

**DALLAS COUNTY
COMMUNITY SUPERVISION AND CORRECTIONS DEPARTMENT (CSCD)**

CONDITIONS OF EMPLOYMENT

Minimum of Standards for all Applicants

1. Must be a citizen of the United States or alien authorized to work in the United States.
2. Must be at least 18 years of age.
3. Must provide a copy of a High School Diploma from an accredited senior school or equivalent, a state-issued General Education Development (GED) certificate, college degree and/or original, official college transcript.
4. Must be able to work an eight (8) hour shift between 7:00 am and 6:00 pm, Monday through Friday.
5. Must not be on probation for any criminal offense.
6. Must not have pending charges for any criminal offense or have an outstanding warrant.
7. You must never have been convicted of a felony.
8. You must never have been convicted of a drug-related offense.
9. You cannot have had a Class A or B misdemeanor conviction within the past 5 years.
10. Convicted felons (or those convicted of an equivalent offense under the Uniform Code of Military Justice) do not become eligible for consideration until 15 years have elapsed since termination of sentence.
11. Must not be on active duty in the military (persons on terminal leave from active duty may apply).
12. Males, age 18 through 25, must be registered with the Selective Service if required to do so by Federal Law.
13. Must be able to perform the essential functions of the position applied for, with or without reasonable accommodation.
14. Must pass a Dallas County physical exam.
15. Must pass a TCIC and NCIC criminal background investigation.

IMPORTANT NOTE: For purposes of employment with CSCD, convictions include sentenced to confinement, paid fine, time served, placed on probation (includes **deferred adjudication**) and court-ordered restitution.

Additional Standards for Community Supervision Officer (CSO) Positions

As outlined in Chapter 76, Section 76.005 of the Texas Government Code and Section 163.33 of the TDCJ/CJAD Standards for CSCD agencies, to be eligible for appointment as a Community Supervision Officer (CSO) who supervises defendants placed on Community Supervision, a person:

❖	Must have acquired a bachelor's degree conferred by an institution of higher education accredited by an accrediting organization recognized by the Texas Higher Education Coordinating Board; and
❖	Unless the degree is in criminology, corrections, counseling, law, social work, psychology, sociology, criminal justice, law enforcement/police science, human services development, public administration, pre-law, rehabilitative studies or a related field, must have:
❖	One year of graduate study (24 semester hours) in one of those fields, or
❖	One year of experience in full-time casework, counseling, or community or group work that has been approved by CJAD; or
❖	Other education or experience, documented by letter in the employee's personnel file, which indicates that they were the most qualified applicant at the time of hiring. Such letter shall be signed by the CSCD Director.
❖	Cannot be employed as a peace officer; and
❖	Cannot be currently on community supervision, parole or serving a sentence for a criminal offense.

In addition, CSO applicants must:

- ❖ Successfully complete the CSCD CSO Questionnaire **and**
- ❖ Possess and maintain a valid Texas Driver's license and current automobile liability insurance coverage.

Additional Standards for Technician Positions

❖	Must submit a certified transcript from an accredited college/university which reflects the completion of at least 60 credit hours .
❖	Must successfully complete a competency-based interview.

Additional Standards for Clerk Positions

❖	Must successfully complete a typing test and Microsoft Assessment Test (Word and Excel).
❖	Must successfully complete a competency-based interview.

Work Assignments

Initial assignment locations within CSCD are determined by applicant preference, consistent with the needs of the Agency. The Agency reserves the right to reassign employees to different locations if necessary to meet its needs. Employees may submit a request for reassignment to another location in accordance with published procedures. However, there may be many requests on file for certain areas and the waiting time for reassignment to these areas may be excessive.

Falsification of Employment Application

It is important that the Employment Application be filled out completely and accurately. Any determination that the application has been falsified is grounds for refusing employment or terminating employment if already employed.

Organizational Affiliations

Affiliation with organizations that threaten the safety and security of the agency facility may result in disqualification or termination of employment.

Client Relationships

CSCD employees are prohibited from continuing or establishing a relationship with a probationer or probationer's family member, if the relationship jeopardizes or has the potential to jeopardize the security of the Agency or compromises the effectiveness of the employee. Prohibited contact includes living together, writing letters or notes, telephone contact, etc. Continuation of a prohibited relationship or contact after employment with CSCD may result in dismissal from employment if a determination is made by the Agency that the relationship jeopardizes or has the potential to jeopardize the security of the Agency.

Academy

New CSO officers will attend a four week training academy conducted by the Agency and will be considered candidates for CSO I until successfully completing the academy. Candidates who fail to successfully complete the academy may be terminated at the discretion of the Director. Each candidate will be responsible for daily parking fees while attending the academy.

Firearms Policy

Officers or any other employees may not be in possession of a firearm in any capacity while performing their duties.

Certification: I certify that my answers are true, complete and correct to the best of my knowledge and that I have not evaded or omitted any part thereof to reflect an untruth. I understand that falsification constitutes grounds for refusing or terminating employment. I have also read and understood and I agree to the Conditions of Employment and Document Requirements in this Supplement.

Signature – Applicant

Date