

POLICE APPLICANTS:

Take time to carefully read all documents and follow instructions in this packet as they will answer most of the questions you might have.

ORIGINAL APPLICATION must be postmarked by June 23, 2017!

Step 1 – Application Process: Before filling out the application, completely review the Requirements and Disqualification Factors to be sure you meet these specifications. Applications are not reviewed until after the deadline; therefore, be sure your application packet is complete BEFORE you turn it in, including only the documentation indicated on the application form – *no more, no less*. Note that employment information is not required at this level. Additional documentation may be required later in the process.

Step 2 – Study Guide: Study Guides are provided to those whose applications are accepted. They are mailed out after the application deadline along with a Personal History packet to be turned in on the date of the written examination.

Step 3 – Written Examination: This occurs on the date specified in the Notice. Your score on the written examination will determine your rank on our Eligibility List. The Eligibility List is active for twelve months (unless exhausted sooner).

Step 4 – Physical Agility: The individuals who pass the written test will advance to the physical agility course. (The number of individuals who advance will be determined by the number of individuals who pass the written exam). This test is pass/fail. Those who pass will proceed to Step 5.

Step 5 – Further Testing: Once the packet is received in the Civil Service office, a comprehensive background check will be performed for those advancing in the process. Also, a Chief's Interview and an Oral Board Interview will be conducted. These will be explained fully at the time they are administered.

Step 6 – Background: The length of time varies greatly based on the amount of information that needs to be secured and response times, so please be patient. The successful applicant will be given a conditional offer of employment which is dependent upon the results of a psychological exam, polygraph, physical exam and drug screen.

Steps 4 thru 6 are repeated whenever positions need to be filled. For example, if a position remains open after the first applicants have gone through the steps, the next applicants on the list will be processed as described above; and so on until openings are filled or until the Eligibility List expires or is exhausted.

REQUIREMENTS FOR APPLICATION

Applicants must:

- Be at least 21 years of age and have not reached their 45th birthday at the time the list is certified.
- Meet all requirements of Texas Commission On Law Enforcement (TCOLE)
- Have a High School Diploma or GED Certificate with 12 hours of college credit
- Must be a U.S. citizen
- Be able to read and write the English language
- Complete and timely file City of Waxahachie application form
- Provide proof of valid driver's license and insurance

Processing requirements:

- Pass the written Civil Service Examination 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
- Provide physician's release for participation in the Waxahachie Police Department physical ability test
- Pass the Waxahachie Police Department physical ability test and complete each event within the scheduled time limits
- Complete a Personal History Statement
- Be fingerprinted
- Pass Chief and Oral Board interviews
- Pass a thorough background investigation
- Pass pre-employment polygraph exam

Requirements following conditional offer:

- Pass a thorough medical examination and be certified as acceptable by the Medical Doctor retained by the City of Waxahachie who will administer such test and examinations as are deemed necessary and proper to determine whether such applicant is physically capable of performing the essential job functions of the position for which application is made. The examination shall include, but not be limited to the following requirements:

Medical History- may be required to provide, at the physician's request, a full and accurate medical history

Vision- correctable to visual acuity of 20/20 binocular vision in each eye

Color Blindness- shall result in rejection

Hearing- shall be able to hear sounds at 40 decibels from 500-4,000 hertz.

Controlled Substance Screening- employment will be denied if test results are positive

Note: These physical requirements are not exclusive and other existing physical conditions that would prevent the applicant from performing the essential job functions of the position for which applicant is being considered may be grounds for rejection.

- Be certified as acceptable for the position by a psychologist/psychiatrist retained by City of Waxahachie to conduct such examinations.

Please call to request an application or come to City Hall to pick one up:

**City of Waxahachie
Belinda Chapman
401 S Rogers
Waxahachie, TX 75165
469-309-4193**