

Hiring Process

These are the steps to become a Garland Police Officer.

1. Submit an application

Applications are only available within a certain time period prior to the test. [Click here](#) to see if they are available now. 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 application will be included with the instructions when the applications become available. 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.

2. Civil service exam

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.

A free civil service prep course will be held at the police department prior to the exam. This prep course will not cover any specific questions on the test. The class is designed to be a refresher course for basic grammar, reading comprehension, and test-taking tips in general. The dates and times of this course will be announced at the same time the test date is announced.

[Click here](#) for a list of suggested study materials for the exam.

3. 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. 1 mile run - must be completed in 11 minutes or under.
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 who are travelling from approximately 100 miles away will have their interview immediately following the PT test. There is no need to bring a change of clothes for this informal interview; you may stay in your PT clothes.

4. Detailed Personal History Statement (PHS)

The PHS, or background packet, includes such things as criminal history, past drug use, employment history, credit, military history, traffic history, and references. To get a head start on filling out this packet, please [click here](#) for a copy of the PHS. See page 2 of the PHS for a list of documents that will be required for the background investigation.

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.

5. 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 the Personal History Statement with you and collect all of the

paperwork listed on the document list. Please note that certain things that had to be ordered, such as transcripts, can be turned in at a later date. At the conclusion of the interview, you will be given a pre-polygraph questionnaire that you will need to complete and return to us within a specified time.

6. 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.

7. Polygraph Examination

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

8. 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 were 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.

9. Psychological Examination

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

10. Medical Examination

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.

11. Drug Screen

An applicant will undergo a urinalysis to screen for any illegal substances.

12. Administrative Review

The Chief of Police will review the files of all applicants that have passed steps 1-11. He then decides who will be approved for the academy. Please note that, just because an applicant passes all of the steps up to this point, this *does not* mean that they are automatically accepted into the academy. The Chief of Police always has the discretion to deny or approve applicants for hire as he sees fit.