



Civil Service

TO: Qualified Applicants
FROM: Christi Klyn, Civil Service Director
SUBJECT: Civil Service Examination for Police Officer Trainee
DATE: September 20, 2018

This serves as notice that a Civil Service Examination for Police Officer Trainee will be given on **Saturday, October 20, 2018** to establish eligibility for employment with the City of Wichita Falls Police Department. Those applicants who successfully complete the Civil Service Examination for Police Officer Trainee will immediately participate in the Physical Agility test.

Applicants **MUST** submit a **Personal History Statement** on the testing date **prior to** taking the Civil Service Exam for Police Officer Trainee. Personal History Statements will **NOT** be accepted after the test has been administered on **October 20, 2018**. **Failure to meet this deadline will result in disqualification for this testing cycle.**

TITLE POSITION: Police Officer Trainee

QUALIFICATIONS: An applicant must be at least twenty-one (21) years of age at the time of administration of the TCOLE Licensing Examination and not more than forty-four (44) years of age at the time of hire. **Applicants must meet minimum qualifications and pass the competitive written examination and satisfactorily meet other selection criteria as established by the Civil Service Commission of the City of Wichita Falls.** An applicant may not be eligible for a beginning position with a Police Department unless the applicant meets all legal requirements necessary for certification, see Section 1701.001 et seq., Texas Occupations Code relating to licensing of Police Officers, by the Texas Commission on Law Enforcement (TCOLE) as set forth in Section 143.023(e). An applicant must be able to read and write English.

APPLICATIONS: Applications must be submitted by **11:59 p.m. CST, October 14, 2018**. Applications may be submitted via the City of Wichita Falls employment website at www.cwftx.simplehire.com.

EXAMINATION: Police Officer Trainee Entrance Examination will be administered on **Saturday, October 20, 2018, at 8:00 a.m. at the Wichita Falls High School Cafeteria located at 2149 Avenue H., Wichita Falls, TX 76309**. The written exam is immediately followed by a Physical Agility test.

As set forth in Section 143.025 (b). An eligibility list for a beginning position in the Police Department may be created only as a result of a competitive examination held in the presence of each applicant for the position, except as provided by Subsections (d) and (e). The examination must be based on the person's general knowledge and aptitude and must inquire into the applicant's general education and mental ability. A person may not be appointed to the police department except as a result of examination. All applicants will take the same examination; be examined in the presence of other applicants for that eligibility list. An additional five 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. The examination can only be taken once for a particular eligibility list.



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The Eligibility List created from this exam will remain in effect for one year, from October 20, 2018 until October 20, 2019.

I certify that the above notice of testing was posted on the bulletin board at Memorial Auditorium, Wichita Falls, Texas on the 21st day of September 2018, at 8:25 o'clock a.m.

Mari Balhogs

City Clerk