Leander Police Department
Hiring Process for Entry Level Police Officer or Cadet

The following is an outline of the application phases. Each phase must be successfully accomplished prior to advancement to the next phase. The entire application process should be expected to take approximately 9 weeks after the application due date.

I. Application: Phase One- To be considered for hire with Leander Police Department, an applicant must correctly complete the application form. All of the "Waiver" forms must be completed, notarized and attached to the online application, failure to do so will cause the application to be rejected. A preliminary basic background check will be conducted during this phase. All applicants must complete the application. Any incomplete or incorrect application will be rejected. All applicants will be notified if they are ineligible, if the process stops, and/or eligibility to advance to phase II.

II. Physical ability testing: Phase Two - Each phase II applicant will be required to successfully complete the physical agility test within a required time. It will be on a pass / fail basis. Only successful applicants will advance to phase III.

III. Written exam: Phase Three – Applicants will be informed of the location and date of the exam. The written exam is usually the same day as phase II. A passing grade of 75% or higher is required for advancement to phase V.

IV. Personal History Statement: Phase Four - Applicants should obtain a Personal History Statement (PHS) from the department or the department’s website. Any incomplete PHS will be rejected. All applicants will be notified if they are disqualified. Contact the recruiter for any issues obtaining required documents by the deadline.

V. Oral interview: Phase Five - Applicants who successfully advance to this phase will be notified as to location and time of the oral interview process. Test results of phases III is considered "pass" only and not factored into phase IV scores. This interview process will be objective in nature and is designed to generally evaluate the interpersonal skills, professional and ethical values. The interview board will consist of 5 (five) members and may last up to an hour. The objective scoring system used in the interview/ evaluation process will result in numeric scores. A score of 75% or higher is required for advancement to phase VI. Applicants will be notified of their eligibility to move to Phase VI. A follow-up email and/or phone call may be utilized as necessary.

VI. Background inquiry and chief’s interview: Phase Six - Background inquiries will be completed for applicants based on the number of available openings and ranking from the oral board. Eligibility will be denied if an unsatisfactory finding is discovered in the background inquiry. All applicants still eligible will have a final interview with the chief of police or designee. Applicants offered a conditional job offer will be required to undergo additional drug screening (L-2) and psychological screening (L-3). The department will pay for the cost of the screening.

Policy on Reapplication

Applicants that were temporarily disqualified for sworn or cadet positions may reapply for posted positions at least six months after the date applications are posted as due unless specifically notified in writing at the end of the selection process that the disqualification was permanent. A new application must be submitted at that time. Applicants will be notified of the specific reason for the disqualification.

I, the undersigned, have read and understand the above-described process that will be utilized in this employment process.

X__________________________, Applicant ________________________ Date

May 2018