



Trophy Club (TX) Police Cadet

SALARY	\$32.83 Hourly	LOCATION	Police Department
JOB TYPE	Full-Time	JOB NUMBER	202500036
DEPARTMENT	Police	DIVISION	Patrol
OPENING DATE	08/19/2025	CLOSING DATE	11/30/2025 11:59 PM Central
FLSA	Non-Exempt		

Join Our Team

Ready to Start a Rewarding Career in Law Enforcement?

The Town of Trophy Club, Texas, is seeking motivated, community-focused individual to join our team as a Police Cadet! This is your opportunity to begin a meaningful career in public service. We will fully sponsor a qualified candidate through the six-month Police Academy. Upon graduation, you'll be promoted to Police Officer and start your journey with a department that values professionalism, integrity, and strong community partnerships.

Trophy Club Police Officers work a modified Panama schedule, consisting of six 12-hour shifts (6:00 AM – 6:00 PM or 6:00 PM – 6:00 AM) and one 8-hour shift (6:00 AM – 2:00 PM or 6:00 PM – 2:00 AM) over a 14-day pay period, with every other weekend off.

Join a supportive and driven team, gain hands-on experience, and grow your career in one of Texas' premier communities. If you're ready to make a difference in Trophy Club, we encourage you to apply today!

Job Summary, Duties & Responsibilities

JOB SUMMARY

Under close supervision, learns law enforcement and crime prevention procedures and techniques during attendance from a Texas Commission on Law Enforcement (TCOLE) certified academy through classroom and physical training. Upon successful completion of the academy, incumbents will be promoted to the position of Police Officer and be expected to perform Police Officer duties and Responsibilities.

DUTIES AND RESPONSIBILITIES

Job duties and responsibilities as outlined herein, are intended to be representative of the typical tasks performed. Incumbents may not perform all the listed duties and/or may be required to perform related duties as needed.

- Attends classroom training sessions and takes notes required to obtain Basic Peace Officer Certification
- Completes and passes written, oral and skills proficiency examinations for a wide variety of required Peace Officer skills and knowledge and maintains required levels of proficiency

- Participates in physical conditioning training and testing and maintains required levels of physical fitness
- Maintains the integrity, professionalism, values and goals of the Police Department by assuring that all rules and regulations are followed, and that accountability and public trust are preserved
- Successful performance in and progression through Police Academy training
- Performs other related duties as assigned

Qualifications

Minimum Requirements:

Any equivalent combination of education and experience that provides the required knowledge, skills, and abilities. A typical way to obtain the knowledge and abilities would be:

- High School Diploma or GED is required, associate's degree in criminal justice or related field preferred
- Texas Motor Vehicle Class C Operator's License with a satisfactory driving record at time of appointment and maintained throughout employment

Background Requirements

- Must be at least 21 years of age
- Must be a U.S. citizen or resident alien who has applied for citizenship at the time of application
- Must be free of felony criminal convictions or crimes involving moral turpitude
- Must have no convictions or unresolved arrests involving domestic violence
- Must have no misdemeanor convictions of Class B or higher within the past seven years

Knowledge of:

- Basic oral and written communication skills including grammar, punctuation, and spelling required for report writing, verbal explanations of the law, and court testimony.

Ability To:

- Obtain a Texas Commission on Law Enforcement (TCOLE) Basic Peace Officer Certification
- Learn law enforcement and crime prevention procedures and techniques
- Understand, interpret, and enforce laws, rules, and policies effectively
- Safely use and care for firearms and other law enforcement tools
- Provide strong customer service and build positive relationships with the public
- Maintain accurate records and files on work performed
- Adhere to safety guidelines and wear required safety equipment
- Communicate clearly and effectively in person, over the phone, and in writing
- Think quickly and make sound decisions in high-pressure situations

Work Environment

Primary duties require physical ability to work in various environments, including classroom, offices, outdoor settings, and crime scenes. Officers will be exposed to extreme weather conditions, including extreme heat and cold, and must work effectively in each as well as in hazardous environments. The job involves prolonged sitting, standing, walking, and lifting up to 50 pounds, bending, stooping, and kneeling. Officers must have good manual dexterity, visual acuity, and the ability to use computers and other office equipment. Police Officers will be exposed to noise, vibrations, chemicals, and moving vehicles. The work environment can be noisy, especially during sirens, training, or emergencies. Officers may need to take physical action in confrontational situations, including the use of firearms, and operate motorized equipment or patrol vehicles.

WORK SCHEDULE

This position typically works Monday through Friday, and may be required to work nights, weekends, and holidays.

THE TOWN RESERVES THE RIGHT TO CHANGE OR REVISE JOB DUTIES AND RESPONSIBILITIES AS THE NEED ARISES. THIS JOB DESCRIPTION DOES NOT CONSTITUTE A WRITTEN OR IMPLIED CONTRACT OF EMPLOYMENT.

EQUAL OPPORTUNITY

The Town of Trophy Club is an Equal Opportunity Employer and welcomes applications from all qualified applicants. We do not discriminate on the basis of race, color, religion, sex, national origin, age, marital status, medical condition, disability, or sexual orientation.

REASONABLE ACCOMMODATION

The Town of Trophy Club makes reasonable accommodation for individuals/people with disabilities. If you believe you require special arrangements to participate in the recruitment process, you must inform the Department of Human Resources in writing no later than the filing date. Applicants who request such accommodation must document their request with an explanation of the type and extent of accommodation required.

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Employer

Trophy Club (TX)

Address

1 Trophy Wood Drive

Trophy Club, Texas, 76262

Phone

6822372900

Website

www.trophyclub.org

Police Cadet Supplemental Questionnaire

*QUESTION 1

Which statement below best describes the highest level of education you have completed?

- ☐ High school graduate, diploma or the equivalent (GED)
- ☐ Associate degree
- ☐ Bachelor's degree
- ☐ Master's degree
- ☐ Professional degree
- ☐ Doctorate degree

*QUESTION 2

Are you at least 21 years of age, or do you meet an exception under Texas Administrative Code § 217.1(b)(1) by having either: - At least 60 college credit hours from an accredited institution, or - At least two years of active-duty

military service with an honorable discharge?

☐ Yes

☐ No

*QUESTION 3

If selected to move forward in the recruitment process, you will be required to successfully pass both a written examination and a physical agility test, which includes: - Written examination includes math, vocabulary, grammar, and reading comprehension. - Sit-ups: Minimum of 29 in 1:00 minute, - Pushups: Minimum of 25 in 1:00 minute, - Run: 1.5 miles under 16:28 minutes, and - Run: 300 Meter Run under 1:11 minutes Do you understand and acknowledge these requirements?

☐ Yes

☐ No

*QUESTION 4

The position of Police Cadet requires compliance with strict criminal background standards, including but not limited to: - No felony convictions under any federal, state, or military law - No Class A or B misdemeanor convictions within the past 10 years - No pending criminal charges - No disqualifying drug use or distribution history - Must meet all legal requirements for future licensing by the Texas Commission on Law Enforcement (TCOLE) Do you acknowledge that you have reviewed and understand these criminal history and legal eligibility requirements, and that failure to meet them may result in disqualification from the selection process?

☐ Yes

☐ No

*QUESTION 5

Applicants for the position of Police Cadet must meet high standards of professional conduct and reliability. Disqualifying factors may include, but are not limited to: - History of unstable or inconsistent employment - Termination, resignation in lieu of termination, or separation during probation or investigations - Involvement in illegal occupations - Poor judgment, dishonesty, or failure to complete the application or hiring process properly - Participation in or silent acceptance of illegal or unethical behavior - Misrepresentation or omission of material facts during any part of the application or interview process Do you acknowledge that you have reviewed and understand these employment history and conduct standards, and that failure to meet them may result in disqualification from the selection process?

☐ Yes

☐ No

*QUESTION 6

Applicants must demonstrate responsible and lawful driving behavior. Disqualifying factors may include, but are not limited to: - Three or more moving violation convictions within the past three years - Convictions for DWI (Driving While Intoxicated), reckless driving, or evading police within the past five years Do you acknowledge that you have reviewed and understand the driving record requirements, and that failure to meet them may result in disqualification from the selection process?

☐ Yes

☐ No

*QUESTION 7

Police Cadets are required to maintain a professional appearance in accordance with department policy. Disqualifying appearance factors may include, but are not limited to: - Tattoos on the face, neck, or hands (excluding medical or reconstructive tattoos) - Obscene or inflammatory tattoos anywhere on the body - Decorative implants or body modifications on the face, neck, ears, head, teeth, or hands (excluding medically necessary implants) Do you acknowledge that you have reviewed and understand the appearance standards, and that failure to meet them may result in disqualification from the selection process?

- ☐ Yes
- ☐ No

*QUESTION 8

All candidates selected to move forward in the recruitment process will be required to undergo a comprehensive background investigation, which may include, but is not limited to: - Review of criminal history - Employment and educational verification - Credit history evaluation - Driving record check - Personal references and interviews - Review of past conduct, including any involvement in illegal activity, substance use, or dishonesty Do you acknowledge and consent to undergoing a thorough background investigation as part of the selection process, and understand that failure to meet background standards may result in disqualification?

- ☐ Yes
- ☐ No

*QUESTION 9

If you are selected and offered conditional employment as a Police Cadet, you will be required to successfully complete pre-employment evaluations to ensure your fitness for duty. These evaluations include, but are not limited to: - Comprehensive physical examination - Drug and alcohol screening - Psychological evaluation - Polygraph examination These assessments are conducted to determine your suitability for employment in a law enforcement capacity and to ensure compliance with all departmental and regulatory standards. Do you acknowledge that, as a condition of employment, you will be required to complete and pass the pre-employment physical exam, drug screening, psychological evaluation, and polygraph examination?

- ☐ Yes
- ☐ No

*QUESTION 10

Are you willing and able to work rotating shifts, including nights, weekends, and holidays, as required for police operations?

- ☐ Yes
- ☐ No

*QUESTION 11

Are you willing to commit to the training academy and field training program, which may last several months and require full-time participation?

- ☐ Yes
- ☐ No

* Required Question