



City of Waxahachie
Police Patrol Officer

SALARY	\$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	LOCATION	Waxahachie, TX
JOB TYPE	Full-Time/Non-Exempt	JOB NUMBER	00438
DEPARTMENT	Police	OPENING DATE	01/10/2025
CLOSING DATE	2/3/2025 11:59 PM Central America		

Description

NOTICE OF POLICE CIVIL SERVICE TESTING

Application Period: Friday, January 10, 2025 - Monday, February 3, 2025

Civil Service Written Exam and Physical Ability Test: Saturday, February 8, 2025

Current Police Salary Schedule

POLICE		
	Hourly	Annual
Cadet	\$ 35.184871	\$73,184.53
Police Officer		
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

Civilian Cadets - The police cadet is the initial training for becoming 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.

Lateral Transfers for Current Peace Officers - The City of Waxahachie offers lateral pay to eligible peace officers who meet the guidelines of our lateral transfer program. To review our lateral entry ordinance, click [HERE](#).

More information on lateral and out-of-state transfers can be provided by the [Texas Commission On Law Enforcement \(TCOLE\)](#) or by contacting the Waxahachie Police Department: PoliceEntry@waxahachie.com - (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, with certain plans starting at \$0 for employee only coverage!
- Substantial retirement plan through TMRS with:
 - 2 to 1 employer match for retirement
 - Employees may be eligible to retire after 5 years of participation in TMRS at age 60, or after 20 years at **any** age.
 - Texas Municipal Retirement System (TMRS) offers a lifetime monthly pension payout to eligible retirees or their beneficiaries
- City provides life and accidental death & dismemberment (AD&D) insurance **at no cost** to employees
- Generous leave bank for vacation, sick, and bonus days
- 12 paid holidays
- Longevity Pay each month for every year of service
- Certification Pay
- Beards are allowed
- and so much more!...

[CLICK HERE \(Download PDF reader\)](#) to see a detailed summary of the other great benefits offered by the city!

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.

All applicants are required to submit the following documentation to their application. If you successfully submit your application with the required documents, you will receive an email containing the [Personal History Statement \(Download PDF reader\)](#), study guide, release forms, and other important information. ***Applicants who fail to submit the required documents by the application deadline will not be eligible to test with us.**

REQUIRED documents that must be attached to your application:

1. Copy of your Valid **Driver's License** - verifying you are/will be 21 years of age or older at the time of the exam
2. **Education** Documentation - verifying your highest level of education. Examples include:
 - **High School Diploma** or transcripts reflecting successful completion/graduation
 - **College Diploma** or transcripts reflecting the number of credit hours completed
 - Applicants with a GED must provide an additional document reflecting at least **12 college credit hours** or **24 months of active duty military service**

OPTIONAL documents:

1. **Tie Breakers:**

- Law Enforcement Certification/License (i.e. Peace Officer or Jailer License)
- College Diploma or College Transcript reflecting Degree Awarded

2. **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 received an honorable discharge. In order to receive additional points, you must attach your DD Form 214 (Service 2 or Member 4 copy) reflecting **Honorable** in block 24. Character of Service

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 by February 3rd. Documents received after February 3rd will **NOT*

be accepted.

The Waxahachie Police Department will host a few events for eligible applicants to practice the Physical Ability Test (PAT) on the Concept 2 Rower, and an Open House event to meet some of our staff and learn more about our organization.

Practice Physical Ability Test (PAT) #1:

Date: Wednesday, January 22, 2025

Time: 5:30 PM

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

Practice Physical Ability Test (PAT) #2:

Date: Saturday, February 1, 2025

Time: 8:30 AM

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

The Open House is only available to eligible applicants. Family members, friends, or other individuals will not be permitted. If you do not receive an email confirming you submitted all required documents and are eligible to test with us, you may not attend this event.

Open House:

Date: Tuesday, February 4, 2025

Time: 3:00 PM

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

On Exam Day, applicants must bring their completed [Personal History Statement \(Download PDF reader\)](#) packet and valid photo identification. Applicants without a completed Personal History Statement will **not be allowed** to test with us.

Entrance Exam & PAT:

Date: Saturday, February 8, 2025

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

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

Doors will close and testing will begin promptly at 8:30 AM. Exams are graded upon completion, and passing candidates will be directed down the hall immediately for the Physical Ability Test on the Concept 2 Rower, so please dress appropriately for the physical assessment.

Requirements

Hiring Process & Requirements

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.

In order to be considered by The City of Waxahachie Police Department for this position, applicants must:

- Be at least 21 years old at the time of the exam
- Meet the minimum education requirements
- Submit a completed application with the required age and education documents by the appropriate deadlines
- Fill out and bring the completed Personal History Statement (PHS) to the exam
- Be a U.S. citizen
- Be able to read and write the English language
- Pass the Written Entrance Exam
- Pass the Physical Ability Test (PAT) given on the Concept 2 Rower upon passing the written exam

- Not have any disqualifying factors - A complete list of disqualification factors can be found here: [Waxahachie Police Officer Requirements and Disqualification Factors \(Download PDF reader\)](#)
- Pass pre-employment polygraph
- Pass a thorough background investigation (including fingerprinting background check)
- Pass the required medical and psychological examinations
- Pass Chief Interview and Oral Board
- Meet all requirements of the Texas Commission on Law Enforcement (TCOLE)
- Be able to provide proof of military service (if applicable)
- Be able to provide proof of valid driver's license and insurance

If you have any questions or need clarification on any of the requirements and disqualification factors, please contact recruiting personnel at PoliceEntry@waxahachie.com or **(469) 309-4410**

Supplemental Information

Projected Timeline Overview:

- Application Period: **January 10, 2025 – February 3, 2025**
- Practice Row Test #1: **January 22, 2025 at 5:30 PM**
- Practice Row Test #2: **February 1, 2025 at 8:30 AM**
- Open House Event: **February 4, 2025 at 3:00 PM**
- Written Entrance Exam, Physical Ability Test Personal History Statements Due: **February 8, 2025 at 8:00 AM**
- Pre-employment screening (Background Investigations, Interviews, Psychological Exams, Polygraphs): **Mid-February – March**
- Proposed Hire Date: **April 2025**

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

Agency

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 February 8, 2025, will you be at least 21 years of age or older? (You must attach a copy of your valid driver's license with this application before submitting)

- Yes
- No

***QUESTION 3**

Do you currently hold any valid police or law enforcement certifications or licenses issued by a state certifying agency? (If yes, please attach a verifying document to your application before submitting)

- Yes
- No

***QUESTION 4**

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 5**

Did you attach a copy of your valid Driver's License and Education document to this application? (Both attachments are required to process your application)

- Yes
- No

***QUESTION 6**

I understand that no action will be taken in regards to this online submitted application until I submit all the required forms and documents. Additionally, I understand my application is not complete, and will not be accepted or processed until all required forms and documents are reviewed and approved. Have you read and understand the above statement?

- Yes
- No

***QUESTION 7**

By selecting 'Yes', you acknowledge that you have reviewed and understand the requirements and disqualification factors, and confirm that you are eligible to take the exam.

- Yes
- No

*** Required Question**