



CEDAR PARK

INSTRUCTIONS AND REQUIRED DOCUMENTS FOR APPLICATION OF EMPLOYMENT

ENTRY-LEVEL POLICE OFFICER City of Cedar Park, Texas

Dear Police Applicant,

In this packet you will find information regarding the entrance exam scheduled for December 2nd, 2016. You will find a notice of exam, information regarding study materials, and basic qualifications for the position in accordance with Cedar Park Civil Service Rules for the position of Entry-Level Police Officer. **Please note that even if you have previously applied for a position with the City of Cedar Park Police Department, you must submit a new application through our on-line application process to be considered in this hiring process.**

The Cedar Park Application for Employment, including other required documents, must be submitted through the Human Resources on-line application system no later than, **November 21, 2016, 12:00 PM.** Required documents must be attached to the online application or received by Human Resources Department via mail, email or fax no later than the application deadline (November 21, 2016, 12:00pm). Copies of the documents listed below must be attached to process your application in accordance with Civil Service Rules. Failure to attach the required documents shall preclude you from further consideration in this process.

Attach to the online application *full and clear copy* of the document listed below. (Make sure that important information is not cut off by the copier. i.e., the disposition or status details on Military Discharge Papers, etc.)

1. Copy of Military Discharge Papers (DD-214), Member 4 copy; must indicate discharge status (i.e.: honorable, general, dishonorable, etc.) An addition of five points shall be added to the examination grade of an applicant who served in the United States Armed Forces, received an honorable discharge and makes a passing grade on the examination.

DO NOT attach training certificates or other documents not listed above until requested to do so during the background portion of the process. **IMPORTANT NOTICE:** Incomplete application packets will not be considered. The City will not conduct a document search for previous applicants.

In such case required documents cannot be attached to the on-line application, applicant may send the documents via:

Fax	Email	Mail
512.401.5259	HR@cedarparktexas.gov	City of Cedar Park Attn: Chantele Bluiett 450 Cypress Creek Rd. Cedar Park, TX 78613

Should you have any further questions, please contact the Human Resources Department at 512.401.5250.

Sincerely,

Christina Cummings
Interim Director of Civil Service



CEDAR PARK

MINIMUM QUALIFICATIONS

ENTRY-LEVEL POLICE OFFICER* **City of Cedar Park, Texas**

An applicant for police officer shall meet the following criteria to be considered for an entry-level position*:

- a) Achieve a minimum passing score of seventy (70) percent on the written examination;
- b) Pass a background investigation;
- c) Successfully complete the physical fitness/physical agility test;
- d) Successfully complete the video-based behavioral testing (BPAD) or other situational reasoning testing and assessment;
- e) Pass oral interviews;
- f) Successfully complete 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. An applicant for police officer must possess an uncorrected visual acuity of 20/100 or better in each eye with both eyes correctable to at least 20/20 binocular vision with contact lenses; and the ability to distinguish basic color groups.
- g) Be a graduate of an accredited high school or have an equivalency certificate;
- h) Have a valid Texas driver's license at the date of hire;
- i) Be a citizen of the United States by birth or naturalization;
- j) Be able to read, write, and speak the English language;
- k) Be of good moral character;
- l) Shall not be prohibited from carrying a firearm or possessing ammunition; and
- m) Be certified as a peace officer as established by the Texas Commission on Law Enforcement (TCLEOSE) at time of appointment as an Entry-Level Police Officer.
- n) Meet all requirements as established in Texas Civil Service law in accordance with the Texas Local Government Code, Cedar Park Local Service Rules, and any amended articles agreed upon through the established Meet and Confer process

*** Applicants not certified as a Peace Officer as established by the Texas Commission on Law Enforcement (TCOLE) are eligible to take the entrance exam. Applicants without a TCOLE Certification may be hired as a Non-Civil Service Cadet. For further information please contact us at 512-401-5250.**



CEDAR PARK

EXAMINATION INFORMATION **POLICE OFFICER ENTRY LEVEL** **City of Cedar Park, Texas**

DATE: Friday, December 2, 2016
TIME: 8:00 AM
PLACE: Cedar Park Recreation Center
Community Room
1435 Main Street
Cedar Park, Texas

CHECK-IN:

Sign-in will begin promptly at 7:15 AM. Testing will begin promptly at 8:00 AM.

- Applicants will need to bring a valid state or federal issued identification with them to both the written exam and to the physical agility test. Applicants will need to bring appropriate attire to complete the physical agility test.
- You will have two and one half hours to complete the test.
- No one will be allowed to enter the room after test instructions have begun (8:00 AM). If you are not at the testing site and signed-in when instructions begins, you will not be allowed to take the examination.
- You will not be permitted to leave the building after the examination has started and will be required to remain in the room until your exam is turned in.
- Candidates will find ample parking available.

EXAMINATION PROCEDURES / STANDARDS

- The application of an applicant who fails to appear for the entrance examination shall be voided and shall be disposed of by the Interim Director.
- Candidates with a minimum score of 70% will be placed on the Eligibility List.
- Raw test scores, without Military points will be available immediately after the exam.
- Official Eligibility List will be posted on-line and posted at City Hall, 450 Cypress Creek Rd., Cedar Park, at the main entrance of City Hall on Monday, December 5, 2016. If you are unable to check the City Hall posting, call the HR Department at 512-401-5250, between 8:00 AM – 5:00 PM, December 5, 2016.
- An examinee taking an entrance examination who uses or attempts to use any dishonest means to answer a question on such an examination shall have his/her examination confiscated and voided by the Test Administrator. The examinee will be removed from the testing site. The Test Administrator shall report the action to the Director.
- Smoking shall be prohibited at all times in the testing area.
- No pagers, cell phones, calculators or similar equipment will be allowed in the test area. **DO NOT BRING THESE ITEMS INTO THE TESTING SITE.**

PHYSICAL FITNESS/PHYISCAL ABILITY TEST:

- Candidates who successfully pass the written exam will be asked to participate in the Physical Fitness/Physical Ability Test.
- Candidates who do not successfully complete the Physical Fitness/Physical Ability Test will be disqualified from the hiring process.
- The physical ability test will take place after the written exam. Candidates who successfully pass the written exam must participate in the Physical Fitness/Physical Ability Test. **Ensure that you bring athletic attire with you on the date of the test.**



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EXAMINATION INFORMATION **POLICE OFFICER ENTRY LEVEL** **City of Cedar Park, Texas**

ADDITIONAL INFORMATION:

- *Military Service Credit* – An applicant, who desires to have military service credit of five (5) points added to a passing test score of 70% or better, shall provide an original DD-214 showing a minimum of 180 total days of active military service at the time of application and by the specified application deadline. Any discharge other than honorable discharge is not creditable for the purpose of this section.
- Applicants with TCOLE Peace Officer License who successfully pass the written Examination will be considered before applicants with no TCOLE Peace Officer License.
- Upon request, accommodations shall be provided to an applicant in accordance with the Americans with Disabilities Act. An applicant who needs special arrangements shall submit a request in writing to the Interim Director 48 hours prior to the time of the examination.

STUDY GUIDE:

- To purchase a study guide through IPMA-HR – Public Safety Compass log on to <http://www.publicsafetycompass.com/> select the “Entry-Level Police” Candidate Study Guide

BACKGROUND PACKET:

If Applicant is eligible to test, an email with the Background Packet attached will be sent and should be completed. All applicants will be required to turn in their completed background packet upon successful completion of the physical agility test. Required documents will be collected as needed during the background process, documents should be ready for submission upon demand of the background investigator. Applicants should be prepared to submit documents as early as **December 12, 2016**.

BPAD TESTING: –Behavioral Personal Assessment Device

Applicants who are presently TCOLE Certified Peace Officers along with applicants who reside greater than 100 miles from 911 Quest Parkway, Cedar Park Texas will be completing the BPAD exam following the successful completion of both the Civil Service written tests and the physical agility test. Changing areas will be provided for applicants to freshen up prior to taking the BPAD.

**Failure to follow the directions given in this notification may disqualify you
from further consideration for employment.**