

**CITY OF WAXAHACHIE
NOTICE OF CIVIL SERVICE TESTING FOR
POLICE OFFICERS AND POLICE CADETS**

POSTING DATE: NOVEMBER 1, 2017

The police officer is a responsible, non-supervisory position. Duties include, but are not limited to: Patrolling an assigned area to prevent crime, enforce laws and ordinances, and respond to emergency calls and routine complaints. The police cadet is the initial training to be a police officer.

Annual Salary (police cadet, non-certified):	\$44,129
Annual Salary (police officer, TCOLE certified):	\$51,894
Salary after one-year probationary period (police officer, TCOLE certified):	\$54,878

Applicants must:

- Meet all requirements to be eligible for certification as a peace officer from the Texas Commission On Law Enforcement (TCOLE); preference may be given to TX licensed peace officers for lateral entry
 - Have a high school diploma or a GED certificate with 12 hours of college credit
 - Valid Texas driver's license, copy of DD214 showing type of discharge, if applicable
 - Be between 21 years of age and have not reached their 45th birthday, and be able to perform the essential functions of the position.
 - Pass the following: * Written Civil Service Examination * Physical Agility Test * thorough Background Investigation * Chief's Interview * Oral Board Interview * Psychological Exam * Polygraph Exam * Drug test * Vision Test * Medical Examination *
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FOR APPLICATIONS & INFORMATION:

Human Resources/Civil Service Office
Waxahachie City Hall
401 S Rogers
(469) 309-4190
www.waxahachie.com

APPLICATIONS ACCEPTED:

November 1 – November 17, 2017

CIVIL SERVICE TESTING:

December 2, 2017 at 8:30 a.m.
Howard Junior High
265 Broadhead Road
Waxahachie, TX 75165

PHYSICAL ABILITY TESTING:

December 2, 2017 at 1:30 p.m.
191 Lion's Park Road
Waxahachie, TX 75165

Completed applications **must be received** in the Civil Service Office **no later than 5:00 p.m. on November 17, 2017.**
Late applications will not be considered.

The Eligibility List created from this examination will be effective for twelve (12) months from the date of the Civil Service Examination or the list is exhausted.

Yasmin Barnes, Civil Service Director

Any applicant requiring an accommodation in order to complete the examination must contact the Civil Service Director to make arrangements **no later** than the application deadline. Documentation supporting the need for accommodation will be required.



Test Date: December 2, 2017		NAME:	
Certification:		Degree:	
Exam Score:		Vet Points:	
Rank:		Physical Agility:	
Background:		Oral Board:	
Physical/Drug Screen/Additional Testing:			

POLICE APPLICANTS

FAILURE TO FOLLOW INSTRUCTIONS MAY BE GROUNDS FOR DISQUALIFICATION

- This application must be filled out legibly in your own printing.
- Read and complete each section carefully. Failure to follow any instructions in this application, blank spaces, incomplete, undisclosed or false information may be grounds for disqualification.
- Attach the following documents and **ONLY** the following documents:

- Copy of Birth Certificate
- High School Diploma or transcript
OR
G.E.D. Certificate (must have 12 hours of college credit from a TCOLE accredited institution of higher education)
OR
College Transcripts
- Police Officer status - See Section 2
- DD214 - See Section 7
- Copy of valid Driver's License
- Copy of current motor vehicle insurance
- Copy of current Department of Motor Vehicle (DMV) record
- Copy of current credit history report

- CAREFULLY READ THE APPLICANT'S CERTIFICATION ON THE LAST PAGE BEFORE SIGNING.

BE SURE TO INCLUDE THIS PAGE WHEN RETURNING YOUR APPLICATION PACKET!

Civil Service Office Use Only		
App Received:		
Initials:		
Date App sent to PD:		

City of Waxahachie

An Equal Opportunity Employer

POLICE CIVIL SERVICE APPLICATION FOR POLICE OFFICER

We consider applicants for all positions without regard to race, color, religions, creed, gender, national origin, disability, marital or veteran status, or any other legally protected status.

SECTION 1. PERSONAL INFORMATION

Name: _____
(Last) (First) (Middle)

Other names which you presently use or have used in the past: _____

Mailing Address: _____
(Street Address, RFD, or P.O. Box)

(City) (State) (Zip)

Physical Address: _____
(If different from mailing address)

Home Phone: () _____ Social Security No.: _____

Work Phone () _____ Date of Birth: _____

Other Contact: () _____ Email Address: _____

Have you filed an application here before? Yes _____ No _____ Date: _____

Have you ever been employed here before: Yes _____ No _____ Date: _____

Are you or your spouse related to any employee or council member of the City? Yes _____ No _____

Related to: _____ How related: _____

SECTION 2. PEACE OFFICER STATUS	Circle One		If Yes, Attach copy of:
A. Are you a licensed peace officer?	Yes	No	License
B. If the answer to "A" is NO, have you taken the TCOLE test?	Yes	No	Letter indicating successful completion
C. If the answer to "B" is NO, have you completed the police academy training?	Yes	No	Peace Officer Certificate
D. If the answer to "C" is NO, are you currently in a police academy?	Yes	No	Letter from academy stating date of graduation

SECTION 3. PRIOR PEACE OFFICER EXPERIENCE

NAME AND LOCATION OF AGENCY	DATES EMPLOYED

SECTION 4. DRIVING RECORD

The City of Waxahachie Safety Policy assesses points for driving violations. The maximum allowable are **8** points in **3** years OR **11** points in **5** years. Indicate the date and place of the violations you have had and the points applicable for each offense. Use the back of the page or additional pages as necessary.

License #: _____ State: _____

ATTACH COPY OF CURRENT DMV REPORT, MOTOR VEHICLE INSURANCE AND LICENSE

Points	Violation	Offense dates and cities	Points
6.0	DWI/DUI	_____	_____
4.0	Moving violation that results in an accident	_____	_____
3.0	Ran red light	_____	_____
3.0	Ran stop sign	_____	_____
3.0	Failure to yield	_____	_____
3.0	Disregarded No Passing Zone	_____	_____
3.0	Leaving scene of accident	_____	_____
3.0	Passing school bus	_____	_____
3.0	Driving while license suspended	_____	_____
2.0	Speeding	_____	_____
2.0	Failure to dim headlights	_____	_____
2.0	Violation of DL restriction	_____	_____
2.0	Wrong side of road	_____	_____
2.0	Following too close	_____	_____
2.0	Turn from wrong lane	_____	_____
2.0	Violation promise to appear	_____	_____
1.0	Seatbelt/child restraint violation	_____	_____
1.0	Changed lanes when unsafe	_____	_____
1.0	Failed to drive in single lane	_____	_____
1.0	Disregard traffic control device	_____	_____
1.0	Turned across dividing section	_____	_____
1.0	No motorcycle endorsement	_____	_____
1.0	All other moving violations	_____	_____
Total Points:			_____

SECTION 5. CRIMINAL RECORD

Other than offenses listed above on your driving record, have you ever been arrested, detained by Police, or summoned into a court for a felony or a misdemeanor (including assault/family violence-Class C)? (Include pleas of guilty, nolo contendere, and deferred adjudication).

Yes _____ No _____

Has anyone ever filed charges or complaint against you with a law enforcement agency?

Yes _____ No _____

IF THE ANSWER TO THE FOREGOING QUESTIONS IS YES, list year, classification, and brief description for each offense. If necessary, use the back of this page or attach additional pages.

YEAR	CLASSIFICATION	BRIEF DESCRIPTION

SECTION 6. DRUG USE

Have you used marijuana within 36 months of making this application? Yes: _____ No: _____

Have you used or possessed any drug in violation of penalty group 1 or 2 of the Texas Drug Laws-Controlled Substance Act? Yes: _____ No: _____

Have you ever sold any illegal or dangerous drug for any type of compensation? Yes: _____ No: _____

Have you ever unlawfully delivered an illegal or dangerous drug to another person? Yes: _____ No: _____

Have you ever assisted in or been in control of the manufacture of any illegal drug? Yes: _____ No: _____

SECTION 7. MILITARY SERVICE

Have you served in the armed forces? Yes: _____ No: _____

IF THE ANSWER ABOVE IS YES, attach a copy of DD214 showing type of discharge
VETERAN POINTS WILL NOT BE GIVEN IF NO DD214 ATTACHED.

SECTION 8. READ BEFORE SIGNING

READ BEFORE SIGNING: I certify that I have read all instructions in this application, that the statements I have made and the information provided is true, complete and correct, and that all blanks have been filled in with my own printing. I authorize any former employer to release to the City of Waxahachie or to its authorized representative any and all employment records and other information it may have concerning my employment. I understand that the information will be used for the purpose of evaluating my qualifications for employment with the City. I also understand that it is my responsibility to notify the Civil Service Director of any changes in information on this application from the date of filing until six (6) months after the date of the entrance examination for which I am applying. **A photocopy of this authorization shall be valid as the original for authorizing release of information.**

Printed Name of Applicant: _____

Date: _____

Signature of Applicant: _____

Return the signed, **ORIGINAL** application by **November 17, 2017** to:
(Copies or faxes will not be accepted as the original)

For questions or information call:

(469) 309-4190

Yasmin Barnes, Civil Service Director
401 South Rogers
P.O. Box 757
Waxahachie, TX 75168

Individuals with disabilities who will need reasonable accommodation in order to complete a test must contact the Civil Service Director at least two weeks prior to the scheduled test date.