



## City of Waxahachie Police Patrol Officer

<b>SALARY</b>	\$35.18 - \$48.39 Hourly \$2,814.79 - \$3,871.31 Biweekly \$6,098.71 - \$8,387.84 Monthly \$73,184.53 - \$100,654.10 Annually	<b>LOCATION</b>	Waxahachie, TX
<b>JOB TYPE</b>	Full-Time/Non-Exempt	<b>JOB NUMBER</b>	00487
<b>DEPARTMENT</b>	Police	<b>OPENING DATE</b>	07/03/2025
<b>CLOSING DATE</b>	7/28/2025 11:59 PM Central America		

### Description

#### **NOTICE OF POLICE CIVIL SERVICE TESTING**

**Application Period:** Thursday, July 3, 2025 - Monday, July 28, 2025

**Civil Service Written Exam and Physical Ability Test:** Saturday, August 2, 2025

**Location:** Margaret L. Felty Elementary - 231 Park Place Blvd, Waxahachie, Texas, 75165

#### **Current Police Salary Schedule**

<b>POLICE</b>		
	<b>Hourly</b>	<b>Annual</b>
Cadet	\$ 35.184871	\$73,184.53
<b>Police Officer</b>		
Entry	\$ 38.244425	\$79,548.40
1 year	\$ 39.774202	\$82,730.34
2 year	\$ 41.365169	\$86,039.55
3 year	\$ 43.019776	\$89,481.13
4 year	\$ 44.740566	\$93,060.38
5 year	\$ 46.530187	\$96,782.79
6 year	\$ 48.391393	\$100,654.10

**Civilians (Non-sworn)** - The police cadet is the initial training for becoming a police officer. The City of Waxahachie not only pays 100% of the police academy tuition for selected applicants, but the City will also provide full salary, benefits, and required duty uniforms to candidates while attending the academy.

**Current Peace Officers (Sworn)** - The City of Waxahachie offers lateral pay to eligible peace officers who meet the guidelines of our lateral transfer program. Click [here](#) to review our lateral entry ordinance. *More information on lateral and out-of-state transfers can be provided by the [Texas Commission On Law Enforcement \(TCOLE\)](#) or by contacting recruiting staff at [PoliceEntry@waxahachie.com](mailto:PoliceEntry@waxahachie.com) or (469) 309-4410.*

**In addition to competitive pay, the City of Waxahachie offers a great variety of benefits, including:**

- An expansive variety of great benefits are effective immediately upon hire, with certain plans starting at \$0 for employee-only coverage
- Substantial 2:1 employer match retirement plan through Texas Municipal Retirement System (TMRS) offering a monthly retirement benefit for **life!**
- City-paid Basic Life/ADD insurance coverage is provided at **no cost** to employees
- Financial planning and investment options such as 457 Deferred Compensation, Flexible Spending Account (FSA), and Health Savings Account (HSA) accounts are available
- Generous leave bank (Vacation, Sick, and Bonus Days)
- 12 paid holidays
- Longevity Pay each month for every year of service
- Certification & FTO Pay
- Beards are allowed
- Click [here](#) [\(Download PDF reader\)](#) [\(Download PDF reader\)](#) [\(Download PDF reader\)](#) to see a detailed summary of the other great benefits offered by the city!

The Police Patrol Officer is a responsible, non-supervisory position. Under the general direction of the supervising officer, this position provides fundamental police and law enforcement services for the City of Waxahachie in accordance with local, state, and federal statutes and established departmental policies, procedures, and guidelines.

The Police Patrol Officer performs duties in the most ethical, responsive, courteous, and professional manner. Duties include, but are not limited to, patrolling an assigned area to prevent crime, enforcing laws and ordinances, and responding to emergency calls and routine complaints. Click [here](#) for the full description.

## Duties and Responsibilities

**It is the duty and responsibility of each** applicant to turn in their completed Personal History Statement (PHS) during check-in, the morning of the exam. This includes completion of all sections, page initials, and required signatures in the PHS packet.

Click [here](#) [\(Download PDF reader\)](#) [\(Download PDF reader\)](#) [\(Download PDF reader\)](#) or visit our website [https://www.waxahachie.com/AGF\\_Personal-History-Statement\\_TCOLE\\_8.31.23.pdf](https://www.waxahachie.com/AGF_Personal-History-Statement_TCOLE_8.31.23.pdf) to access and download a copy of the **Personal History Statement (PHS)** **\*Applicants who fail to follow these instructions will not be eligible to test with us.**

### City of Waxahachie Civil Service Written Entrance Exam & Physical Ability Test (PAT)

**Date:** Saturday, August 2, 2025

**Time:** Check-in 8:00 AM - Doors close 8:30 AM

**Location:** Margaret L. Felty Elementary - 231 Park Place Blvd, Waxahachie, Texas, 75165

- On exam day, applicants **must** bring their completed **Personal History Statement (PHS)** and a valid photo ID.
- Doors will close and testing will begin promptly at 8:30 AM, so please arrive early.
- Exams are graded immediately upon completion, and passing candidates will proceed to the gymnasium to complete the Physical Ability Test, so please arrive in workout/gym attire.
- The physical consists of a 2000-meter row, set at the 50 percentile. You can calculate your approximate time using the link below. (Note: You will need to adjust the Desired Results field to show [50] - Percent before calculating.)

### [Concept 2 Rower Calculator](#)

### [Waxahachie Police Department Practice \(PAT\) & Open House Event](#)

As an added voluntary benefit, the City of Waxahachie Police Department will host two (2) practice Physical Ability Tests (PAT) in July for candidates who successfully submit their application with all required documents. Additionally, eligible candidates will be invited to attend an Open House meet-and-greet event before the exam.

***More information on the date, time, and locations will be sent in advance to eligible candidates who successfully submit their application and required documents.***

## Requirements

It is the duty and responsibility of each applicant to submit the required documentation *with* their application, and any optional documents *before* the application period deadline. **\*Applicants who fail to follow these instructions will not be eligible to test with us.**

### [REQUIRED DOCUMENT ATTACHMENTS - DUE AT THE TIME OF APPLICATION SUBMISSION](#)

1. **Driver's License** - A copy of your valid driver's license verifying your information/age
2. **Education Documentation** - verifying your highest level of education.

Examples include:

- **High School Diploma/Transcripts** (reflecting successful completion/graduation)
- **College Diploma/Transcripts** (reflecting degree earned or credit hours completed)
- **GED + College** (reflecting at least **12** college credit hours or more)
- **GED + Military** (reflecting at least **24** months of active duty military service or more)

### [OPTIONAL DOCUMENT ATTACHMENTS - DUE BY OR BEFORE JULY 28, 2025](#)

1. **Extra Points for Veterans** - *An additional five (5) points shall be added to the passing examination grade of an applicant who served in the United States armed forces and provides verification of an honorable discharge.*

Examples include:

- **DD Form 214 - Service 2** copy (reflecting **Honorable** in block **24, Character of Service**)
- **DD Form 214 - Service 2** copy (reflecting **Honorable** in block **24, Character of Service**)

2. **Tie Breakers:** *In the event that two or more applicants make identical total final grades as computed under these Rules, then the order of their rank on the Eligibility List shall be determined by giving priority to the person who has:*

1. *The highest level of Police Certification*
2. *The lowest time recorded on the physical ability course*
3. *The highest education degree obtained*

Examples include:

- **Police license or certificate** issued by TCOLE or the Out-of-state certifying body (i.e POST)
- **Personal Status Report (PSR)** or equivalent (reflecting law enforcement ID# and license type)
- **College Diploma or Transcripts** reflecting Degree(s) Awarded

**\*All documents for tie-breaking purposes or additional veteran points should be attached to your submitted application or emailed to [Human Resources at HR@waxahachie.com](mailto:HR@waxahachie.com) by or before July 28, 2025. Late documents will **NOT** be considered for these purposes after the deadline.**

**Hiring Process & Requirements:** The processing guidelines outlined below are used throughout the hiring process. If it is determined at any time that an applicant does not meet these standards, the applicant may be removed from the process. Additional tests that assess an applicant's personality and ability to perform the mental demands of the position may be administered.

**To be considered by the City of Waxahachie Police Department for this position, applicants must:**

- Submit a completed application with the required supplemental documents attached. *(Applicants who fail to submit the required and/or optional documents by their respective deadlines will **not** be eligible to test with us)*
- Be at least 21 years old
- Be a U.S. citizen, able to read and write the English language
- Meet the minimum education requirement
- Not meet any of the Waxahachie Police Department's disqualifying factors that include, but are not limited to, your criminal history, drug use/experimentation, driving record, family history, friends, associates, previous employers, and your reputation. **All applicants must** review the full list of Waxahachie Police Department disqualification factors prior to submitting their application. Click [here \(Download PDF reader\)](#), [\(Download PDF reader\)](#), [\(Download PDF reader\)](#), or visit our website to access the list:  
[https://www.waxahachie.com/WPD%20Requirements%20&%20Disqualification%20Factors%20\(Updated%209.7](https://www.waxahachie.com/WPD%20Requirements%20&%20Disqualification%20Factors%20(Updated%209.7)
- Present their completed **Personal History Statement (PHS)** *(including all sections completed, page initials, and signatures)* at the time of the exam
- Pass the Civil Service Written Entrance Exam and Physical Ability Test (PAT)
- Pass all pre-employment screening, including but not limited to, background investigation, fingerprinting, polygraph, oral boards, medical, physical, and psychological exams
- Be able to meet the certification requirements of the Texas Commission on Law Enforcement Officers Standards and Education

*If you have questions or would like clarification on any of the requirements and disqualification factors, contact recruiting staff at [PoliceEntry@waxahachie.com](mailto:PoliceEntry@waxahachie.com) or (469) 309-4410.*

## Supplemental Information

As an organization, we have worked together to define our *Vision*, our *Mission*, and our *Values*. These statements are not just words on a document; they are a core part of this department, and we work diligently to transform them from ideas on paper to becoming a strong culture within the department.

**VISION** - To be a recognized leader in public safety by working in partnership with the community and providing honorable service for a safer Waxahachie.

**MISSION** - We will **H**onor our profession through **E**thical actions while holding ourselves **A**ccountable with **R**espect and dedication to **T**ransparency for a safer Waxahachie.

**VALUES** -

- **Honor** – We will act with honor and high moral standards in all matters.
- **Ethics** – We will conduct ourselves in all matters with honor, fairness, and high moral values.
- **Accountability** – We will hold ourselves to the highest standards and take the appropriate actions in order to build trust with the community we serve.
- **Respect** – We will treat everyone (each other and the public) in the same manner we would want to be treated – with dignity, professionalism, and courtesy.

- Transparency – We will not have hidden agendas; we will be open in our actions, our decisions, and our policies.

[https://www.youtube.com/embed/3dehFQbd\\_Ds??si=ax\\_AKpqrGrmGDd2a&wmode=opaque&rel=0](https://www.youtube.com/embed/3dehFQbd_Ds??si=ax_AKpqrGrmGDd2a&wmode=opaque&rel=0)

<https://www.youtube.com/embed/fRfR6VwJlYE??si=nQ8lBM3kvJJkTly1&wmode=opaque&rel=0>

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## Employer

City of Waxahachie

### Police Patrol Officer Supplemental Questionnaire

#### \*QUESTION 1

Select the highest level of education you have completed. (You must attach a verifying document with this application before submitting)

- ☐ GED and completion of at least 12 college credit hours
- ☐ GED and completion of at least 24 months of active-duty military service
- ☐ High School Diploma
- ☐ Associate's Degree
- ☐ Bachelor's Degree
- ☐ Master's Degree
- ☐ Doctorate
- ☐ I do not have any of the combinations listed above, and I am not eligible to test.

#### \*QUESTION 2

On August 2, 2025, will you be at least 21 years of age or older?

- ☐ Yes
- ☐ No

#### QUESTION 3

Have you tested with us recently? If applicable, please select any prior entrance exams you may have attended.

- ☐ N/A
- ☐ February 2025
- ☐ September 2024
- ☐ March 2024
- ☐ October 2023
- ☐ July 2023
- ☐ May 2023
- ☐ January 2023
- ☐ An entrance exam prior to 2023

**\*QUESTION 4**

Do you currently hold any valid police or law enforcement certifications or licenses issued by a state certifying agency? (If yes, please attach a supporting document)

- ☐ Yes
- ☐ No

**\*QUESTION 5**

Have you ever served in the United States Armed Forces? (If yes, please attach a copy of your DD-214 to your application before submitting)

- ☐ Yes
- ☐ No

**\*QUESTION 6**

Please confirm that you have attached a copy of your Driver's License and Highest Level of Education (Both documents are required to submit your application)

- ☐ Yes
- ☐ No (Your application will not be processed)

**\*QUESTION 7**

Do you acknowledge that you have reviewed and understand the Requirements and Disqualification Factors linked in the job posting, and confirm that you are eligible to take the exam?

- ☐ Yes
- ☐ No

**\*QUESTION 8**

Do you understand that no action will be taken on your online application until all required forms and documents have been submitted, and that any incomplete applications will not be reviewed or processed until all necessary materials have been submitted and received?

- ☐ Yes
- ☐ No

**\* Required Question**