



Wichita Falls Police Academy





Entrance Exam Procedures

Testing for a Police Officer position is unlike applying for most jobs. As a Civil Service Agency, there are certain steps that an applicant must take to be eligible for employment. We will describe the hiring process below and give you some basic information to help you succeed.

Steps of the Hiring Process

1. Make application with the City of Wichita Falls personnel by submitting an application online at cwftx.simplehire.gov.
2. Take a written Civil Service Entrance Exam (must score 70 or higher to proceed).
3. Turn in Personal History Statement same day as the Civil Service Entrance Exam (must turn in Personal History Statement before testing to be considered as a candidate).
4. Pass physical testing.
5. Pass Video Assessment testing.
6. Background Investigation is conducted.
7. Interview process.
8. Medical screening.
9. Polygraph.
10. Psychological testing.

Applicants passing all the above steps will be eligible for employment based off the list generated by the Civil Service Entrance Exam. Applicants remaining on the list are eligible to be hired, for one year from the Civil Service Exam date, as openings occur. Applicants not hired but remaining on the list may still be eligible to attend the Police Academy. Contact the Police Department Training Staff for more information.

The Personal History Statement must be notarized and turned in the day of the Civil Service Entrance Exam prior to taking the exam in order to be considered as a candidate. Supplemental documents such as high school transcript(s), college transcript(s), certification(s), etc. are not required the day of testing and can be turned in on a later day.

Most Physical Ability testing will be done outside so you should dress or bring appropriate clothing to complete the testing based on the weather forecasted for that day. As with any exercise program, consult your health care provider prior to conducting strenuous physical activity.

POLICE ENTRANCE EXAMINATION PHYSICAL ABILITY TEST STANDARD

One Minute Sit-up	25 reps
300 Meter Run	75.3 seconds
One minute Pushup	19 reps
1.5 Mile Run	16:55 minutes

PRACTICAL ABILITY TEST STANDARDS

1. Heart Rate/Step Test: an initial test to determine overall physical ability to proceed with the remainder of the physical ability test. Applicants will have a seated heart rate taken, walk for three (3) minutes, and then have their heart rate taken again. To pass, heart rate for women must be under 170, heart rate for men must be under 148.
2. Handgun Trigger Pull Six (6) times using both right and left index finger analysis; Time limit one (1) minute.
3. Pedal and steering wheel reach in patrol vehicle (arms extended from steering wheel for airbag safety) and sight over the dashboard/proper use of mirrors analysis.
4. Ability to Drag/Carry weighted object analysis (120 pounds for 20 yards); time limit one (1) minute.



Qualifiers and Disqualifiers

The following is a partial list of automatic disqualifiers and/or possible disqualifiers for the position of Police Trainee:

For a complete list of qualifiers and disqualifiers, or if you have questions regarding whether or not these disqualifiers apply to you, Contact the Wichita Falls Police Department Training Unit at (940) 720-5059.

- Applicant must be at least twenty-one (21) years of age at the time of TCOLE licensing exam and not more than forty-four (44) years of age at the time of hire.
- * Applicant fails to meet the Minimum Standards for Initial Licensure as set forth by the Texas Commission on Law Enforcement (TCOLE)
- Does not possess a High School Diploma or equivalent certificate with 12 hours college credit at 2.0 grade point average or higher
- * Not a Citizen of the United States of America by birth or naturalization.
- Applicant fails to make application in the manner prescribed and/or fails to file applications in a timely manner.
- Applicant fails to demonstrate the ability to read, write and speak English.
- Applicant unable to perform essential functions of the position.
- Any conviction of a Class A or higher offense or the equivalent under UCMJ.
- * Any conviction of a Class B offense or higher within the last 10 years.
- Intentionally providing false information related to the selection process.
- Applicant fails to complete or satisfactorily meet the employment process requirements.
- Unlawful consumption of Marijuana within the past two years.

- Unlawful consumption of any Texas Health and Safety Code, Penalty Group I & II drugs (excluding Marijuana).
- Unlawful consumption of any Texas Health and Safety Code, Penalty Group III, IV & V drugs in the past 10 years.
- Unlawful consumption or admission to abuse of prescription medications.
- Admitted use of any substance which constitutes a felony grade substance as described by the Texas Penal Code.
- Failure to maintain a valid driver's license.
- Applicant has a conviction of DWI/BWI/FWI/DUI or reckless driving within the past (10) years. Driving violations that exceed four (4) events (moving violations or preventable accidents) within the past three (3) years.
- Applicant has been dismissed or resigned in lieu or dismissal from any employment for inefficiency, delinquency or misconduct.
- Applicant has demonstrated a failure to pay just debts.
- Applicant has demonstrated poor judgment skills in the past (5) years.
- Applicant has an unstable work history.
- * Discharged from any military service under less than honorable conditions, including: Under other than honorable conditions, Bad conduct, Dishonorable, General Discharge, or any other characterization including bad character.
- Applicant fails to return Personal History Statement in a timely manner.

***TCOLE Automatic Disqualifiers**



SALARIES, BENEFITS & CERTIFICATION PAY

The city of Wichita Falls strives to provide a competitive salary to its employees. Trainees are paid the Trainee salary to attend the 24 week Police Academy. Upon graduation from the Academy, trainees are raised to the Officer salary. Promotions to Sergeant, Lieutenant and Captain are based on Civil Service Testing. Officers are eligible to test after two years in each position.

Salary Range

Base salaries quoted for 2015-2016

	Base Starting	Base Maximum
Police Trainee	\$41,084.43	--
Police Officer	\$48,125.32	\$63,500.34
Police Sergeant	\$64,377.94	\$72,500.02
Police Lieutenant	\$74,044.45	\$81,751.06
Police Captain	\$88,959.36	\$96,292.47
Police Deputy Chief	\$96,960.60	\$104,953.27

Certification Pay

Certification pay is available for intermediate, advanced, and Masters Certifications. These certifications are received from TCOLE upon meeting the required training and experience.

Intermediate Certification	\$80	Per Month
Advanced Certification	\$125	Per Month
Masters Certification	\$150	Per Month

Longevity Pay

Longevity pay is obtained for each full year of service up to a maximum of \$3,240 a year after 15 years.

Benefits include:

- **Vacations, Holidays and Sick Leave**
- **IAV (Individually Assigned Vehicle) Program**
- **Health and Dental Coverage**
- **Vision Care**
- **Aflac**
- **Life Insurance**
- **Flexible Spending Accounts**
- **Retirement - Mandatory**
- **457 Retirement Plans - Voluntary**
- **Civil Service**
- **Credit Union**