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. 489002, Garland, Texas 75046-9002
• Delivered to the Human Resources Department, City of Garland, 200 North Fifth Street, Garland, Texas, 75040

1
• 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:
  - 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
  - 2 years active United States of America military service with a **Honorable** discharge, or
  - 2 years experience as full-time paid peace officer

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

*************************************************************************************************
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.
Garland Police Department
Information Packet

Serving with pride, commitment, and integrity since 1951

Looking for an exciting career in law enforcement?

Make a smart choice and join the Garland Police Department.

Those that shun honor, duty, and sudden adrenaline rushes need not apply!

For any questions, please contact Officer R.C. Jones toll free at 1-888-670-7932, local 972-487-7358, or e-mail at gpdrecruiting@garlandtx.gov. Also visit us on the web at www.garlandpolice.com

The Garland Police Department is an equal opportunity employer.
MINIMUM QUALIFICATIONS

Applicants for the position of Police Recruit with the Garland Police Department must meet the following criteria:

Must be 18 to 44 years of age, possess a high school diploma or G.E.D. and meet one of the following criteria:

- 60 or more hours of college credit or an Associate’s Degree (C average or better); or
- Two (2) years active duty in the United States military service with an honorable discharge; or
- Two (2) years of service as a commissioned, full-time paid peace officer (reserve peace officer status shall not be considered when determining an applicant's satisfaction of the two year prior service requirement).
- Possess a valid Driver’s License
- No felony convictions
- Not ever have been on court-ordered community supervision or probation for any criminal offense above the grade of a Class B misdemeanor or a Class B misdemeanor within the last ten years from the date of the court order
- Not currently under indictment for any criminal offense
- Not ever have been convicted of an offense above the grade of a Class B misdemeanor or a Class B misdemeanor within the last ten years
- Not ever have been convicted of any family violence offense
- Must be a U.S. Citizen

COMPENSATION

- Beginning salary for recruits with no experience is $52,667. Upon successful completion of the academy, Officers will get paid $53,900. Officers qualifying for the lateral entry program will get paid based on their years of service, as if they have been with GPD for that number of years.

<table>
<thead>
<tr>
<th>Pay Grade</th>
<th>Pay Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>Recruit</td>
<td>$52,667</td>
</tr>
<tr>
<td>Beginning POLICE OFFICER</td>
<td>$53,900</td>
</tr>
<tr>
<td>(6 months from hire date)</td>
<td></td>
</tr>
<tr>
<td>1 year from date of hire</td>
<td>$56,725</td>
</tr>
<tr>
<td>2 years from date of hire</td>
<td>$59,684</td>
</tr>
<tr>
<td>3 years from date of hire</td>
<td>$62,790</td>
</tr>
<tr>
<td>4 years from date of hire</td>
<td>$65,175</td>
</tr>
<tr>
<td>5 years from date of hire</td>
<td>$67,920</td>
</tr>
<tr>
<td>10 years from date of hire</td>
<td>$70,877</td>
</tr>
<tr>
<td>12 years from date of hire</td>
<td>$72,562</td>
</tr>
<tr>
<td>Supervisor 1</td>
<td>$90,443</td>
</tr>
<tr>
<td>Supervisor 2</td>
<td>$95,277</td>
</tr>
<tr>
<td>Captain 1</td>
<td>$101,740</td>
</tr>
<tr>
<td>Captain 2</td>
<td>$111,118</td>
</tr>
<tr>
<td>Assistant Chief 1</td>
<td>$123,976</td>
</tr>
<tr>
<td>Assistant Chief 2</td>
<td>$130,441</td>
</tr>
</tbody>
</table>

ADDITIONAL PAY

Education Incentive Pay

- Advanced Peace Officer Certification $75.00 per month
- Master Peace Officer Certification $95.00 per month
- Bachelor’s Degree $125.00 per month
- Master’s Degree of Doctoral Degree $150.00 per month
Additional Pay

- Field Training Officer Pay $250.00 per month
- Longevity Pay $4.00 per month for each year of service
- Bilingual Pay $100.00-$200.00 per month

**BENEFITS**

- Employee Health & Dental Coverage (City Paid)
- Employee Life Insurance (City paid)
- Texas Municipal Retirement System (14% contribution by City – 20-year retirement available)
- 15 days paid vacation per year (up to 20)
- 10 paid holidays per year
- 15 days paid sick leave
- Military leave for active reservists (time off for drill weekends and two weeks annual training per year)
- Fixed shifts - Overtime compensated at time and one-half
- College Tuition Reimbursement Program
- Department furnished uniforms, weapon, and all other equipment – along with uniform cleaning
- Spouse and family coverage available at employee expense

**SELECTION PROCESS**

The applicant must successfully complete the following steps to be hired by the Garland Police Department as a Police Recruit.

- Written Civil Service Examination (Passing score of 70% or better)
- Physical Agility Test to include: 1 mile run – Sit-ups – Push-ups
- Detailed Personal History
- Thorough Background Investigation
- Polygraph Examination
- Oral Interview Board
- Psychological Examination
- Medical & Drug Examination
- Administrative Review for Chief of Police's approval

If accepted, all recruits will enter the Garland Police Academy and be required to successfully complete either a basic police officer course or an accelerated academy for those that qualify for the lateral academy. After completion of the academy, all new officers must successfully complete the Field Training Officer program.

**CAREER OPPORTUNITIES**

The following career opportunities exist for sworn officers of the Garland Police Department:

- Patrol Officer
- Traffic Officer/Accident Investigator
- Academy Training Officer/Instructor
- S.W.A.T. Team
- K-9 Handler
- E.O.D. Bomb Disposal Unit

- Neighborhood Police Officer
- School Resource Officer
- Recruiting Officer
- Crisis/Hostage Negotiator
- Honor Guard
Criminal Investigations Division, which include:
- Domestic/Sex Crimes Detective
- Crimes Against Persons Detective
- Auto Theft Detective
- Financial Crimes Detective
- Internet Crimes Detective
- Narcotics Detective
- Youth Crimes Detective
- Theft/Criminal Mischief Detective
- Burglary Detective
- Intelligence Investigator
- Sex Offender Apprehension Investigator
- Federal Task Force Positions

All officers are eligible for promotional examinations after 2 full years of service.

**MISCELLANEOUS INFORMATION**

- In November 2004, the department moved into a brand new 138,000 square foot building that cost $24 million dollars to construct. The building offers large offices and spacious locker room with large personal lockers. Each locker is equipped with electrical outlets.

- The new building includes a state of the art physical fitness center. The equipment in the center includes free weights, dumbbells, and machines. Treadmills, stair machines, and stationary exercise bikes are also available for use.

- The City of Garland, Texas has a population of approximately 240,000 citizens living within its borders. The Police Department employs over 400 police and civilian personnel.

- Bi-annual firearms qualifications and numerous voluntary in-service courses are available for those who desire additional training.

- Some additional departmental overtime hours are available for those officers that are interested and include court overtime, athletic event overtime, and contract security job overtime. Additional overtime is also available to the department via local, federal and state grants. The average contract security job pays $40.00 dollars an hour. Department approved jobs include working security at banks, apartment complexes, retail stores, movie theatres and restaurants.

- A “Lateral Entry Program” available for qualified experienced officers that have at least two years as a paid full-time police officer. This is subject to approval and is on a case-by-case basis.

- Recruits will be paid while attending the academy and will train Monday though Friday. Recruits are not housed at the academy.

- Our police academy is instructed by the Garland Police Department’s training staff and certified instructors.

- Ranked #13 on Business Insiders list of “20 Safest Cities in America” (for cities with a population of 200,000 or more).