

# Memorandum



CITY OF DALLAS

DATE June 10, 2024

Honorable Members of the Public Safety Committee

TO Cara Mendelsohn (Chair), Kathy Stewart (Vice Chair), Tennell Atkins, Jesse Moreno  
Gay Donnell Willis

SUBJECT **Dallas Police Department Recruiting Update for May 2024**

During May 2024, the Dallas Police Department Personnel Division hosted two on-site testing events at Jack Evans Headquarters. These events consisted of applicant processing, physical fitness tests, oral interview boards, and polygraph exams. Fifty-five (55) applicants were processed and passed. Forty-six (46) are from Texas. The other seven are from FL, CA, NE, GA, TN, NC and OK. Following are how these applicants heard about DPD: Eleven (11) from DPD officers, twenty (20) from [dallaspolice.net](http://dallaspolice.net), thirteen (13) from other social media platforms (Instagram, Snapchat, Facebook, X), and eleven (11) from career fairs. For May, forty-four (44) new applicants entered Background, and sixty-one (61) completed Background.

The data below reflects the number of Dallas Police Department applicants processed during the month of May 2024:

## SWORN

- REFERRED BY CIVIL SERVICE - 112
- BACKGROUND PHASE – 65 (in and/or completed in May)
- PHASE II (Medical/Psychological) - 27
- ASSIGNED TO CLASS 401: 7/17/24 – 10 (projected 50)

## PROFESSIONAL STAFF

- PROCESSED BY DPD - 30
- BACKGROUND – 23 (in and/or completed in May)
  - 911 CALL TAKER – 11
  - DISPATCHER – 3
  - OTHER - 16

## ONBOARDED

- 911 CALL TAKER - 1
- DISPATCHER - 1
- OTHER - 6

Each month, the Recruiting Team staffs information tables at events across the state, passing out recruiting literature to potential applicants. Recruiters conducted six (6) class presentations at Texas universities and colleges, to include UNT Dallas, El Centro West Campus, Eastfield College, El Paso Community College, Baylor University, and Tarrant County Community College: Trinity River. Recruiters attended five (5) additional career fairs, to include Lake Highlands High School, Del Valle High School, Golden Rule Charter School, Uplift Heights Charter School, and Plano East High School.

Dallas Police recruiters participated in two (2) out-of-state hiring events in Louisiana and New Mexico. Recruiters also participated in the Asian Americans/Pacific Islanders Celebration, Crimes Against Women Conference, and Fort Cavazos Military hiring event. Additionally, recruiters posted hiring information at several 24-Hr Fitness locations and apartment complexes in the metroplex.

The Dallas Police Department currently has recruiting ads in the Dallas Maverick's yearbook, Dallas Cowboys Yearbook, Texas Rangers yearbook, All-Star Yearbook, and Meta (Facebook/Instagram) for sworn and professional staff.

Below is a list of Dallas Police Department Recruiting events attended during May 2024.

- May 1 El Centro West Campus LEO Academy Presentation
- May 6 Lake Highlands HS Fieldtrip to HQ
- May 7 Bossier Parrish Career Fair/ 24 Hr Fitness Plano/ East Field College Police Academy/ Police Memorial
- May 8 Workforce Dallas Career Fair – UNT Dallas / El Paso Community College LE Academy
- May 9 New Mexico State University / Ft. Cavazos Education Center
- May 10 Del Valle High School – UNT Graduation
- May 14 24 Hr Fitness Fort Worth
- May 15 Career Fair – Golden Rule Charter School
- May 16 24 Hr Fitness Dallas (Ft Worth Ave)/ Career Day at Uplift Heights Charter School
- May 17 Love Field Airport Information Table
- May 18 AAPI Celebration
- May 19 AAPI Celebration – Dragon Boat Festival
- May 21 City of Dallas Recreation Centers/ Crimes Against Women Conference
- May 22 Various Apartment Complexes/ City of Dallas Recreation Centers
- May 25 Dallas Police Citizen Academy - Graduation
- May 28 24 Hour Fitness Rockwall/ Baylor University
- May 29 TCC Trinity River Employers on Campus Event
- May 30 Reliant LE Hiring Expo Dallas / Impact Hiring Event

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PAGE **2 of 2**



Dominique Artis  
Chief of Public Safety (I)  
**[Attachment]**

c: Kimberly Bizer Tolbert, City Manager (I)  
Tammy Palomino, City Attorney  
Mark Swann, City Auditor  
Billierae Johnson, City Secretary  
Preston Robinson, Administrative Judge  
Majed A. Al-Ghafry, Assistant City Manager  
M. Elizabeth (Liz) Cedillo-Pereira, Assistant City Manager

Alina Ciocan, Assistant City Manager  
Donzell Gipson, Assistant City Manager (I)  
Robin Bentley, Assistant City Manager (I)  
Jack Ireland, Chief Financial Officer  
Elizabeth Saab, Chief of Strategy, Engagement and Alignment (I)  
Directors and Assistant Directors



**City of Dallas**

# **DPD Recruiting & Retention May 2024**

**Public Safety Committee  
June 10, 2024**

Major Pollyanna Ashford,  
Personnel Division,  
Dallas Police Department  
City of Dallas

# Recruiting/Retention Strategies



## Employee Referral Program

Roll Out Update

## Recruiting Virtual Q&A Sessions

- Monthly Virtual Q&A for those Interested in Joining DPD
- Sessions Advertised on Social Media
- Must Sign up to Receive Secure Link
- Recruiters Discuss the Following:
  - \*Hiring Process
  - \*Salary/Benefits
  - \*Requirements
  - \*PT Exam
  - \*Housing Options
  - \*Relocation Incentive
  - \*Police Academy



# DPD Hiring Process



## Civil Service

**Civil Service Exam** – determines eligibility for the position

## Phase I

- Personal history statement
- Physical agility test
- Pre-polygraph exam
- Polygraph exam
- Post-polygraph review
- Interview Board
- Submission of Required Documents

## Required Documents

- Proof of Citizenship
- DL
- Social Security Card
- Transcripts(HS & College)
- Marriage license
- Divorce decree
- Naturalization certificate
- Court/Citation dispositions



# DPD Hiring Process



## Background Process

- Correspondence
- Family Contacts
- Education
- Arrests/Citations
- Character References
- Employment History
- Apps w/other LEAs
- Social Media Checks
- Credit Checks
- Military Service
- Various Records Checks
- Detective Summary
- Chain of Command Review

## Phase II

### After Passing Background

- Psychological Exam
- Medical Exam
- Electronic Fingerprints
- Drug Screening

### After Passing All Testing

Assigned to an Academy Class



# Efficiency Study: Process Recommendations



## Civil Service

- Automate sending CVS exam links to candidates
  - \* Integrate Workday with exam platform
  - \* Send CVS Exam immediately after application submission
- Reduce amount of time allowed to take exam
- Forward candidates to DPD more frequently

## DPD

- Documents
  - \* submit electronically
  - \* physical docs needed
- Email applicant of successful CVS exam completion
  - \* schedule Phase 1 test date
  - \* offer alternative dates for out-of-state
- Provide a web-based test platform for psych eval
- Digitize the process workflow



# DPD – May



## May 1 through May 31:

SWORN*	
Police Applicants Referred by Civil Service	112
Background Phase	65
Next Academy Class #401: July 17, 2024	Currently: 10 Projected: 50

PROFESSIONAL STAFF*	
Processed by DPD	30
Background	23
Onboarded	8

\*These statistics change daily.

\*Professional Staff includes 911 Call Taker, Police Dispatch, and all other positions



# DPD – FY24



SWORN* FY 2024	
Police Applicants Referred by Civil Service	785
Entered Academy	133

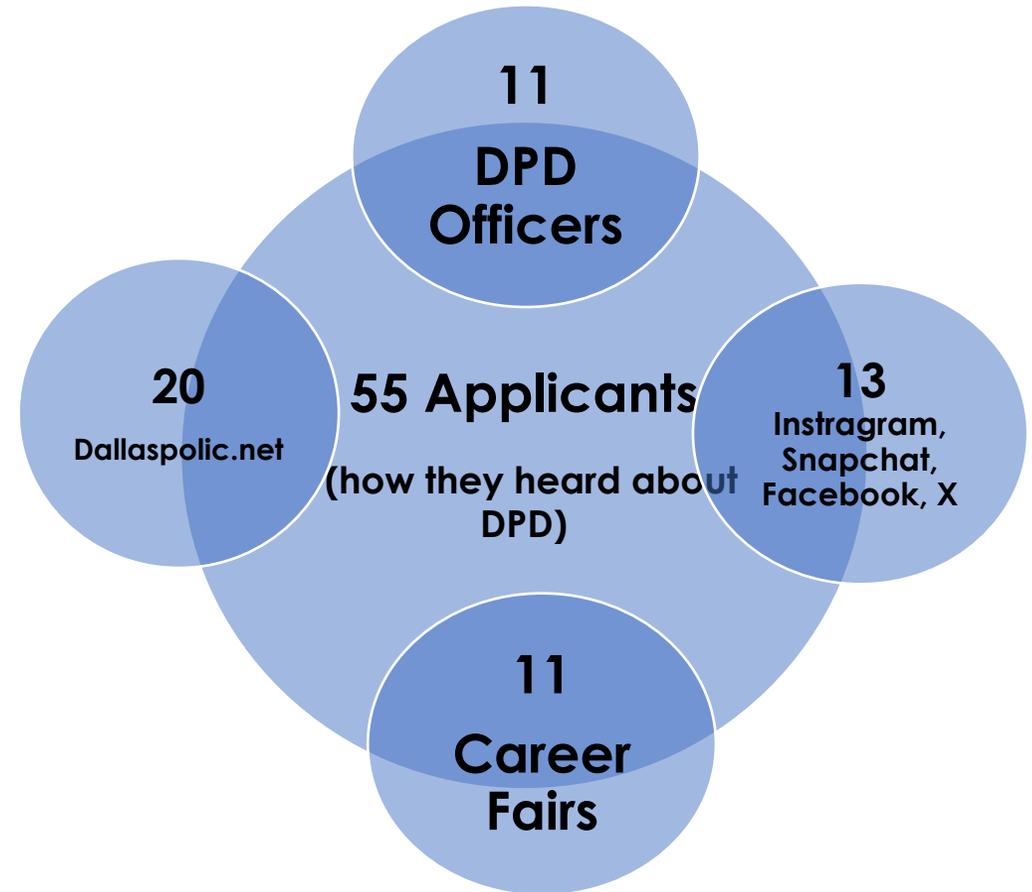
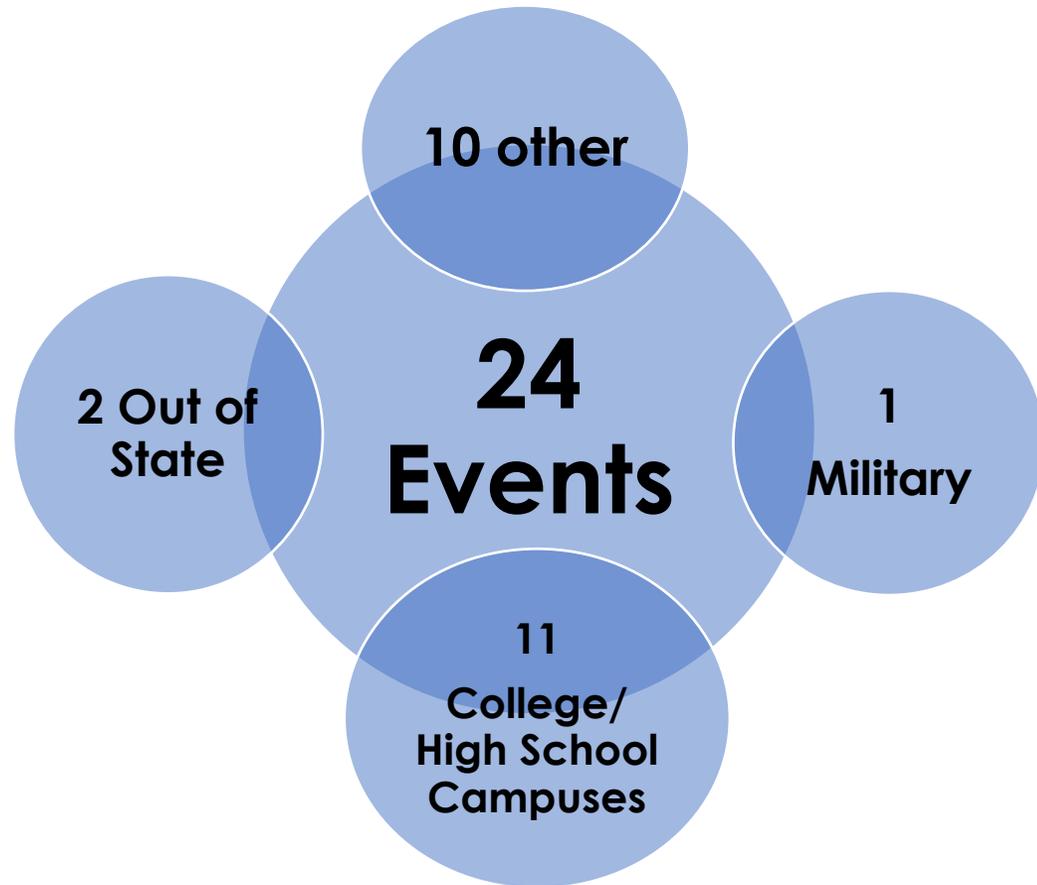
911 Call Taker	FY24/Q2
Total # of Applicants	227
Total Meeting MQs	178
Total Completed Exam	70
Pass/Fail	40/30

\*These statistics change daily.

Police Dispatcher	FY24/Q2
Total # of Applicants	177
Total Meeting MQs	139
Total Completed Exam	66
Pass/Fail	46/20



# DPD Recruiting Efforts May 2024





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