



CITY OF DALLAS

THE PURPOSE OF THIS QUESTIONNAIRE IS TO ASSIST YOU IN DETERMINING IF YOU MEET THE MINIMUM STANDARDS SET BY THE TEXAS COMMISSION ON LAW ENFORCEMENT OFFICERS STANDARDS AND EDUCATION, AND THE DALLAS POLICE DEPARTMENT.

THIS IS NOT A TEST, BUT RATHER A QUESTIONNAIRE COVERING THE REQUIREMENTS AND QUALIFICATIONS NECESSARY TO BECOME A CERTIFIED PEACE OFFICER WITHIN THE STATE OF TEXAS.

AFTER COMPLETING THIS QUESTIONNAIRE, PLEASE COMPARE YOUR ANSWERS WITH THE ANSWER CODE PROVIDED. IF YOU DETERMINE YOU MEET THE BASIC REQUIREMENTS PLEASE CALL THE POLICE PERSONNEL DIVISION COLLECT AT AREA CODE (214) 670-4407. OUT OF STATE APPLICANTS CAN CALL TOLL FREE 1-800-527-2948. (DO NOT MAIL THIS QUESTIONNAIRE BACK!!!).

READ EACH QUESTION CAREFULLY. THESE QUESTIONS WILL BE ASKED AGAIN DURING THE DETAILED INTERVIEW IN DALLAS. THEN VERIFIED BY A POLYGRAPH EXAMINATION. ANY FALSE ANSWERS KNOWINGLY GIVEN IS JUST CAUSE FOR DENYING OR TERMINATING YOUR APPLICATION.

IF, FOR ANY REASON YOU DO NOT UNDERSTAND OR IF YOU NEED CLARIFICATION OF ANY QUESTION IN THIS QUESTIONNAIRE, PLEASE CALL THE POLICE PERSONNEL DIVISION.

JOHN D. CHAPPELLE  
CAPTAIN OF POLICE  
PERSONNEL DIVISION  
DALLAS POLICE DEPARTMENT

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## APPLICANT PRELIMINARY QUESTIONNAIRE

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|---|-----|--------|
| 1. Are you a citizen of the United States?  | YES | NO     |
| 2. Do you have forty-five (45) semester hours of college from an accredited school with A "C" Average?  | YES | NO     |
| 3. Will you take a polygraph examination?   | YES | NO     |
| 4. Have you or will you receive a discharge from military duty under honorable conditions? (Honorable, General, etc.)   | YES | NO N/A |
| 5. Are you now in good health and will you take a physical agility test?  | YES | NO     |
| 6. Will you submit to a psychological interview conducted by the Dallas Police Department Staff Psychologist?   | YES | NO     |
| 7. Are you currently on probation for driving while intoxicated or any other traffic offense?   | YES | NO     |
| 8. Have you been convicted of driving while license suspended or failed to leave identification within the last five (5) years?   | YES | NO     |
| 9. Have you had three (3) or more hazardous (moving) traffic convictions within the last twelve (12) months?  | YES | NO     |
| 10. Have you had six (6) or more hazardous (moving) traffic convictions within the last twenty-four (24) months?  | YES | NO     |
| 11. Have you been convicted for driving while intoxicated or driving under the influence of drugs within the last ten (10) years?   | YES | NO     |
| 12. Have you ever committed or been convicted of a felony?  | YES | NO     |
| 13. Have you ever used, sold, or delivered any hard drugs?  | YES | NO     |
| <b>NOTE: Marijuana usage does not automatically disqualify you from further processing. However, you must be prepared to explain the circumstances under which you used it!</b> |     |        |
| ✓ 14. Have you every participated in a deviate sex act?   | YES | NO     |
| 15. Have you ever been convicted for a crime involving a sex offense?   | YES | NO     |

**ANSWER CODE:**

To qualify for further processing you must have answered questions 1-6 with "yes" and questions 7-15 with "no." After you determine if you qualify for further processing, (Disregard This Questionnaire).

1. Q. What are the qualifications to become a Dallas Police Officer?

A. **GENERAL QUALIFICATIONS:**

21 Years of age, a citizen of the United States, good character, have a stable work record, and no felony convictions, and have a minimum of 45 semester hours from an accredited college or university with a "C" average or better.

**HEALTH:**

Vision must be no more than 20/100 in both eyes, correctable to 20/20, no color blindness, normal hearing in both ears. A history of certain major diseases may be disqualifying and a consultation form a physician will be required in some instances on past medical history.

**DRUG USAGE:**

Use of any hard drugs is not acceptable unless the drug was prescribed by a licensed physician. Marijuana usage does not automatically disqualify you; However, no amount of Marijuana usage within the last ninety (90) days is acceptable. To determine if the circumstances under which you used marijuana would disqualify you please call the Police Department's recruiting hot line.

The applicant MUST have the following items with them at time of application for the Physical Fitness Test:

**MALES**

Gym Shorts or Cut-offs  
T-Shirt  
Tennis Shoes  
Socks

**FEMALES**

Gym Shorts or Cut-offs  
Halter or Bikini Top  
Tennis Shoes  
Socks

**NOTE: The following documents should be made available within 10 days from date of application**

- A. Birth Certificate
- B. High School Transcript (Official)
- C. College Transcript (Official)
- D. Marriage License (If applicable)
- E. Divorce Decree (if applicable)
- F. Military DD214 (If applicable)
- G. Personal History Statement  
(To be furnished by Police Personnel)

**Dallas Police Department  
Personnel Division**

2014 Main Street Rm. 201  
Dallas, Texas 75201

Equal Opportunity Employer

Call Collect At (214) 670-4407. Out-of-State Call Toll Free 1-800-527-2948

NOTICE: ALL APPLICANTS

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If you accept a job of any kind with the City of Dallas after Nov. 6, 1986 you will be required to provide proof of 1) Identity and 2) Eligibility to be legally employed in the United States in accordance with the Immigration Reform and Control Act of 1986. Inability to do so will be cause for termination or nullification of appointment.

The law applies to all persons.

You will not be required to furnish documentation to apply. However we suggest you locate proper documents so your processing will go smoothly if you are hired.

Information from the Immigration and Naturalization Service indicates any of the following documents may be used to provide proof of both identity and employment eligibility:

1. U.S. Passport.
2. Certificate of U.S. Citizenship.
3. Certificate of Naturalization.
4. Unexpired foreign passport with attached Employment Authorization.
5. Alien Registration Card with photograph.
6. INS form I-94 (with photo, employment stamp and thumb or finger print).
7. Temporary Resident Card (INS Form I-688)
8. Employment Authorization Card (INS Form I-688A)

--OR--

One document from each of the following lists may be presented.

PROOF OF IDENTITY

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1. State issued drivers license with photograph or physical description.
  2. State issued identification card with photograph or physical description.
  3. U.S. Military card with photo or draft record.
  4. Voters registration card.
  5. Military dependents identification card.
  6. Native American tribal documents.
  7. U.S. Coast Guard Merchant Mariner card.
  8. Drivers license issued by a Canadian gov't. authority.
  9. Identification card issued by federal, state or local govt. agencies.

PROOF OF EMPLOYMENT ELIGIBILITY

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1. Original Social Security Number Card.

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2. Birth Certificate issued from State, County, or Municipal authority bearing the proper seal or certification.
3. Unexpired INS Employment Authorization.
4. Unexpired re-entry permit (INS Form I-327).
5. Unexpired refugee travel document(INS Form I-571)
6. Certification of Birth issued by the Dept. of State (Form FS-545).
7. Certification of Birth Abroad issued by the Dept. of State (Form DS-1350)
8. U.S. Citizen identification card(INS Form I-197)
9. Native American tribal document.
10. Identification card for use of Resident Citizen in the U.S. (INS Form I-179)

If hired you will also be required to complete and sign a U.S. Department of Justice Form I-9 attesting that all documents you have provided are genuine and relate to you.

## **SELECTION PROCESS**

There are two ways to begin your application process to the Dallas Police Department. If you are applying in Dallas, go to the Civil Service Office, room 104, 2014 Main Street, from 7:30 a.m. to 4:30 p.m., or call (214) 670-4407. If you are applying from out-of-state, call the Police Personnel Office toll free at 1-800-527-2948. You will be required to make a four-day trip—at your own expense—to Dallas for testing, but ask your recruiter about hotels that will offer you reduced rates.

The selection process involves a series of tests and interviews, which, if you qualify, lead to your appointment to the Dallas Police Academy. If you do not meet the minimum requirements in any phase of the selection process, you can be disqualified.

These are the tests that comprise the selection process:

**PRELIMINARY INTERVIEW**—matches your credentials to the department's minimum requirements as detailed on the requirement insert of this brochure. You will be asked about your driving history, and any criminal record or illegal drug use.

**PHYSICAL FITNESS EXAM**—requires pull-ups, a 25-meter sprint, a grip-strength test, and a run on a treadmill machine. You should wear clothing that allows EKG electrodes to be attached easily to your torso during the treadmill test. You will need gym shoes, shorts, a tee-shirt and socks.

**CIVIL SERVICE EXAM**—tests your reading comprehension and critical thinking skills.

**PSYCHOLOGICAL TESTS**—include a three-hour written exam and an interview by a psychologist.

**POLYGRAPH TEST**—determines the validity of the answers given on previous questionnaires and interviews.

**MEDICAL EXAM**—includes a physical examination and a urinalysis.

**APPLICANT INTERVIEW BOARD**—a three-member panel conducts a structured in-depth interview on a variety of police and non-police related topics.

**BACKGROUND INVESTIGATION**—checks your work record, the opinions and statements of references and your background. A final review completes the selection process and consists of a thorough check of your test results to date. If you have passed, your composite test and interview scores will be ranked with those of other applicants. The higher your score, the quicker you will be assigned to the academy.

In addition to the tests, these documents are required:

birth certificate, official high school and college transcripts stamped with your school's official seal, and if applicable, marriage license, divorce decree, military DD214 and naturalization papers. You also must complete a personal history statement provided by the police department.