Austin Police Cadet Oral Board Assessment

Candidate Orientation Guide

The Structured Oral Board Assessment

The oral board interview assessment consists of a series of questions that will assess the skills and abilities necessary to perform the job of a police officer in Austin. These questions can range from hypothetical scenarios to specific questions about how you tend to deal with situations. Your answers will be scored by a panel of assessors.

During the oral interview, a panel member will read a question to you. You will be allowed a fixed amount of time to answer each question. If you have completed your response before the panel indicates that your time is up for that question, you can verbally announce that you are finished with that question. On the other hand, if you have not completed your response in the allotted time, the panel will tell you that your time is up. At that time you will be presented with the next question. This format will continue until you have responded to all of the interview questions. After you have completed all interview questions and left the room, the panel will discuss your performance and provide a rating for each question.

The Assessors

As stated previously, your performance during the assessment process will be evaluated by a panel of assessors, who all will be acquainted with the essential duties, skills and abilities of police officers in the Austin Police Department. Assessors have been thoroughly trained before participating in the oral board interview assessment. You can therefore be confident that these assessors will be fair and competent judges of your behavior and your abilities.

Areas of Measurement

The oral assessment is designed to assess the most critical, job-related skills and abilities. Some of the dimensions that may be assessed in the oral assessment include the following: appearance, integrity, work experience, interpersonal skills, teamwork, judgement, problem-solving, community orientation, stress tolerance, customer service skills and overall physical fitness. Though some questions will require you to respond to hypothetical scenarios, at no time will you be assessed on your knowledge of department procedures, laws or any other specific job knowledge.
**Preparation**

Here are a few steps you can take to prepare for the structured oral assessment:

- Practice listening to questions with multiple parts, taking a few notes about the questions being asked then answering all parts of the questions.
- Make an audio and/or video tape of your practice session or watch yourself practice in a mirror. Identify any distracting mannerisms that you may have and try to correct them.
- Conversely, you might conduct an interview session with a study partner. Each individual can prepare questions, and you can practice by answering your partner’s questions.

**Suggestions for Responding to the Oral Interview Questions**

- After listening to the interview question, take some time to formulate an organized response. Do not be afraid to pause for a period of time to carefully consider your answer and to organize it in a way that is meaningful and that will ultimately make sense to those individuals who are rating your response. The more organized and well thought out your answers, the more favorably they will be viewed by assessors.
- Answer the question as it is asked. It is common for interview candidates to answer a question other than the one posed. Interviews are stressful, and it is not uncommon for a candidate to misunderstand or misinterpret the question and then provide an answer that is completely off-base. Be sure to listen carefully to the question and provide an answer for that specific question. Do not go outside the bounds of the question or ramble on about unrelated issues.
- Provide a complete response to each question. It is common for a candidate to answer a question and repeat the same answer over and over. Offer an answer that is complete but do not reiterate your response multiple times. Keep your answer concise but ensure that you provide a comprehensive response to the question that is posed.
- Ensure that you answer each question fully within a reasonable time limit.
- Speak clearly. Oral communication skills are obviously paramount in an oral interview. Oral communication is usually rated separately from your answers to the questions in the interview. Thus, if you communicate poorly, the assessors will not penalize you on your answers to each question. That said, the rating of oral communication and presentation is an important element of the oral assessment. Convey a professional demeanor by speaking clearly and demonstrating good posture and appearance. Good communication skills will only accentuate your response to a question.
- Provide an honest answer to each question and be yourself throughout the assessment.
Assessment-Day Instructions and Tips

The following are instructions and advice that will help you on the day of the oral board assessment:

- Be on time. Allow yourself plenty of time to get to the site as this will give you one less thing to worry about that day.
- Do not bring personal cellular phones or paging devices.
- Dispose of any gum, candy or mints. You do not want this to interfere with your speech or cause an unnecessary distraction.
- Dress and prepare appropriately for this professional job interview.
- It is natural to be nervous. Be sure to keep a positive attitude and an open mind as you participate in the assessment so that the assessors can see you perform to the best of your ability.

Security Issues

You will be competing with a number of other candidates for a job as an Austin Police Cadet. Any information you divulge about the structure of the assessment, specific questions, or otherwise, will provide another candidate with an unfair advantage. Keep the content and structure of the oral assessment confidential. By participating in this process, you agree not to divulge information about the nature of the questions or the manner in which they are administered to any candidate at any time or place.

Name: ___________________________________________ Date: __________________

Signature: ___________________________________________
Background History Statement
Affirmation & Declaration

___________________________________________

Applicant Name Printed    Date

I, the aforementioned and undersigned do understand and affirm that the position of Civilian Police Cadet is a civilian position and that appointment to that position does not guarantee that I will later be commissioned and appointed to the entry level position of an Austin Police Officer.

I understand that my appointment as a Civilian Police Cadet will be contingent upon the results of a complete character and fitness investigation. I also understand that all personnel appointed as an Austin Police Officer must serve a probationary period of fifteen months (15) from the time of graduation during which time the employee must demonstrate his or her fitness for continued employment by the Austin Police Department. (This probationary time does not include time in the academy.)

I hereby certify that there are no willful misrepresentations, omissions or falsifications in all the statements and answers to questions contained herein. I further certify that all statements and answers are mine and are accurate and correct to the best of my knowledge. I am aware that should the investigation disclose such misrepresentations, falsifications or inaccuracies, my application will be rejected and I will be disqualified for a minimum of two (2) years.

Furthermore, should I be offered employment as a Civilian Police Cadet, I understand that my employment may be terminated at a future date should it be discovered that I willfully misrepresented, omitted, or falsified any statements or answers within this background history statement.

Lastly, I understand that should I be disqualified from eligibility to the position of Civilian Police Cadet for any reason, there is not right of appeal concerning this decision. The reason(s) for disqualification is private information pertaining to the Austin Police Department in regards to the hiring standards of the agency and therefore not subject to disclosure to the applicant or other public/private entities.

_______________________________________

Signature of Applicant    Date


That I, the undersigned ____________________________ for and in consideration of being extended the opportunity of under-going physical ability testing for the purpose of establishing my suitability for the position of Civilian Police Cadet with the Austin Police Department, on this the ________ day of _________________, 20 _____, have prior to said date assumed and hereby do assume all risks of injury to my person arising out of, or in any way incident to the aforesaid physical ability tests; that each of these ability tests have been described and explained to me, and I understand clearly what I will be called upon to do; that if I have any medical conditions that may or could adversely affect my ability to safely perform any portion of these ability tests, that I have consulted with my personal physician and obtained medical clearance to participate in all portions of the ability testing; and with this knowledge, I assume whatever risk such test or tests may entail or accrue to my person; and that I, the undersigned for the aforesaid consideration have covenanted and hereby do covenant never to sue or bring any legal action, in law or in equity, in any court whatsoever against the City of Austin, or any officer or employee of the City of Austin for any such injury.

Executed on this the _______________day of ______________________, 20 ________.

____________________________________
Applicant’s Signature

Subscribed and sworn to before me, by the said _____________________________________
this 5th day of January, 2019 to certify which witness my hand and seal of office.

DO NOT SIGN!!

____________________________________
Notary Public, State of Texas
AUSTIN POLICE DEPARTMENT
AUTHORIZATION FOR
RELEASE AND REQUEST FOR
MEDICAL HISTORY

I hereby request a complete Photostat copy of my medical records. A letter summarizing my office visits will not be accepted. Copies of my medical records are mandatory to complete my application as an Austin Civilian Police Cadet.

I agree to pay any and all charges or fees concerning this request and can be billed for such charges at the below listed addresses:

__________________________________  _______________________
Applicant’s Name Printed    Phone Number

__________________________________  _______________________
Address      Date of Birth

__________________________________  _______________________
City, State, Zip     Social Security #

__________________________________
Applicant’s Signature    Date

Subscribed and sworn to before me, by the said ____________________________
this 5th day of January, 2019 to certify which witness my hand and seal of office.

DO NOT SIGN!!                                      Notary Public, State of Texas
This is a **CONDITIONAL OFFER OF EMPLOYMENT** for the position of Civilian Police Cadet with the Austin Police Department. This conditional offer of employment is contingent upon the following conditions:

- Applicant must pass the Physical Ability Tests
- Applicant must pass the Oral Board Interview
- Applicant must pass the Background Character Investigation
- Applicant must pass the Psychological & Polygraph Examination and Interview
- Applicant must pass the comprehensive Medical Physical Examination and Drug Test
- Applicant must remain eligible for employment between now and the next available cadet class according to the minimum qualifications established by the Austin Police Department, and that no information pertaining to the applicant comes to the attention of the Austin Police Department that would cause the department to revoke its conditional offer.

Furthermore, this conditional offer of employment is contingent upon the funding authorization of the City of Austin and whether or not sufficient vacancies exist at the time of hiring to include your position from the applicant eligibility roster. The conditional offer of employment is automatically withdrawn once the application for employment has expired, unless withdrawn in writing by the Department at an earlier time.

I understand that if any of the conditions listed above are unsatisfied, this **Conditional Offer of Employment** will be withdrawn and I will not be considered for a position as a Civilian Police Cadet in the Austin Police Department.

Subscribed and sworn before me, by the said ______________________________________
this **5th day of January, 2019** to certify which witness my hand and seal of office.
INFORMED CONSENT FOR PARTICIPATION IN PHYSICAL FITNESS TESTING

In order that my physical fitness be evaluated so I may be considered for the Austin Police Department Cadet Training Program, I hereby consent, voluntarily, to physical fitness testing. I shall perform the 500 Meter Row Test & 1.5 mile run.

I understand that selection and supervision of the testing procedures and protocols are a matter of the Austin Police Department’s professional judgment.

This portion of the hiring process is pass/fail and must be completed in the specified time(s).

I understand that I may be stopped at any time during the testing if in the opinion of any of the testing personnel that I, the applicant, am struggling, fatigued, exhibiting discomfort or for any other reason. I understand that if I am stopped at any time during the testing procedures, the test will be classified as a fail and I will be disqualified from the hiring process.

I understand that I can discontinue participation in any aspect of the physical fitness testing at any time.

IN CASE OF EMERGENCY, I AUTHORIZE YOU TO CONTACT:

Name: __________________________________________ Phone: ______________________
Address: _____________________________________________________________________

___________________________________
Applicant Printed Name

___________________________________
Applicant Signature

Subscribed and sworn to before me, by the said _____________________________________
this 5th day of January, 2019 to certify which witness my hand and seal of office.

DO NOT SIGN!!

____________________________________
Notary Public, State of Texas
AUSTIN POLICE DEPARTMENT
AUTHORIZATION FOR RELEASE OF
PERSONAL INFORMATION

I, _______________________________________________________, do hereby authorize a
review of a full disclosure of all records concerning myself to any duly authorized agent of the
City of Austin Police Department, whether the said records are of public, private or confidential
nature. Furthermore, I grant permission for this agent to obtain photocopies of any records
concerning myself, that he/she considers relevant to my application for employment with the City
of Austin Police Department.

The intent of this authorization is to give my consent to full and complete disclosure of the records
of educational institutions; financial or credit institutions, (including records of loans), the records
of commercial or retail credit agencies (including credit reports and/or ratings), and other financial
statements and records wherever filed; employment and pre-employment records, including
background reports, efficiency ratings, complaints or grievances filed by or against me; screening
reports or any polygraph exam taken along with the results and the records and recollections of
attorneys at law, or of other counsel, whether representing me or another person in any case, either
criminal or civil, in which I presently have or have had interest.

I understand that any information obtained by a personal history background investigation, which
is developed directly, or indirectly, in whole or in part, upon the release authorization will be
considered in determining my suitability for employment by the City of Austin Police Department.
I also certify that any person(s) who may furnish such information concerning me shall not be held
accountable for giving this information; and I do hereby release said person(s) from any and all
liability which may be incurred as a result of furnishing such information.

I understand that any information obtained by a personal history background investigation,
regardless of the source of that information, that is intended to be used to determine my suitability
for employment by the City of Austin Police Department, will be kept strictly confidential by the
Austin Police Department, to the extent permitted by law. Unless otherwise provided by law or a
valid court order, only an authorized agent of the City of Austin Police Department will have
access to my applicant file and the information contained therein.

I understand that the confidentiality provisions referenced in the preceding paragraph do not apply
to information obtained from any source during the background investigation that involves
suspected or actual criminal conduct on my part for which I am subject to prosecution under the
applicable statute of limitations. Under these circumstances, I understand that the City of Austin
Police Department may investigate my conduct, may report my actions to another law enforcement
agency for investigation and prosecution, and may contact my current or former employers should
my actions involve suspected or actual criminal misconduct against that employer or against an
individual to whom my employer had a legal relationship.

Applicants Initials __________
I understand and agree that if the release of this information is required by law, by a valid court order, or when criminal misconduct on my part is suspected, I release the City of Austin, the Austin Police Department, and its agents and employees, from any and all liability which may be incurred as a result of the release of such information.

Furthermore, I understand and agree that the confidentiality provisions contained in the Austin Police Department’s Authorization for Release of Personal Information shall supersede any similar or conflicting language contained in any other release.

I also agree to pay any and all charges or fees concerning this request and can be billed for such charges at the below listed address.

A photocopy or fax copy of this release form will be valid as an original thereof, even though the said photocopy or fax copy does not contain an original writing of my signature.

By affixing my signature below, I affirm that I understand and agree to the terms and conditions imposed upon the City of Austin Police Department and me as set forth in this Authorization for Release of Personal Information.

_________________________________________  _________________________
Print Name – Including Maiden Name       Phone Number

_________________________________________
Address

_________________________________________
Date of Birth

_________________________________________
City, State, Zip

_________________________________________
Social Security #

_________________________________________
Applicant’s Signature – Including Maiden Name       Date

Subscribed and sworn before me, by the said ____________________________
this 5th day of January, 2019 to certify which witness my hand and seal of office.

DO NOT SIGN!!

_________________________________________
Notary Public, State of Texas
POLICE ACADEMY FITNESS ENTRY STANDARD

*NOTICE ACADEMY FITNESS ENTRY REQUIREMENTS*

The Austin Police Department’s Police Academy strives to produce the highest quality peace officers through education, rigorous fitness standards, and mental preparedness. One of the core aspects of training is focused on physical fitness which the Austin Police Department views essential for Austin police officers to safely and effectively perform their duties. The Austin Police Academy’s physical fitness training is demanding, exhausting, and mentally challenging. **Day 1 of the academy**, you will be **EXPECTED** to physically perform at **minimum**:

- Push-Ups – 33 repetitions in 1 minute
- Sit-Ups – 36 repetitions in 1 minute
- 300 Meter Sprint – 63 Seconds
- 1.5 Mile Run & 500 meter Row

Below is a list of resources to help you train for the Austin Police Department’s Police Academy.

- APD Fit for Duty Facebook page for daily workout routines
- TABATA Protocol row intensity training
- Any gym that teaches CrossFit or high intensity workouts
- P90X

**Physical fitness training for the Austin Police Academy is imperative!!!!** If you do not effectively prepare yourself for the demanding physical fitness standards **PRIOR** to the start of the police academy you are at a **higher risk of injury** and failure.
You are strongly encouraged to **IMMEDIATELY** start physically and mentally preparing yourself for the Austin Police Academy. If you wait, you will most likely fail and/or cause injury to yourself or another.

I, __________________________ (print name), have fully read and understand the Austin Police Department’s Police Academy fitness standards are strenuous and take physical fitness preparation PRIOR to the start of the Austin Police Academy. Failure to physically train and prepare may lead to injury or failure from the Austin Police Academy.

Executed on this the _______ day of ______________________________, 20_____.

________________________________
Applicant’s Signature

Subscribed and sworn to before me, by the said __________________________
this 5th day of January, 2019 to certify which witness my hand and seal of office.

**DO NOT SIGN!!**

________________________________
Notary Public, State of Texas

CARDIO IS CRITICAL! BE PREPARED!!! TRAIN NOW!!!

**LATER WILL BE TOO LATE**
Statement of Fact for Texas Commission on Law Enforcement (TCOLE) Licensure

I hereby certify that I have personally submitted each answer on the Austin Police Department Background History Statement and any supplemental page(s) attached, and that all statements made are true and complete to the best of my knowledge and belief. I understand that any misstatement of material fact may subject me to disqualification; or, if I have been appointed, may disqualify me from continued employment.

__________________________________________  ____________________________
Applicant Name (Printed)                        Applicant Signature

_____________________________________________
Date

Subscribed and sworn before me, by the said ____________________________
this _________ day of ________________, 20________ to certify which witness my hand
and seal of office.

__________________________________________
Notary Public, State of Texas