

The following is the procedures for filling vacant positions:

PROCEDURES:

A. APPLICATIONS

1. Persons desiring to apply for the employment with the Sheriff's Office obtained an information packet from the Administrative Secretary. The packet is accompanied by a statement of minimum qualifications which the applicant is instructed to review to determine his/her eligibility for consideration.
2. Applicants that return the information packet to the Administrative Secretary will then be notified a date and time for testing.
 - a. *Persons reporting late for testing may not be accepted, but are informed that they may be rescheduled.*

B. Applicability of Procedures

1. The following screening procedures do not apply for selecting applicants for all positions. Applicable procedures for each position are identified in the Operations Manual.

C. Written Test

1. Applicants are required to pass a comprehension and vocabulary test. Successful applicants continue processing and those failing the test are informed that they may reapply the following month.

D. Physical Test

1. Applicants for positions requiring licensing as a peace officer or jailer may undergo a physical fitness test.

E. Personal History Form

1. Applicants passing the test are given a personal history form and applicants to complete and return within a specific amount of time.

F. Background Investigation

1. When the personal history form and application is returned, it is screened for legibility and completeness and if acceptable it is forwarded to the Chief Deputy or a designee appointed by the Chief Deputy for a background investigation.
2. Applicant, other than those rejected because of compelling negative evidence, is instructed to appear before an Oral Review Board.

G. Oral Review Board

1. Oral Review Boards consist of persons appointed by the Sheriff.
2. The Chief Deputy will preside over any and all personnel selection process.

3. The Board produces an eligibility list of applicants in order of preference. The Sheriff or Chief Deputy and /or his designee will interview applicants from the eligibility list. The Sheriff or Chief Deputy and /or his designee may follow the order of preference or may not follow the order of preference.

H. Eligibility List

1. Each eligibility list remains in effect for six months, but a person may be removed from the list or moved in their ranking.

I. Psychological and Physical Examination

1. Persons selected from the eligibility list for hire are instructed to report to the Administrative Secretary before hire for their physical examination and drug testing. They are also required to report to the Office contracted Psychologist for a psychiatric exam as required by TCLOSE.

J. Notification of Results

1. The Administrative Secretary mails notice to applicants who complete the screening process informing them they are to be hired, if they are acceptable, but on the waiting (eligibility) list, or if they are not acceptable. Applicants acceptable but not hired are informed they will be eligible for hiring for a period of six months. If not hired within the six month period, applicants are given the opportunity to be interviewed by the Review Board a second time. It is the responsibility of the applicant to notify the Administrative Secretary within 30-days before or after their expiration date on the list if they wish to reactivate their eligibility. Reapplication and testing is not required however, an updated background investigation is conducted.

K. Special Provisions for Re-Hire and Transfers

1. Those who leave the Office and return within one year having already taken entry exams (Reading Comprehension, Writing Skills, and Physical fitness tests) undergo complete updated background investigation.
 - a. *It is the responsibility of the Chief Deputy to interview prior supervisors for recommendations on reinstatement. The Chief Deputy then recommends or denies hiring of the applicant.*
2. Those who leave the Office and return within one year who has never taken entry exams are required to:
 - a. *Pass all entry exams*
 - b. *Complete an updated background investigation*
 - c. *It is the responsibility of the Chief Deputy to interview prior supervisors for recommendations on reinstatement. The Chief Deputy then recommends or denies hiring of the applicant.*
3. Those who leave the Office and return after one year having already taken entry exams are required to:
 - a. *Complete and updated background investigation*
 - b. *Appear before "Review Board for placement on eligibility list.*
4. Those who leave the Office and return after one year never taken an entry exam must complete all regular entry process.

* Exceptions to this procedure may occur as determined by the Sheriff.

5. Applicants of any particular position are allowed to interview before an Oral review Board only twice. Applicants denied placement on the eligibility list after two (2) consecutive interviews might not be considered again for two (2) years.
6. Previous employees are eligible for reinstatement only once during Sheriff's tenure.

***** Employees who are terminated or who resign in lieu of termination are not eligible for rehire. This directive may be waived only by the Sheriff *****

Benefits:

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|----------------------------|--------------------|
| Family Medical Leave | Vacation |
| Military Leave | Paid Holidays |
| Overtime/Compensatory Time | Insurance Packages |
| Retirement System | |

You are responsible for obtaining correct names, addresses, and phone numbers for your application. If information cannot be verified due to incorrect/missing information, your application may be disqualified.

List all past employers (even if self-employed) and account for any time unemployed since age of 18. If there is insufficient space on the form, attach extra sheet(s) and reference the relevant section.

Be sure to include all relevant names, dates, supervisor's names, and state clearly why you left each place of employment.

OPTIONAL ATTACHMENTS TO APPLICATION:

Resumes, Certificates, reference letters, Copy of Military form DD-214 showing honorable discharge, if ever in military.

APPLICANTS MAY BE REJECTED FOR EMPLOYMENT AT ANY POINT IN THE PROCESS. ANY MISREPRESENTATION OR OMISSION IN THE APPLICATION OR OTHER FORMS WILL BE GOURNDS FOR REJECTION OR DISMISSAL.

If you have any questions, contact the Administrative Secretary or Chief Deputy at (254) 865-7201.

Mailing Address:
 Coryell County Sheriff's Office
 ATTN: Administrative Secretary
 510 Leon Street
 Gatesville, TX 76528

The Coryell County Sheriff's Office is always looking for hard working, qualified individuals to apply.

Coryell County is an Equal Opportunity Employer