Notice of Civil Service Examination
City of Denton
Police Recruit

Registration Deadline: Monday, May 8, 2017

The City of Denton will conduct a Civil Service Examination in order to establish an eligibility list for the position of Police Recruit. The eligibility list, created as a result of this examination and application process, will be in effect for a period of (6) months; date starts from test date or until the list has been exhausted, whichever occurs first.

DATE: Saturday, May 13, 2017*

TIME: Test begins at 2:00 P.M; NO ADMITTANCE TO THE TEST SITE AFTER 2:00 P.M.

PLACE: Denton Public Safety Training Center
719 E. Hickory
Denton, Texas 76205

SALARY: Recruit (Non-Civil Service) $4,640.827/month ($55,689.920/annual)
After one year $5,024.760/month ($60,297.120/annual)

Conditions of Employment

- Applicants must be at least 18 years of age to take the Civil Service exam; however, in order to be a Police officer, applicants must be at least 21 years of age and cannot have reached their 45th Birthday. Applicants are eligible at 18 years old if they possess an Associate’s degree OR have completed 60 semester hours of credit from an accredited college or university OR have received an honorable discharge from the Armed Forces of the United States after at least two years (24 months) of active duty service.
- Applicants must possess a high school diploma or GED AND have completed at least 60 hours of college from an accredited college or university with at least a 2.0 GPA.
- Applicants must possess or be able to obtain a valid Texas driver’s license prior to appointment.
- Must comply with all applicable state civil service requirements and regulations.
- Must pass driver’s license check, psychological exam, polygraph exam, behavioral personnel assessment device (BPAD), health assessment, drug screen, and a thorough background check.
- Vision in both eyes must be correctable to 20/20 with normal color vision.

Skills and Abilities

- Must have sufficient muscular skills and coordination to respond constructively to departmental training programs.
- Must have the ability to maintain harmonious relationships with other employees and the public.
- Must have the ability to communicate clearly and accurately.
- Must have the ability to write legibly and speak English fluently.

Licenses and Certificates

- Must meet Texas State Peace Officer licensing requirements within one calendar year of the date of employment as required by the Texas Commission on Law Enforcement.
How to Register

1. Registration process:
   - All candidates interested in taking the Civil Service exam are required to register by the registration deadline. Applicants are encouraged to register online at the Denton Police Department’s website at [www.dentonpolice.com](http://www.dentonpolice.com); however, applicants that do not have access to the Internet can register by contacting the Denton Police Department at 940-349-7978.
   - **Only candidates who have pre-registered are eligible to take the exam.**
   - **Personal History Statements, including all required documents, are required and due at check-in the day of the Civil Service exam.** Persons who do not submit the Personal History Statement at check-in will not be considered for employment. The Personal History Statement can be obtained from the Denton Police Department’s website at [www.dentonpolice.com](http://www.dentonpolice.com). You may also pick up a copy at the City of Denton Police Department, located at 601 E. Hickory St., Suite E. Denton, Texas 76205.

Test Day Information

1. Applicants must present a valid picture identification (i.e. driver’s license, ID card etc.) to be admitted into the test room.

2. Personal items will not be allowed in the testing room (i.e. hats, purses, briefcases, cell phones, pagers, food, drinks, etc.)

3. In order to receive 5 military points added to a passing score on the exam, candidates must submit a non-returnable copy of their DD-214 prior to taking the Civil Service exam at the testing site. The DD-214 must show at least 180 days of active duty and **the word “Honorable” must be printed in the “Character of Service” section.** Versions of the DD-214 that do not include the discharge status will not be accepted.

4. With the Police meet and confer agreement approved by the City Council on September 26, 2006, and re-approved on September 22, 2009, and reapproved on August 18, 2015, applicants holding a current Texas Basic Peace Officer Proficiency Certificate or higher will be given ranked preference on the post-test eligibility list this process is known as Banding.

5. Upon request, accommodations will be provided to applicants in accordance with Americans with Disabilities Act (ADA). If you need special arrangements please submit the following information by the registration deadline:
   - A current letter from a licensed physician, optometrist, social worker, or psychologist (including title, address and telephone number on professional letterhead).
   - A description of the functional limitation as it applies to taking a standardized multi-choice examination.
   - Specific accommodations needed for testing.

   Request should be sent to the Civil Service Director at 601 E. Hickory, Suite A, Denton, TX. 76205.

6. **All Applicants must submit photocopies of the following forms with the Personal History Statement:** birth certificate, high school diploma or equivalent, copy of your valid Texas driver license or a copy of another State’s driver license, a copy of your driving record from the Department of Public Safety, copy of your Naturalization papers (if applicable), and peace officer certifications (if applicable). **Original documents will be required at a later date in the hiring process. All Applicants must submit original transcripts sealed in an envelope by the College or University attended with your Personal History Statement the day of the exam.**

EOE/ADA/ADEA

Approved: 02/22/2017
Posted: 02/22/2017