



**CEDAR PARK POLICE DEPARTMENT  
GENERAL ORDER**

Employee Selection Process

NUMBER: 4.01.01

EFFECTIVE: 09-17-2012

APPROVED: *Mike Damm*  
Chief of Police

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## I. POLICY

The Cedar Park Police Department (“Department”) shall use Chapter 143 of the Local Government Code, applicable Texas Commission on Law Enforcement (TCOLE) Rules, the City of Cedar Park Civil Service Commission Rules and Regulations (“Civil Service Rules”), and the Local Meet and Confer Agreement to staff the Cedar Park Police Department with capable sworn personnel, free from political influence.

Civilian staff shall be selected based on the then-current City Human Resources Policy B-5 Selection, applicable sections of this policy, and based on their ability to access secured state and federal systems.

It is intended that these rules shall complement statutes and not conflict with the statutes in any manner.

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## II. PURPOSE

To provide equal opportunity to select the most qualified candidates to serve the community, free from internal influence, or the stigma of impropriety.

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## III. SCOPE

Sections IV, V, and VI apply only to sworn. Section VII and VIII applies to sworn and civilian positions.

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## IV. MINIMUM ELIGIBILITY REQUIREMENTS FOR POLICE OFFICERS

An applicant for police officer shall meet the minimum requirements listed in Civil Service rules and applicable sections of chapter 143 of the local government code to be considered for an entry-level position and be eligible to become certified as a peace officer as established by the Texas Commission on Law Enforcement Officer Standards and Education Rule 2.17.1.

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## V. CAUSE FOR REJECTION – POLICE OFFICERS

The City may reject an applicant for one or more of the reasons listed within the Civil Service Rules or [Section 143.023](#) of Texas Local Government Code, or because the applicant is ineligible by standards in

section IV of this document, state licensing requirements, and/or City of Cedar Park Human Resources policy.

## VI. REAPPOINTMENT OF POLICE OFFICERS

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A sworn employee who voluntarily resigns from the City of Cedar Park Police Department may be reappointed as a police officer with the Department without taking another entrance examination or being placed on an eligibility list. Reappointment of a sworn employee is totally at the discretion of the Police Chief and shall only be done in compliance with City of Cedar Park Civil Service Rules and [LGC Section 143.0251](#).

## VII. HIRING PROCESS

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The hiring process will consist of multiple steps, with each step cultivating its own standard. The candidate must successfully complete all steps to be considered eligible for hire.

### **Application**

- 1) City of Cedar Park application completed and turned in by the deadline.

### **Initial HR Screening**

- 1) Screening of application by City of Cedar Park Human Resources personnel.

### **Written exam**

- 1) Written examination for sworn and applicable non-sworn positions:
  - a) Sworn applicants must have a minimum passing score of 70.
  - b) Non-sworn scoring will be division specific based on the test and division standards.

### **Physical ability course**

- 1) Time and date to be posted in accordance with Civil Service Rules.
- 2) The physical ability course has a pass or fail time of 2 minutes and 14 seconds.
- 3) Each applicant must sign an informed consent form prior to taking the physical ability course releasing the City of Cedar Park Police Department of any liability.

### **Background Investigation**

- 1) Personal History Statements will be given to an appropriate amount of applicants based on available positions. The applicants will be given a set amount of days, in writing, to return the completed Personal History Statement to the Professional Standards Division. Late or incomplete Personal History Statements may be rejected.
- 2) The background investigation will be completed in compliance with [GO 4.03.01 Background Investigations](#).

- 3) Once the background investigation is complete, it will be reviewed and approved by Executive Command Staff. No sworn or civilian candidate will be given a conditional job offer until the background is approved by the Chief of Police or designee.
- 4) Any information discovered during the background investigation that was not included in the Personal History Statement or preliminary interview, either by omission or false report, may be grounds for rejection.
- 5) Additional background investigation aids may be utilized to assist with the background and oral interview process.

### **Oral boards**

- 1) Applicants for sworn positions will successfully complete the following:
  - a) A preliminary oral board comprised of a group of line level personnel and at least one member of command staff. 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 mission, vision, and purpose statement.
  - b) A command oral board comprised of a group of command staff members designated by the Chief of Police.
- 2) Applicants for non-sworn positions will successfully complete an oral interview board.
  - a) Non-sworn positions may have an oral interview with the applicable member of command staff designee in lieu of a formal oral interview board.

### **Pre-employment Clearance**

- 1) Entry-level licensed candidates who are given a “conditional offer of employment” must then pass a psychological and medical examination. A candidate must pass all examinations to be considered for employment, in accordance with the Texas Commission on Law Enforcement (TCOLE) and Civil Service Rules.
- 2) All applicants must pass a drug screen examination in compliance with state and City requirements.

The Chief of Police reserves the right to offer or rescind any offer of employment after receiving the results of these examinations.

## **VIII. NOTIFICATION**

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Each applicant will be notified in writing if they failed any portion of the hiring process. Applicants who are temporarily rejected from the process will be given a time frame in which they may re-apply with the Cedar Park Police Department. The time frame will be determined on a case-by-case basis and will depend on the severity of why the applicant was disqualified or rejected.

## **IX. PROBATIONARY POLICE OFFICERS**

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1. Recruits who are required to attend the police academy must successfully pass the program in order to maintain employment with the City of Cedar Park. Upon successfully passing the TCOLE

examination and completing the academy program, police recruits will enter the Field Training Program.

2. Recruits who are hired that hold a Basic Peace Officer License will be placed in the Field Training Program.
3. 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.
4. If candidates accept a full offer of employment, they will remain on probationary status in compliance with the controlling Meet and Confer Agreement.

## **X. LATERAL ENTRY**

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Police Officers who are hired with prior experience may be designated as a lateral entry. The level in which they fall into as a lateral entry will be determined on a case-by-case basis in accordance with the controlling Meet and Confer Agreement and with approval from the Chief of Police or designee.

## **XI. DISPOSITION OF RECORDS**

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Employment records shall be maintained by the Professional Standards Division in accordance with City policy and the Texas State Library and Archives Commission in a secured location.