



City of Waxahachie  
Police Patrol Officer

<b>SALARY</b>	\$33.17 - \$45.61 Hourly \$2,653.21 - \$3,649.08 Biweekly \$5,748.62 - \$7,906.35 Monthly \$68,983.44 - \$94,876.14 Annually	<b>LOCATION</b>	Waxahachie, TX
<b>JOB TYPE</b>	Full-Time/Non-Exempt	<b>JOB NUMBER</b>	00325
<b>DEPARTMENT</b>	Police	<b>OPENING DATE</b>	09/07/2023
<b>CLOSING DATE</b>	10/6/2023 11:59 PM Central America		

## Description

**NOTICE OF CIVIL SERVICE TESTING**  
**Police Officers and Cadets**

**POSTING DATE: Thursday, September 7, 2023**  
**CLOSING DATE: Friday, October 6, 2023**  
**TESTING DATE: Saturday, October 21, 2023**

Step	Annual Salary Rates effective October 1, 2023
Cadets*	\$68,983.44
Entry (post-academy)	\$74,982.00
Year 1	\$77,981.28
Year 2	\$81,100.53
Year 3	\$84,344.55
Year 4	\$87,718.33
Year 5	\$91,227.06
Year 6	\$94,876.14

\*Civilians - The police cadet is the initial training to become a police officer. The City of Waxahachie pays 100% of the police academy tuition for selected applicants. In addition, the City will provide full salary, benefits, and required duty uniforms to candidates while attending the academy.

\*Current Peace Officers - The City of Waxahachie offers lateral pay to eligible peace officers who meet the guidelines of our lateral transfer program. More information on lateral and out-of-state transfers can be provided by contacting the Waxahachie Police Department: [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:**

- Medical, Dental, Vision, and more great benefits are effective immediately upon hire, starting at \$0 for employees only!
- Public pension through TMRS with:
  - 2 to 1 employer match for retirement
  - 20-year retirement at any age with a **lifetime payout**
  - Credits may be given to those with prior military, public service, or governmental employment.
- 15 Vacation Days credited each year that never expire
- Sick Leave is accrued with no limits and does not expire
- 11 paid holidays, 1 Bonus Vacation Day, and 1 Wellness Day off work
- Longevity Pay each month for every year of service
- Certification Pay
- Beards are allowed
- No maximum age limit on entry police officers, and much more!...

More information on our benefits can be obtained through Human Resources:

**(469) 309-4190** or [HR@waxahachie.com](mailto:HR@waxahachie.com)

## **Duties and Responsibilities**

The Police Patrol Officer is a responsible, non-supervisory position. 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](#) to see a full list of job duties and functions of a Waxahachie Police Patrol Officer.

Two (2) Practice Row Tests will be offered to ALL applicants prior to the official test. It is **highly encouraged** for applicants to attend at least one (1) practice row test, regardless of experience. This is a great opportunity to gauge where you might need improvement on the physical assessment.

### **Practice Row #1:**

Date: Wednesday, September 27, 2023

Time: 5:30 PM

Location: Waxahachie Police Department - 630 Farley Street, Waxahachie, TX, 75165

### **Practice Row #2:**

Date: Saturday, October 14, 2023

Time: 8:00 AM

Location: Waxahachie Police Department - 630 Farley Street, Waxahachie, TX, 75165

\*Additionally, the Waxahachie Police Department will be hosting an **Open House Event** – prior to the entrance exam – for eligible applicants who have applied and submitted all necessary and required documentation by the application deadline.

### **TESTING DAY:**

Date: Saturday, October 21, 2023

Time: 8:30 AM

Location: Howard Jr. High - 265 Broadhead Rd., Waxahachie, TX, 75165

**Doors close/test begins promptly at 8:30 AM and exams are graded immediately once completed. Upon successful completion of the written exam, applicants will be directed down the hall for the Physical Ability Row Machine Test.**

## Requirements

### Application Requirements:

All applicants are required to submit the following documentation to their application. Failure to submit the required documents by the application deadline will result in ineligibility to take the exam on October 21, 2023:

- Copy of your **Valid Driver's License**
- **Education Documentation** - You must attach at least ONE (1) of the education documents listed below:
  1. High School Diploma
  2. High School Transcripts reflecting successful completion/graduation
  3. G.E.D. Certificate + DD-214
  4. G.E.D. Certificate + College Diploma or Transcripts
  5. College Diploma
  6. College Transcript reflecting Degree Awarded or Number of Credit Hours Completed

### Optional Tie-Breaking Documents:

In the event there is a tie on the Written Exam, the rank on the eligibility list will be determined by:

1. The highest level of Police Certification
2. The better performance on the physical ability test.
3. The highest education degree obtained.

All Police Certification and Degree Documents for the purposes of tie-breaking should be attached to your submitted application or emailed to Human Resources at [HR@waxahachie.com](mailto:HR@waxahachie.com) by October 6, 2023. Documents submitted after October 6, 2023, will **NOT** be accepted.

The guidelines outlined below are used throughout the hiring process, and if determined that an applicant does not meet these standards, the applicant may be removed from the process. [Click Here \(Download PDF reader\)](#) to see a full list of requirements and disqualification factors.

### Applicants must:

- Be at least 21 years old
- Complete and timely file the City of Waxahachie application that includes an uploaded copy of a High School Diploma or \*GED Certificate, and a copy of a Current Valid Driver's License.
- *\*Applicants with a GED certificate must also submit, with their application, a document that reflects one of the following: 24 months of active duty military service, or completion of at least 12 college credit hours*
- Be able to meet all requirements of the Texas Commission on Law Enforcement (TCOLE)
- Must be a U.S. citizen
- Be able to read and write the English language
- **\*\*If** an applicant has prior or current military service, they must be able to provide proof of Honorable Character of Service (DD-214 Service-2 or Member-4 forms) OR a Statement of Service from their current commanding officer
- Be able to provide proof of valid driver's license and insurance
- **\*\*An additional five (5) points shall be added to the examination grade of an applicant who served in the United States armed forces, received an honorable discharge, and made a passing grade on the examination.**

### Processing requirements:

- Pass the written entrance exam given by the City of Waxahachie
- Be physically, mentally, and morally fit for the performance of the essential functions for the position they are seeking

- Pass the Waxahachie Police Department physical ability test within the scheduled time limit (a signed Release of Liability is required and will be provided at the time of the test)
- Complete and submit a Personal History Statement by October 27, 2023
- Pass Chief and Oral Board interviews
- Pass a thorough background investigation (including fingerprinting background check)
- Pass the pre-employment polygraph exam

If you have any questions or need clarification on any of the requirements and disqualification factors, please contact recruiting personnel:

[PoliceEntry@waxahachie.com](mailto:PoliceEntry@waxahachie.com) | (469) 309-4410

## Supplemental Information

### **Timeline of Important Dates to Remember:**

*(Please note these dates are subject to change based on business necessity):*

- Application Period: September 7, 2023 – October 6, 2023
- Practice Row Test #1: September 27, 2023 at 5:30 PM
- Practice Row Test #2: October 14, 2023 at 8:00 AM
- Written Entrance Exam & Physical Ability Test (Row): October 21, 2023 at 8:30 AM
- Personal History Statements Due By: October 27, 2023, by 5:00 PM
- Screening Activities (Background Investigations, Interviews, Psychological Exams, Polygraphs): October 30, 2023 – December 1, 2023
- Proposed Hire Date: December 2023

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### Agency

City of Waxahachie

## Police Patrol Officer Supplemental Questionnaire

### \*QUESTION 1

Will you be 21 years of age or older on October 22, 2023?

- Yes
- No

### \*QUESTION 2

Do you have a valid drivers license?

- Yes
- No

### \*QUESTION 3

Select the highest level of education that you have completed.

- G.E.D. Certificate AND 12 or more college credit hours
- G.E.D. Certificate AND 24 months of active duty military service

- High School Diploma
- Associate Degree
- Bachelor's Degree
- Master's Degree
- I do not have any combination of the above listed educational requirements

**\*QUESTION 4**

**Are you a U.S. citizen?**

- Yes
- No

**\*QUESTION 5**

**Are you currently a Licensed Peace Officer in any state within the U.S.?**

- Yes
- No

**\*QUESTION 6**

**If you have served in the military, do you possess a DD-214 demonstrating honorable discharge?**

- Yes
- No
- N/A

**\*QUESTION 7**

**If you have military service, please select the characterization of service listed on your DD-214:**

- Honorable
- Under Honorable Conditions (General)
- Under Other than Honorable Conditions
- Bad Conduct
- Dishonorable
- Uncharacterized
- N/A

**\*QUESTION 8**

**If you have military service and selected one of the choices above, did you attach a copy of your DD-214?**

- Yes
- No
- N/A

**\*QUESTION 9**

**Did you attach the required eligibility documents (Valid photo I.D. and Proof of Education) to this application?**

- Yes
- No

**\*QUESTION 10**

**By selecting 'Yes', you acknowledge and understand the requirements and disqualification factors outlined in this posting, and you can confirm that you are eligible to test with us.**

Yes

No

\* Required Question