



Notice of Civil Service Examination

City of Denton Police Recruit



Registration Deadline: Monday, January 23, 2023

JCN: HA0009

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 minimum period of six (6) months; date starts from test date or until the list has been exhausted, whichever occurs first.

DATE: Saturday, January 28, 2023*

TIME: Test begins at 9:00 A.M.; NO ADMITTANCE TO THE TEST SITE AFTER 9:00 A.M.

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

SALARY: Recruit (Non-Civil Service) \$5,773.08/month (\$69,277.00/annual)
After one year \$6,294.42/month (\$75,533.00/annual)

***THE ELIGIBILITY LIST WILL NOT BE PROCESSED UNTIL THE CURRENT LIST IS EXPIRED, IF THAT LIST IS LESS THAN 180 DAYS OLD. MONITOR WWW.DENTONPOLICE.COM FOR MORE INFORMATION CONCERNING THE TEST DATE**

Conditions of Employment

- Applicants must be at least 21 years of age on the date the test is being administered to take the Civil Service exam; however, in order to be a Police officer, applicants must be at least 21 years of age at the time of TCOLE certification and cannot have reached their 45th Birthday, **except as provided below.**
 - A candidate that has not reached their 51st birthday on the date the entry-level test is administered is eligible for a beginning position (the civil service classification of police officer) in the Denton Police Department if they meet all minimum standards established in the Denton Police Department General Orders and the requirements to be eligible for future licensing by the Texas Commission on Law Enforcement. To be considered, on the date the entry-level test, the candidate must:
 1. Be actively employed as a full-time paid police officer with a municipal, county or state law enforcement agency or Honorably Discharged (as designated on a TCOLE F-5) from a full-time paid police officer position with such an agency within the previous 24 months and currently hold an active Texas Peace Officer License, and:
 2. Have a total of three (3) years of active service for one or more municipal, county, or state law enforcement agencies that have at least 50 sworn police officers and handles a full array of urban police work (i.e., respond to all types of calls for law enforcement services);
 - a) Applicants who work or worked for an agency that has fewer than 50 sworn police officers will be evaluated on a case-by-case basis.
 - b) Candidates that meet the law enforcement requirement may be considered for hire as a Lateral Entry Officer, provided they meet any additional criteria set forth in Section 19 of the 2022-2026 Meet and Confer Agreement between the City of Denton and the Denton Police Officers Association.
- OR
3. Been serving continuously in a branch of the United States military for a minimum of 24 months during the 36-month period immediately before the date the entry-level test is administered.

- Applicants must possess a high school diploma or GED **AND** have completed at least 30 hours of college from an accredited college or university with at least a 2.0 GPA.

OR

- Applicants must possess a high school diploma or a GED **AND** have two years Active Military Duty with an Honorable Discharge.
- 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, pre-screening and oral boards, 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 read, write 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; however, applicants that do not have access to the Internet can register by contacting the Denton Police Department at 940-349-7832.
 - **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. 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 (e.g. driver's license, ID card etc.) to be admitted into the test room.
2. Personal items will not be allowed in the testing room (e.g. 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. These additional points may not be added to the test score to achieve a passing score.
4. Current, non-sworn employees of the Denton Police Department (detention officers and civilian staff) and Denton firefighters who are interested in becoming a Denton police officer who meet all minimum standards established by the Denton Police Department General Orders and the requirements to be eligible for future licensing by the Texas Commission on Law Enforcement, and who pass the entry-level test, will receive one (1) point for each year of full service with the Police or Fire Departments, to a maximum of five (5) points, added to their test score. These additional points may not be added to the test score to achieve a passing score.

5. Upon request, accommodations will be provided to applicants in accordance with Americans with Disabilities Act (ADA). If you need special arrangements to be considered, the following information must be submitted by the registration deadline:
- I. A current letter (within the last 12 months) from a licensed physician, optometrist, social worker, or psychologist (including title, address and telephone number on professional letterhead).
 - II. A description of the functional limitation as it applies to taking a standardized multi-choice examination.
 - III. Specific accommodations needed for testing.

Request should be sent to the Civil Service Director at 601 E. Hickory Street, Suite A, Denton, TX 76205, or email civilservice@cityofdenton.com.

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: November 2, 2022
Posted: November 4, 2022