Submit an Application

The application is submitted online only and is only posted within a certain time period prior to the test. When you submit an application, the only document you should submit with it (if applicable) is a copy of your DD214 Member 4 showing an honorable discharge for the veteran's preference points. DO NOT turn in any transcripts, copies of your birth certificate, etc. with the application. These items will be turned in to academy staff at a later date. Directions on where to submit the DD214 will be included with the instructions on the online application. If you meet the minimum requirements to take the exam, you will receive a confirmation letter from Human Resources. This letter will include the date, time and location of the exam. If you do not receive a confirmation letter in the mail, please contact the recruiter or Human Resources at least 3 days prior to the **application deadline** (*not* the test date) to check on the status of your application.

Written Civil Service Examination

The written civil service exam is a 160 question multiple choice test. It covers topics such as grammar, vocabulary, and reading comprehension. There is no math on it. You are given two hours to complete the exam. You must get a score of at least 70% to proceed to the next step.

When you report to the testing site, bring only your ID (it must be an official government-issued ID, such as a driver's license, military ID card or passport.). Pencils will be furnished. Backpacks and purses will not be allowed into the exam.

Physical Agility Test

For those that pass the written exam with at least a 70% or higher, there will be a physical agility (PT) test immediately following the written exam. The PT test consists of the following timed events:

1. Timed distance run.

2. As many push-ups as you can perform (no time limit) - must complete a minimum of 19.

3. As many sit-ups as you can perform in a minute and a half - must complete at least 29.

Each individual event is pass or fail. If you do not meet the minimum standards on a single event, you will not be allowed to continue and will be dismissed from the application process.

Please keep in mind that these are only the *minimum* standards. We want to see your max effort when you come take our PT test. How far you are able to go beyond these minimum standards will be a good indication as to how well you will perform during PT in the academy.

Those that pass the written exam and PT test will receive a Personal History Statement (background packet) to take home and fill out. They will also sign up for a time to come in for a one-on-one interview with academy staff.

Out of town applicants- If you are travelling from approximately 100 miles away, you will have your initial interview immediately following the PT test to save you a trip back to Garland. There is no need to bring a change of clothes for this informal interview; you may stay in your PT clothes. You do not need to bring any paperwork with you. You will be provided a postage paid envelope and instructions on mailing everything to us by a specified date.

Detailed Personal History (PHS)

The PHS, or background packet, includes questions about criminal history, past drug use, employment history, credit, military history, traffic history, and references. There are certain things, especially regarding criminal history and drug use that are automatic disqualifiers. If you have a question about anything that you will be putting down on this background packet, please contact the recruiter. A couple of important things about filling out the PHS are to fill it out completely, and to be **HONEST** with your answers. If something is discovered during the background phase that you failed to disclose on your PHS, it could be grounds for immediate disqualification.

Initial Interview

This is a one-on-one interview with one of the members of the Garland Police Department's Training Division. During the initial interview, academy staff will go over your Personal History Statement with you and collect all of the paperwork listed on the document list (see 2nd page of PHS).

Background Investigation

After the initial interview, the applicant's file goes to a background investigator. The background investigator will verify everything that was put in the Personal History Statement, and may contact the applicant for further information. Other things assessed in the background phase include honesty, integrity, pattern of responsibility, sound judgment and decision-making skills, and maturity. If the background is found to be satisfactory, the applicant will be contacted to be scheduled for the rest of the process. If the applicant does not pass this phase, they will receive a letter in the mail stating that they are no longer in our hiring process. Depending on the nature of the disqualification, the reason for rejection may or may not be disclosed.

Polygraph Examination

The polygraph exam is conducted after the background investigation. The applicant will fill out a separate questionnaire for the polygraph examiner. This questionnaire will cover, but is not limited to, many of the same questions that are in the PHS. The polygraph examiner may ask additional questions not covered in this questionnaire or the PHS as he or she sees fit, or upon the request of the background investigator.

Oral Interview Board

This is a formal interview conducted by a board consisting of academy staff, a supervisor, and one or more members of the community. The applicant will be asked scenario questions and they are to answer them as if they are a police officer working for the City of Garland today. The applicant is not expected to know laws or GPD's policies and procedures. During these questions, the board is assessing decision-making, communication, and interpersonal skills, along with sound moral and ethical decisions. The applicant will also be asked questions over their background.

Administrative Review

The Chief of Police will review the files of all applicants that have passed steps 1-8. He then decides who will be approved to continue in the hiring process. Please note that, just because an applicant passes all of the steps up to this point, it *does not* mean that they are automatically approved to continue. The Chief of Police always has the discretion to deny or approve applicants for continuation as he sees fit.

If the Chief of Police approves the applicant's file at the administrative review, he will extend a "conditional offer of employment". This means that if the applicant passes the last two steps in the process (psychological exam, medical exam, and drug screen), then they will be hired.

Psychological Exam

The psychological exam is administered by Lehman & Associates. The applicant will complete a series of questionnaires and then undergo an interview with the psychologist.

Medical Examination/Drug Screen

The medical exam consists of a complete physical to make sure that the applicant does not have any medical conditions or injuries that would prevent them from fulfilling the duties of a police officer. The applicant will also undergo a urinalysis to screen for any illegal substances.