF EMPLOYER OR MILITARY UNIT				FROM	TO
STREET ADDRESS OR BASE			SUPERVISOR		
CITY	STATE	ZIP	CONTACT NUMBER ()	SALARY	
JOB TITLE			EMAIL (SUPERVISOR)		
DUTIES / ASSIGNMENTS				<input type="checkbox"/> F-T <input type="checkbox"/> P-T <input type="checkbox"/> Temp <input type="checkbox"/> Self-employed <input type="checkbox"/> Volunteer	
NAMES OF CO-WORKERS 1)		2)		REASON FOR WANTING TO LEAVE	
Would there be a problem if we contact your current employer? <input type="checkbox"/> Yes <input type="checkbox"/> No		If yes, explain:			

B) PERIOD OF UNEMPLOYMENT				FROM	TO
Check applicable: <input type="checkbox"/> Student <input type="checkbox"/> Between jobs <input type="checkbox"/> Leave of absence <input type="checkbox"/> Travel <input type="checkbox"/> Other					

C) NAME OF EMPLOYER OR MILITARY UNIT				FROM	TO
STREET ADDRESS OR BASE			SUPERVISOR		
CITY	STATE	ZIP	CONTACT NUMBER ()	EXT	
JOB TITLE			EMAIL (SUPERVISOR)		
DUTIES / ASSIGNMENTS				<input type="checkbox"/> F-T <input type="checkbox"/> P-T <input type="checkbox"/> Temp <input type="checkbox"/> Self-employed <input type="checkbox"/> Volunteer	
NAMES OF CO-WORKERS 1)		2)		REASON FOR LEAVING	

D) PERIOD OF UNEMPLOYMENT				FROM	TO
Check applicable: <input type="checkbox"/> Student <input type="checkbox"/> Between jobs <input type="checkbox"/> Leave of absence <input type="checkbox"/> Travel <input type="checkbox"/> Other					

E) NAME OF EMPLOYER OR MILITARY UNIT				FROM	TO
STREET ADDRESS OR BASE			SUPERVISOR		
CITY	STATE	ZIP	CONTACT NUMBER ()	EXT	
JOB TITLE			EMAIL (SUPERVISOR)		
DUTIES / ASSIGNMENTS				<input type="checkbox"/> F-T <input type="checkbox"/> P-T <input type="checkbox"/> Temp <input type="checkbox"/> Self-employed <input type="checkbox"/> Volunteer	
NAMES OF CO-WORKERS 1)		2)		REASON FOR LEAVING	

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SECTION 5: EXPERIENCE AND EMPLOYMENT *continued*

21. JOB EXPERIENCE *continued*

F) PERIOD OF UNEMPLOYMENT Check applicable: <input type="checkbox"/> Student <input type="checkbox"/> Between jobs <input type="checkbox"/> Leave of absence <input type="checkbox"/> Travel <input type="checkbox"/> Other	FROM	TO
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G) NAME OF EMPLOYER OR MILITARY UNIT				FROM	TO
STREET ADDRESS OR BASE			SUPERVISOR		
CITY	STATE	ZIP	CONTACT NUMBER ()	EXT	
JOB TITLE			EMAIL (SUPERVISOR)		
DUTIES / ASSIGNMENTS				<input type="checkbox"/> F-T <input type="checkbox"/> P-T <input type="checkbox"/> Temp <input type="checkbox"/> Self-employed <input type="checkbox"/> Volunteer	
NAMES OF CO-WORKERS 1)		2)		REASON FOR LEAVING	

H) PERIOD OF UNEMPLOYMENT Check applicable: <input type="checkbox"/> Student <input type="checkbox"/> Between jobs <input type="checkbox"/> Leave of absence <input type="checkbox"/> Travel <input type="checkbox"/> Other	FROM	TO
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I) NAME OF EMPLOYER OR MILITARY UNIT				FROM	TO
STREET ADDRESS OR BASE			SUPERVISOR		
CITY	STATE	ZIP	CONTACT NUMBER ()	EXT	
JOB TITLE			EMAIL (SUPERVISOR)		
DUTIES / ASSIGNMENTS				<input type="checkbox"/> F-T <input type="checkbox"/> P-T <input type="checkbox"/> Temp <input type="checkbox"/> Self-employed <input type="checkbox"/> Volunteer	
NAMES OF CO-WORKERS 1)		2)		REASON FOR LEAVING	

22. Have you ever been disciplined at work? (This includes written warnings, formal letters of counseling, reprimands, suspensions, reductions in pay, reassignments or demotions).....	<input type="checkbox"/> Yes	<input type="checkbox"/> No
23. Have ever you ever been fired, released from probation, or asked to resign from any place of employment?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
24. Have you ever been involved in a physical/verbal altercation with a supervisor, co-worker, or customer?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
25. Have you ever quit without giving proper notice?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
26. Have you ever resigned or quit to avoid being discharged, terminated or fired?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
27. Have you ever been accused of discrimination (such as sexual harassment, racial bias, etc.) by a co-worker, superior, subordinate or customer?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
28. Were you ever the subject of a written complaint at work?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
29. Have you ever been counseled at work due to lateness or absences?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
30. Have you ever received an unsatisfactory performance review?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

**ALAMO HEIGHTS POLICE DEPARTMENT
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SECTION 5: EXPERIENCE AND EMPLOYMENT *continued*

31. Have you ever sold, released, or given away legally confidential information? Yes No

If you answered yes to any of **Questions 22–31**, explain (include when, where and circumstances; indicate corresponding number.):

SECTION 6: LEGAL / OTHER TOPICS

If more space is needed, continue on page 13.

32. Have you ever been placed on court ordered community supervision or probation as an adult? Yes No

33. Were you ever required to appear before a juvenile court for an act which would have been a crime if committed as an adult? Yes No

34. Have you settled any civil suit in which you, your insurance company, or anyone else on your behalf was required to make payment to the other party? Yes No

35. Have you ever fraudulently received welfare, unemployment compensation, worker's compensation, or other state or federal assistance? Yes No

36. Are you now, or have you ever been, a member or associate of a criminal enterprise, street gang, or any other group that advocates violence against individuals because of their race, religion, political affiliation, ethnic origin, nationality, gender, sexual preference, or disability? Yes No

37. Do you have, or have you ever had, a tattoo signifying membership in, or affiliation with, a criminal enterprise, street gang, or any other group that advocates violence against individuals because of their race, religion, political affiliation, ethnic origin, nationality, gender, sexual preference, or disability? Yes No

38. Do you have family members who are council members or employees of the City of Alamo Heights? Yes No

If you answered yes to any of **Questions 32–38**, explain (include court case or document, dates, and circumstances; indicate corresponding number):

**ALAMO HEIGHTS POLICE DEPARTMENT
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SECTION 7: CERTIFICATION

I hereby certify that I have completed and initialed each page of this personal history statement and any supplemental page(s) attached, and that there are **no misrepresentations, falsifications, or intentional omissions** in the foregoing statements and answers. **ALL** entries in this personal history statement are true, complete, and correct. I agree and consent in advance to being rejected for employment and understand that if hired, I may be discharged, if any of the information provided contains any misrepresentations, falsifications, or if any material information has been omitted in my application process. I further certify that I have personally written/typed this personal history statement and that I have solely filled out this application without aid or assistance from any person or persons.

I further agree that if my personal history statement is not accepted or if I am not hired, that the City of Alamo Heights and the Alamo Heights Police Department will not discuss with me the reason for me not being selected or hired. If the issue is of a temporary nature, I will be notified that I am eligible to re-apply.

SIGNATURE IN FULL	DATE
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