

BASIC APPLICATION/HIRING PROCESS OUTLINE



Civil Service applications for law enforcement positions will only accepted when a hiring process is about to begin. This is generally once a year and historically has been in the fall. Persons interested in applying for any Police Officer or Police Cadet position should watch the City of Cedar Park, Human Resources page <http://agency.governmentjobs.com/cedarparktx/default.cfm> for the application link to be listed or complete a job interest card. Applications submitted outside of the enrollment period (either before or after) will not be accepted. The Civil Service Exam is conducted and those passing with a 70% or higher are then placed on the hiring eligibility list. The list will remain in effect for the next 180 days. Applicants will need to re-apply if the list expires.

1. In order to be considered applicants must complete the basic City of Cedar Park on line application available on our website NEOGOV.COM, (Click here to view and/or apply for positions. If this is the first time you are using our new on-line application system, you will need to create an account and select a Username and Password. After your account has been established, you can build an application by clicking on the “Build Job Application” link. This application can be saved and used to apply for more than one job opening. In order to apply, a current, valid email address is required. If you do not have an email address, you can create a free account by utilizing various online.)
2. When Applicants complete the appropriate application, they are then screened for Texas Commission On Law Enforcement (TCOLE) eligibility requirements. More information can be found here. <http://www.tcole.texas.gov/content/commission-rules> Click Chapter 217 then select minimum standards for initial licensure (217.1)

If no disqualifiers are noted then the Applicant is eligible to participate in the Civil Service Examination. This examination will be posted in accordance with Civil Service Law and Rules and will be available to those applying. Applicants must pass the exam with a score of at least 70% to proceed through the remainder of the process. Applicants with appropriate military experience will have additional “Veteran’s Points” added to their overall score in accordance with Chapter 143 of the Texas Local Government Code. Once any applicable points are added, applicants will then be placed on a list for consideration. Placement on this list does not guarantee the candidate employment with the City of Cedar Park Police Department.

3. Candidates who successfully pass the written exam will then be provided with a Preliminary and a Full Background Investigation packet. Candidates will be required to complete these packet and return them with all requested documentation. Incomplete packets or failing to return requested documentation will not allow a full and complete background to be conducted. Applicants who fail to provide the necessary information to complete the background portion of the process will be disqualified from further consideration in the process.

4. When the Preliminary Background Investigation is complete, those candidates who passed their preliminary background check will then appear before an Interview Board. The Board will consist of members of the Police Department and possibly members of the community. Candidates will be asked questions about their background, skills and training, and should be prepared to answer some situational questions structured around the Cedar Park Police Department Core Values and Mission Statement. Applicants must pass this portion of the process before proceeding through the remainder of the process.
5. After the candidate successfully passes the Interview Board, they will then participate in the physical ability course. Candidates must be prepared to take the physical ability course the same day as the Interview Board. Proper athletic clothes are recommended.
6. Candidates who successfully pass the physical ability course will then be requested to return the Full Background Investigation packet. Candidates will be required to complete this packet and return it with all requested documentation. Incomplete packets or failing to return requested documentation will not allow a full and complete background to be conducted. Applicants who fail to provide the necessary information to complete the background portion of the process will be disqualified from further consideration in the process.
7. Those candidates, who successfully complete the preceding portions of the process, will then be interviewed by a Chief's Board of Review. The Board of Review is a group of police personnel designated by the Chief of Police to conduct an interview. After this interview, the Chief of Police will determine whether to extend a conditional offer of employment to the applicant or pass over the candidate at that time.
8. Entry level officer candidates who are given a "conditional offer of employment" must then pass a "post job offer" psychological examination and medical examination that includes passing a visual acuity test, and physician certification that the applicant is not dependent on and does not use illegal drugs. A candidate must pass all examinations to be considered for employment, this in accordance with the Texas Commission on Law Enforcement (TCOLE) and Civil Service Rules.
9. The Chief of Police reserves the right to offer or rescind any offer of employment. If candidates are given and accept a full offer of employment, they will remain on probationary status for one year from their date of hire. Probationary officers will not be covered by Civil Service until this 1-year probation is over. Probationary officers must complete a Field Training Program. Officers who cannot complete this program may be discharged from employment depending on the circumstances surrounding their inability to complete the training.
10. Applicants must have passed the State Licensing Exam as administered by the Texas Commission on Law Enforcement (TCOLE) at the time of appointment as scheduled by the Chief of Police.