

Submit an Application

To be considered for a Police Officer position with our agency, the interested party must first submit an online application. The application may be found at www.garlandpolice.com under the “Employment and Recruiting” section.

City of Garland Human Resources will review all applications. If you meet the minimum requirements to take the exam, you will receive a confirmation letter. 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**.

Detailed Personal History (PHS)

After an applicant has received their confirmation letter, the applicant must complete a detailed Personal History Statement. The PHS includes questions about criminal history, any past drug use, employment history, credit, military history, traffic history, and references. The PHS must be completed in its entirety. Applicants must be completely **HONEST** with their answers. If you have a question about the information required, please contact the recruiter. The PHS will be collected the day of the Civil Service Exam after the applicant has successfully completes the written exam and physical fitness test. The PHS can be found at www.garlandpolice.com under the “Employment and Recruiting” section.

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. You are given two (2) 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. Cell phones, electronic devices (IPAD, laptops, headphones, etc.), backpacks and purses will not be allowed into the exam.

Physical Fitness Test

For those that pass the written exam with at least a 70% or higher, there will be a physical fitness (PFT) test immediately following the written exam. The PFT consist of the following:

1. An applicant must complete a one mile run in 11 minutes or less.
2. An applicant must complete a minimum of 19 push-ups.
3. An applicant must complete at least 29 sit-ups in ninety (90) seconds.

Each individual event is pass or fail. If you do not meet the minimum standards on any event, you will dismissed from the application process.

Background Investigation

After an applicant has successfully completed the written exam and PFT, a background investigation will be conducted. Generally, background investigations are assigned in rank order of the Civil Service Eligibility list based on the Civil Service Exam results. The background investigator will verify all information in the Personal History Statement, and may contact the applicant for further information. The background assessment includes the applicant’s 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 schedule a polygraph and oral interview. If the applicant does not pass this phase, they will receive a letter in the mail stating that they are no longer

being considered for a position as a Police Officer with our agency. Reason for rejections are not disclosed.

Oral Interview Board

This is a formal interview conducted by a board consisting of academy staff and members of the community. 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.

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.

Administrative Review

The files of applicants who have successfully completed the initial process will be forwarded to the Chief of Police for review.

If the applicant passes the administrative review, they will be extended a "conditional offer of employment" and requested to submit to a psychological and medical exam as well as a drug screening.

Psychological Exam

The psychological exam is administered by a third party psychologist.

Medical Examination/Drug Screen

The medical exam consists of a complete physical to make sure an 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 drug exam to screen for any illegal substances.