



Chief Miller

IRVING POLICE DEPARTMENT

Irving Police Department Applicant,

You are about to embark on one of the most exciting journeys of your life. A career in law enforcement is like no other. You will get to take part in providing service to a community who truly supports you and wants you to be successful. A career in policing affords you the opportunity to serve a noble cause, be challenged every day, experience both the best and worst of humanity, all while demanding that you always be honest, courageous, and treat others with dignity and respect.

The men and women of the Irving Police Department are the best of the best; only those with the highest levels of honesty, integrity, courage, and professionalism are chosen to join our team. Once selected, you will be given some of the best police training that exists. You will be a part of a team that is encouraged to be proactive in the protection of our community. Proactive police work is more than writing tickets and making arrests, although these are an important part of keeping our community safe and secure. When you see a problem, you are empowered to solve it. When you recognize an issue, you are expected to address it. Proactive police work also means taking the time to get out and develop relationships with the community, establish partnerships with business owners, and become a part of the neighborhood watch programs in your beat.

The Irving Police Department has a rich history of community engagement, and we continually strive to grow our existing relationships while forging new ones. Our community is rich in diversity and enjoys service excellence and a vibrant economy.

Together, we will protect the vulnerable from harm and safeguard the innocent from injury. You can help us make a difference in this community.

Sincerely,

Derick Miller

Personal History Questionnaire Instructions

Employees are exposed to confidential and law enforcement sensitive information. A thorough background investigation is required to properly evaluate the suitability of applicants for employment with the agency. Although it is an achievement to reach the background phase of the hiring process, this is still a competitive process and does not, in any way, guarantee selection.

These instructions are provided as a guide to assist you in properly completing your Personal History Statement. It is essential that the information is accurate in all respects so please read all instructions carefully before proceeding. The Personal History Statement will be used as a basis for a background investigation that will determine your eligibility for becoming an employee.

1. Answer all questions truthfully and accurately.
2. If a question is not applicable to you, enter N/A in the space provided.
3. Avoid errors by reading the directions carefully before making any entries. Be sure your information is accurate and in proper sequence before you begin.
4. You are responsible for obtaining correct and full addresses, phone numbers, and email addresses. If you are not sure of an address, personally verify it before making that entry on this history statement. Errors will not be viewed favorably. ALL ADDRESSES MUST BE COMPLETE WITH ZIP CODES.
5. You are required to provide 6 references. We request that you provide at least one reference that you would consider to be your "best friend". References should be someone close to you that is not previously mentioned in the PHQ (sibling, supervisor, significant other, ect).
6. An accurate and complete form will help expedite your investigation. Omissions or falsifications will result in disqualification.
7. You are responsible for furnishing any changes and/or updating your application as needed, such as address changes or telephone number changes. This information can be communicated once you are assigned an investigator for your application.
8. Any candidate submitting an incomplete application WILL NOT BE CONSIDERED FOR EMPLOYMENT. Your application will be evaluated on completeness.
9. All documents requested must be uploaded with the application. All certified, unopened, transcripts shall be submitted through mail to the Irving Personnel Unit.

The following documents must be included if you are applying for Police Officer or Dispatcher:

- Military form DD214

- Certified high school transcript or copy of your GED ***
 - Certified college and university transcripts ***
 - Certified copy of birth certificate ***
 - Final disposition on arrests ***
 - Copy of marriage license(s)
 - Copy of divorce decree
 - Copy of naturalization papers
 - Copy of driver's license, vehicle insurance card, & Social Security card
- ***Be prepared to show the original documents when you come in for your interview***

The following documents must be included if you are applying as a lateral Police Officer:

- Proof of successful completion of a state post-approved basic police officer training academy with number of training hours completed.
- Documentation must include all course topics covered by your state approved basic police officer training academy. The following documents must be included if you are applying for a civilian position: (NOT POLICE OFFICER or DISPATCHER)
- Certified high school transcript or a copy of your GED ***
- Certified college and university transcripts***
- Certified copy of birth certificate
- Copy of driver's license, vehicle insurance card, & Social Security card
- Military form DD214 ***

These documents may be mailed directly to the Irving Police Department at: Irving Police Department
Attn: Personnel 305 N. O'Connor Rd. Irving, TX 75061 or uploaded into the system.

10. If you have any questions, please contact your assigned background investigator.

11. When submitting the required documents to your assigned background investigator, please place them in a sealed envelope marked "Personal and Confidential."