



CIVIL SERVICE WRITTEN EXAMINATION FOR ENTRY-LEVEL POLICE OFFICER POSITION

COVER SHEET

INSTRUCTIONS:

**PLEASE READ ALL INSTRUCTIONS AND DOCUMENTS IN THIS
PACKET CAREFULLY!**

Your application must be thoroughly completed and submitted by the deadline.

Please note: Written Exam is scheduled for Wednesday, September 3, 2025.

Visit: <https://iosolutions.com/ios-web-store/> and search **NCJOSI^2** to view available study guides at applicant's cost.

Application Submittal Deadline:

Tuesday, August 26, 2025

***Applications will NOT be accepted after this date - No exceptions!**

Upon successfully submitting your application, you will receive a confirmation email prior to the examination date that will confirm your examination eligibility.





ENTRY LEVEL POLICE EXAMINATION APPLICATION INSTRUCTIONS

Your application must be thoroughly completed. Application and all required documents must be submitted by **Tuesday, August 26, 2025 - no exceptions**. Applications must be submitted to the Human Resources Department, located at 1300 West Houston Avenue, McAllen, Texas 78501.

MINIMUM REQUIREMENTS:

I. To be eligible to take the Civil Service Written Examination for Entry-Level Position Police Officer with the City of McAllen Police Department, applicants shall:

- (1) Be a citizen of the United States;
- (2) Must be at least 21 years of age by completion of Police Academy;
- (3) Be a high school graduate or have passed general educational development (GED) test indicating high school graduation level;
- (4) Have a valid Driver License and satisfactory driving record (a valid Texas Driver License and satisfactory driving record is required prior to employment as an Entry-Level Police Officer) and must not be prohibited by state or federal law from operating a motor vehicle;
- (5) Have completed and submitted the enclosed documentation to the City of McAllen Human Resources Department/Civil Service Division by the deadline. **No applications will be accepted after the deadline;**
- (6) Must be able to intelligently read and write the English language;
- (7) Must possess 20/20 vision in each eye. Uncorrected vision cannot exceed 20/400 in each eye. Must be free of color blindness, night blindness and any other visual deficiencies or limitations;
- (8) Must possess hearing with less than a 30-decibel loss. Uncorrected hearing cannot exceed a 60-decibel loss in each ear;
- (9) Must complete a background investigation, pre-employment polygraph examination, and investigation of local, state and federal records as required;
- (10) Not currently under indictment for any criminal offense;
- (11) Have not been convicted (or placed on community supervision/probation) of an offense above the grade of a Class B misdemeanor or a Class B misdemeanor within the last ten years, or for any Class C misdemeanor involving the duties and responsibilities of a police officer;
- (12) Never have been convicted of any family violence offense;
- (13) Not prohibited by state or federal law from possessing firearms or ammunition; and
- (14) Must not have had a license, issued by TCOLE, previously revoked.

II. An applicant may not be certified as eligible for Entry-Level position with the McAllen Police Department unless the applicant meets all legal requirements necessary to become eligible for future licensing by the Texas Commission on Law Enforcement (TCOLE). For more information, visit: <https://www.tcole.texas.gov/> .



Kevin Pagan, Chairman
Jesse Barba, Vice-Chairman
Ruben Garza, Commissioner

Christina Flores, Civil Service Director

August 1, 2025

ENTRANCE EXAMINATION NOTICE FOR POLICE OFFICER

The City of McAllen will be administering a Civil Service Examination for Entry Level Police Officer on **Wednesday, September 3, 2025**. Pursuant to Chapter 143.024 of the Government Code, the following notice is being posted. The examination will be based on the person's general knowledge and aptitude and will inquire into the applicant's general education and mental ability.

The examination is scheduled for:	Date:	Wednesday, September 3, 2025
	Time:	9:00 a.m.
	Registration:	7:30 a.m.
	Location:	McAllen Convention Center (Room 101)
	Address:	700 Convention Center Blvd McAllen, Texas 78501

The deadline to submit your application is Tuesday, August 26, 2025 by 5:00 p.m.

In order to be placed on the Entrance Eligibility List, an applicant must pass the examination. The ranking of the applicants on the entrance eligibility list shall be based upon the highest total score resulting from a passing grade on the written examination plus any military service or credit as required by Chapter 143, if applicable. In the event of ties in final total scores, the applicant's rank on the eligibility list shall be determined by the highest number of correct answers on the exam (the person with the higher exam grade will be placed higher even though the final total score is a tie). If a tie still remains, then the order of ranking shall be determined by giving the highest positions among those sharing an identical total score and an identical exam grade in the order in which the applicants signed up for the examination (i.e. those signing up earlier will be given a higher ranking). The eligibility list created as a result of the examination will be in effect for one year after the date of the examination or until all eligible candidates have been passed over.

If you have any questions, please do not hesitate to call the Human Resources Department/ Civil Service Division at (956) 681-1045.

Sincerely,

Christina Flores
Civil Service Director



POLICE OFFICER BENEFITS



PAY SCALE

ENTRY LEVEL OFFICER		RATE		
POLICE PROBATIONARY I (0-6 MO)		\$22.0336/HR		
POLICE PROBATIONARY II (7-11 MO)		\$24.3874/HR		
YEARS OF SERVICE	POLICE OFFICER III	SERGEANT	LIEUTENANT	ASST CHIEF
YEAR 1	\$32.3538/HR			
YEARS 2-3	\$33.3569/HR	\$40.1327/HR		
YEARS 4-5	\$34.6731/HR	\$41.4488/HR	\$46.1394/HR	\$133,490.4512
YEARS 6-7	\$34.7512/HR	\$41.5139/HR	\$46.1394/HR	\$133,490.4512
YEARS 8-9	\$35.8327/HR	\$42.5302/HR	\$47.7552/HR	\$135,739.9624
YEARS 10-11	\$36.1324/HR	\$42.9082/HR	\$47.7552/HR	\$135,739.9624
YEARS 12-13	\$36.8229/HR	\$43.5987/HR	\$48.6543/HR	\$138,612.8320
YEARS 14-15	\$37.5266/HR	\$44.3023/HR	\$48.6543/HR	\$138,612.8320
YEARS 16 -17	\$38.5299/HR	\$45.3057/HR	\$49.5534/HR	\$140,428.7024
YEARS 18 - 19	\$38.5960/HR	\$45.3708/HR	\$49.5534/HR	\$140,428.7024
YEARS 20-21	\$40.2368/HR	\$46.9995/HR	\$50.8825/HR	\$142,244.5728
YEARS 22+	\$40.3020/HR	\$47.0778/HR	\$50.9476/HR	\$142,244.5728

CERTIFICATION PAY

TYPE	MONTHLY RATE
INTERMEDIATE POLICE OFFICER	\$50
ADVANCED POLICE OFFICER	\$100
MASTER POLICE OFFICER	\$200

EDUCATION PAY

TYPE	MONTHLY RATE
ASSOCIATE DEGREE	\$75
BACHELOR'S DEGREE	\$150
MASTER'S DEGREE	\$200
DOCTORATE DEGREE	\$250

ASSIGNMENT PAY

TYPE	ANNUAL RATE
LEVEL ONE	\$1,375
LEVEL TWO	\$2,375
LEVEL THREE	\$5,000

UNIFORM ALLOWANCE

Employees earn \$38.48 per pay period depending on assignment.

SHIFT DIFFERENTIAL PAY

Employees earn additional \$1.00 per hour depending on assigned work shift.

VACATION LEAVE

Vacations accrue for eligible Employees according to the following schedule:

CONTINUOUS YEARS OF SERVICE	PAID VACATION DAYS
0-14 YEARS	15 DAYS
15-19 YEARS	18 DAYS
20+ YEARS	20 DAYS

SICK LEAVE

Sick leave accruals shall be covered by applicable provisions of the Texas Local Government Code, Chapter 143.

TUITION REIMBURSEMENT

The City provides eligible Employees tuition reimbursement for programs from accredited institutions of higher education for courses of study that are relevant to city government services or the Employee's current/future position and job opportunities.

RETIREMENT

Employees are required to participate in Texas Municipal Retirement System at a 7% contribution rate per pay period. The City contributes 2-to-1 matching funds. Employees vest at 10 years and are eligible to retire the account at 20 years of service at any age or 10 years of service at age 60.

This document is a very general description of the benefits to which Employees of the City of McAllen may be entitled. Please understand that this general explanation is not intended to, and does not provide all the details of these benefits. Therefore, this does not change or otherwise interpret the terms of the official plan documents. To the extent that any of the information above is inconsistent with the official plan documents, the provisions of the official documents will govern in all cases. The City of McAllen is not responsible or liable for any misstatements or inaccuracies found in this general description of our benefit programs.

BENEFIT PLANS

MEDICAL

The City sponsors a self-funded EPO plan through United Healthcare. There is a \$50 monthly surcharge that applies to spouses that have employer sponsored coverage available. Health plan members have option of no cost primary care, urgent care and extended ancillary care through our preferred clinic, Frontier.

BI-WEEKLY PREMIUMS

TIER	PREMIUM
EMPLOYEE ONLY	\$30.00
EMPLOYEE PLUS SPOUSE	\$169.00
EMPLOYEE PLUS CHILD	\$140.00
EMPLOYEE PLUS FAMILY	\$182.00

DENTAL

Eligible Employees can enroll in the City's Dental Plan with Delta Dental. The Plan covers 100% Preventative Services, 80% Basic Services and 50% Major Services up to the maximum allowance annually. Basic and Major Services have a \$50 deductible.

BI-WEEKLY PREMIUMS

EMPLOYEE ONLY	EMPLOYEE PLUS FAMILY
\$9.95	\$32.88

VISION

Eligible Employees can enroll in the City's Vision Plan with Davis Vision. The plan covers your exam (with \$10 exam copay) and glasses or contacts (with \$10 materials copay up to the maximum allowances). Additional discounts are available for upgrades and extras.

BI-WEEKLY PREMIUMS

EMPLOYEE ONLY	EMPLOYEE PLUS FAMILY
\$5.20	\$13.02

FLEXIBLE SPENDING ACCOUNT

Eligible Employees can participate in the Flexible Spending Account program that allows you to pay for eligible healthcare expenses (including dental/vision) with pre-tax contributions on a front loaded debit card. You choose the amount to set aside from your paycheck and must re-elect this benefit each year to continue. The 2024-25 plan year maximum contribution is \$3,100. This money is use-it or lose-it within the plan year; however, the plan has a \$610 rollover allowance and includes a 90 day run-out to file expenses for the previous plan year.

LIFE

Eligible Employees receive life insurance benefits of 2x annual salary (up to \$100,000) at no cost to them through Lincoln Financial. Additional voluntary life insurance is available at cost for the Employee, their spouse, and children. Premiums vary.

DISABILITY

Eligible Employees enrolled in disability through Lincoln Financial with non-job related illness or injury receive up to 60% of their salary if they are unable to perform their essential job functions. Short Term Disability offers up to 13 weeks of benefits after a 7 or 14 day waiting period, while Long Term Disability offers up to 2 or 5 years of benefits, or up to age 65 after a 90 day waiting period. Premiums vary based on plan choice and salary.

PREPAID LEGAL & ID PROTECTION

Eligible Employees can enroll in prepaid legal and identify theft coverage through ARAG for \$10.20 per pay period. This legal plan provides access to over 14,000 attorneys nationwide to assist with personal legal needs like creating wills, estate planning, marriage/divorce, buying a home, and much more. Legal services are available online, over-the-phone or in-person. ARAG identity theft benefits include robust monitoring and complete identity restoration should you become a victim of identity theft.

ANCILLARY BENEFITS

Eligible Employees can elect coverage for themselves and dependents at cost from one or more of our Colonial Life ancillary products that include: Accident, Cancer, Critical Illness, Medical Bridge and Whole Life policies. These policies provide direct payment to the participant and premiums vary.

HEARING BENEFITS

The City's Health, Dental and Vision plans each have some hearing discount provisions available for enrollees. Additionally, the City has a discount partnership with Start Hearing that is available to Employees and their families with no enrollment needed.

EMPLOYEE ASSISTANCE PLAN

The City offers no cost Employee Assistance Plan services through Optum that are confidential to eligible Employees and their household. Individuals receive free, confidential counseling, referrals, legal assistance, and financial services. The EAP also has a robust program to help our Employees handle eldercare concerns for their aging parents.

PET INSURANCE

The City offers access to low cost pet insurance available for a variety of pet types through a direct pay program.

PERSONAL HISTORY STATEMENT

Preliminary Application



McAllen Police Department Training Unit

Return Preliminary Application to:
Christina Flores
Civil Service Director
P.O. Box 220
1300 Houston Ave
McAllen, TX 78505-0220
Phone: (956) 681-1045

EDUCATIONAL HISTORY

NAME & TYPE OF SCHOOL LOCATION (CITY & STATE)	DATES ATTENDED FROM	TO	DEGREE AND/OR CREDIT HRS. EARNED

CRIMINAL RECORD

LIST ALL ARRESTS, DETENTIONS (INCLUDE FELONIES, MISDEMEANORS, EXCEPT TRAFFIC VIOLATIONS).

Charge	Agency	Date	Disposition

Have you ever been placed on Court-ordered community supervision or probation for any criminal offense? If yes, list dates, Court rendering judgement, and arrest information. _____

Have you ever committed a serious crime? If yes, explain. _____

Have you ever shoplifted anything? If yes, explain. _____

Have you ever committed an assault involving family violence? If yes, explain. _____

Have you ever stolen money, equipment, or merchandise from an employer? If yes, explain. _____

Have you ever used illegal drugs? _____ Drugs used? _____

Number of times you used drugs? _____ Type of drugs used? _____

Have you ever sold or furnished any controlled substance or illegal drug? If yes, explain. _____

Which substance did you furnish, sell or buy? _____ When was the last time you sold, furnished, or bought any controlled substance or illegal drug? _____

Have you ever abused any prescribed medication within the past five years? _____ Type: _____
How did you abuse the medication? _____

Have you ever been involved in the manufacturing of an illegal drug? _____ Type: _____
Describe your involvement. _____

LIST ALL TRAFFIC CITATIONS YOU HAVE RECEIVED (LIFETIME).

CITY/STATE	MONTH/YEAR	CHARGE	DISPOSITION
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Has your driver's license ever been suspended? If yes, give date and explain reason(s) for suspension. _____

Have you ever been classified as a high risk for vehicle insurance? _____

How many vehicle accidents have you been involved in as a driver? _____ Hit and run accidents? _____

MARITAL AND FAMILY HISTORY

CIRCLE YOUR CURRENT STATUS:

SINGLE ENGAGED MARRIED SEPARATED DIVORCED WIDOWED

How many times have you married? _____ Have you ever been married to more than one person at a time? _____

EMPLOYMENT HISTORY

LIST YOUR PRESENT OR MOST RECENT JOB:

Employer _____ From _____ To _____

Address _____

Phone number _____ Job Title _____

Supervisor _____ Co-worker _____

Salary/Hourly rate: _____ Did you receive job performance evaluations? _____ Were you ever reprimanded? _____

Reason for leaving _____ Eligible for re-hire? _____

How many jobs have you held in the last three years (Include part-time and seasonal jobs)? _____

How long have you been unemployed? _____ Source of income: _____

Have you worked for the City of McAllen before? If yes, when and where? _____

Have you ever applied with the McAllen Police Department? _____ Position: _____

**CHECKLIST OF DOCUMENTS THAT MUST
ACCOMPANY YOUR APPLICATION (ATTACH COPIES)**

Driver's License Class: _____ Expiration Date: _____

Verified by: _____

Birth Certificate (Hospital birth certificates not acceptable)

Verified by: _____

Certificate of Naturalization (Unlawful to copy) # _____

Verified by: _____

Social Security Card (If a card is not available, must present a letter of renewal from the Social Security Administration Office.)

Verified by: _____

High School Diploma/GED Certificate or official transcript (Unofficial copies are not acceptable. If the school will not issue an official transcript to the student, have them mail the transcript direct to our office.)

Verified by: _____

Military Discharge Papers (DD214) or Selective Service Card (If a Selective Service Card is not available, call 847-688-2576 or 847-688-6888 to receive your number and request a new card). Until receipt of your card, provide your number in the space below.

Verified by: _____

Selective Service Number: _____ Date of registration: _____

AN ADDITIONAL FIVE (5) 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.

IF MAILING APPLICATION, YOU MUST SUBMIT COPIES OF DOCUMENTS LISTED ABOVE. ORIGINAL DOCUMENTS MUST BE PRESENTED LATER IN THE PROCESS.

IF SUBMITTING APPLICATION IN PERSON, YOU MUST PROVIDE ALL COPIES OF DOCUMENTS LISTED ABOVE, WE WILL NOT MAKE COPIES. ORIGINALS MUST BE PRESENTED LATER IN THE PROCESS.

I CERTIFY THAT THE FOREGOING ANSWERS ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF, AND I AGREE THAT ANY MISSTATEMENT OF OMISSION AS TO A MATERIAL FACT WILL CONSTITUTE GROUNDS FOR IMMEDIATE DISMISSAL OR REJECTION OF MY APPLICATION. I HEREBY GRANT AUTHORIZATION TO THE CITY OF McALLEN POLICE DEPARTMENT TO CONTACT ANY PERSON OR ORGANIZATION FOR INFORMATION AND/OR DOCUMENTS TO VERIFY THE VALIDITY OF ANY PREVIOUS STATEMENT REGARDING MY PREVIOUS EMPLOYMENT, CHARACTER, PHYSICAL CONDITION, AND CONDUCT. IN CONSIDERATION OF PROCESSING MY APPLICATION AND INFORMATION FURNISHED BY MY FORMER EMPLOYERS OR OTHER PERSON DESIGNATED HEREIN, I HEREBY RELEASE AND HOLD HARMLESS FROM ANY AND ALL LIABILITY OF WHATSOEVER NATURE ANY AND ALL OF SUCH PERSONS OR ENTITIES SO FURNISHING OR PROCESSING ANY INFORMATION ABOUT ME.

Applicant Signature

Date