

FAQ

What is the hiring process?

1. Civil Service examination
2. Physical Performance Test
3. Background investigation
 - a. A background investigation consists of contacting each employer and co-worker, credit history, criminal history, personal references, drug usage, and education.
4. Chief's Interview
5. Oral Review Board
 - a. You are interviewed by four officers to determine your ability to perform tasks of a police officer.
6. Polygraph & Psychological
7. Medical Screening

Do you offer lateral transfers for certified officers?

Yes, please select the below link which provides you our policy regarding lateral entry.

<http://www.duncanville.com/documents/lateral-entry-policy/>

What is the DPD's policy on visible tattoos and/or body art?

Tattoos, brands or other forms of body art on the neck, head, face and hands are prohibited.

Tattoos, brands or other forms of body art that are patently offensive may never be exposed while on duty, or in a manner that would bring discredit upon the department when off-duty. Patently offensive is defined the same as in Texas Penal Code, Sec. 43.21, "...so offensive on its face as to affront current community standards of decency." Some images or language that is considered patently offensive includes, but is not limited to:

1. Images of the naked human form, particularly displaying the genitalia of either sex, the anus, or female breasts;
2. Iconography that due to historical events or current culture, is associated with discrimination, such as a swastika; and
3. Words in any language falling within the definition of patently offensive

Where can I access the Personal History Statement packet?

You can access the Personal History Statement from the city website-

<http://www.duncanville.com/departments/police/recruitment/> click on the link titled Personal History Statement and download the form. You **must bring the completed form with you on the test date** to sit for the test.

Do I need to have the Personal History Statement completed prior to the test date?

Yes, you must bring the completed Personal History Statement with you to the test site. If you fail to bring the completed Personal History Statement with you to the test you will not be able to sit for the examination.

If you pass the civil service exam, we will collect the Personal History Statements. This is the document we use to start your background investigation.

The Personal History Statement requests several documents i.e. Copy of Birth Certificate, High School transcripts, college transcripts, what if I can not access some of the documents?

We understand it is sometimes a lengthy process to have high schools and colleges send official transcripts. In those cases, we ask that you communicate with us what you are missing and the reason. If you have unofficial copies, those will suffice until you can access the official copies.

What will happen if I omit important information or deceitful in the hiring process regarding my background history?

Honesty and integrity are important values found in law enforcement. If you are omitting important information or deceptive at any point throughout the hiring process, you will be permanently disqualified. All applicants must successfully complete a background investigation and polygraph to continue in the hiring process.

What do I need to wear for the civil service entrance exam?

We recommend you wear comfortable PT clothes. If the weather permits, we will be conducting the PT test immediately following the entrance exam.

What type of questions are on the civil service exam?

The exam tests general knowledge of reading, writing, spelling, and math.

How long is the civil service entrance exam?

The exam consists of 100 multiple choice questions, you have 2 hours and 30 minutes to complete the test.

Can I use a calculator while taking the test?

No.

After completing the civil service exam, will you provide me my grade?

No, we will only advise you if you passed or failed.

Do you offer any study sessions or a study guide?

Yes, we offer two free study sessions prior to the entrance exam. These study sessions will be scheduled in accordance with the upcoming test date. Once you complete an Interest Card online you will be added to the distribution list for the upcoming test. Once we have dates set for the tutoring session, we will communicate the dates and times with you through email. A study guide is also available at the following website <http://www.bannonandassociates.com/testing.php>

Do you have to pass a physical performance test?

Yes, please select the below link which will provide you details about our test.

<http://www.duncanville.com/documents/duncanville-police-physical-performance-test/>

What if I fail the physical performance test?

If you fail to meet the minimum standard on the test you will be disqualified for the position of police officer. You may reapply immediately for the next scheduled test.

Which police academy will I attend if I am hired?

We currently send recruits to North Central Texas Council of Government (NCTCOG) police academy or the Dallas Sheriff's Office police academy.