



Notice of Application and Entrance Examination for the Position of Police Officer Recruit

In accordance with local Civil Service Rules and Chapter 143 of the Texas Local Government Code, notice is hereby given that the City of Garland will begin taking applications for the position of Police Officer Recruit as described below:

Begin Taking Applications: **Thursday, September 3, 2015** (*Police Officer Recruit Employment Applications are only accepted on-line at www.garlandtx.gov.)*)

Application Deadline: **Friday, October 23, 2015 at 5:00 p.m. (CST)**

Entrance Examination: **Saturday, November 7, 2015 at 8 a.m., Lakeview Centennial High School, 3505 Hayman Drive, Garland, TX 75043-1920** (*the eligibility list created as a result of the examination will be effective from November 7, 2015 to November 7, 2016*)

Electronic devices are not permitted in exam area.

Restroom breaks are not permitted during exam.

Physical Agility testing for candidates who pass the written exam will immediately follow the written examination — **wear appropriate attire.**

Confirmation letters will be emailed and mailed to qualified applicants prior to the exam.

For questions about becoming a Police Officer, contact the City of Garland Police Dept: 972-487-7358, or toll free 1-888-670-7932 or visit our website at www.garlandpolice.com

For questions about the application, contact the City of Garland Human Resources Dept. 972-205-2498

Persons who have served in the United States of America military, received an Honorable Discharge, and pass the Examination may have five (5) points added to their test score if candidate submits a **legible** copy of a United States of America government issued form documenting at least 180 days of active duty military service with an

Honorable Discharge (i.e. DD 214-MEMBER 4 FORM). Documentation must be **received or postmarked by Friday, October 23, 2015 at 5:00 p.m. (CST)** for consideration.

Copy of Honorable Discharge Form (i.e. DD 214-MEMBER 4 FORM) may be:

- Mailed to the Human Resources Department, City of Garland, P.O. 469002, Garland, Texas 75046-9002
- Delivered to the Human Resources Department, City of Garland, 200 North Fifth Street, Garland, Texas, 75040
- Faxed to 972-205-2706

Academy pay: Newly appointed Police Officer Recruits receive a starting annual salary of \$52,667.

Lateral Transfer program is available to qualifying current or prior police officers. The Lateral Program has a higher starting salary and may include an abbreviated academy.

Call 972-205-2033 or toll free 1-888-670-7932 for additional information.

In compliance with the Americans with Disabilities Act, if you are a person with an eligible disability and feel you need a reasonable accommodation to take this Examination, you must notify us at least 10 business days before the Examination date by calling 972-205-2498 or 972-205-2475 ext. 0.

A civil service test preparation course will be offered on Monday, November 2, 2015, from 6:30 p.m. until 9:30 p.m. This course will be held in the Ashlock Room, located at the Garland Police Department at 1891 Forest Lane Garland, Texas 75042. This course will not cover any specific material to be included in the upcoming civil service test, but will offer instruction on test-taking and civil service testing, in general. This course is being offered at no charge. Please contact Officer Jones by phone at 972-487-7358 or by email at JonesR@garlandtx.gov to reserve a space for this instructional block or for more information. Civil service study material is available on the Recruiting and Employment section of the Garland Police website: www.garlandpolice.com.

We appreciate your interest in becoming a Police Officer Recruit with the City of Garland and look forward to receiving your completed Police Officer Recruit Application form in the very near future.

MINIMUM ELIGIBILITY REQUIREMENTS:

- Must be United States of America citizen at the time of application
- At least age 18 and not over the age of 44 at the time of exam, and not over the age of 44 at the time of hire
- Must have either a High School Diploma or GED
- Must meet at least one of the following minimum requirements:
 - o 60 hours of college credit or an associate's degree from an accredited college or university with a minimum of a 2.0 GPA, *or*
 - o 2 years active United States of America military service with a **Honorable** discharge, *or*
 - o 2 years experience as full-time paid peace officer

Education, prior police, or military experience requirements must be met prior to academy start date.

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PHYSICAL AGILITY TEST: This test requires applicants to demonstrate a level of flexibility; a level of muscular strength, as demonstrated by doing push-ups and sit-ups; and a level of cardiovascular conditioning, as demonstrated by running several laps on a jogging track.

BACKGROUND INVESTIGATION: A comprehensive background investigation, including driving record, will be conducted on all applicants. Applicants must qualify according to the following TCOLE licensing standards: (Section 217.1 (a): Minimum Standards for Initial Licensure)

- No court-ordered community supervision or probation for any criminal offense above the grade of Class B misdemeanor or a Class B misdemeanor within the last 10 years from the date of court order.
- No conviction of an offense above the grade of a Class B misdemeanor
- No conviction of a Class B misdemeanor within the last 10 years.

Note: Minor traffic offenses may not necessarily disqualify an applicant. Information will be verified by Polygraph Examination.

ORAL INTERVIEW: This interview involves a variety of questions related to determining potential performance as a Police Officer Recruit.

MEDICAL EXAMINATION: Applicants who are given conditional offers of employment must pass a comprehensive medical and psychological examination, a drug screen, and have no more than 20/100 uncorrected vision, corrected to 20/20.