City of Rollingwood, Texas
Police Officer (TCOLE Licensed) – Job Description and Community Profile

Department: Police
FLSA: Non-Exempt
Hiring Salary Range: $74,152 - $86,532 (Depending on Qualifications)

The City of Rollingwood is seeking a Police Officer for the Rollingwood Police Department (RPD). Rollingwood is a picturesque community positioned on the west bank of Lady Bird Lake, between the City of West Lake Hills and the City of Austin. Rollingwood abuts the west side of Zilker Park, the site of many festivals, music concerts, and acres of open green space. With just over 1,500 citizens, Rollingwood has a diverse population of residents who love the feel of our close-knit small town. The topography of the neighborhood allows for walkability and the residents enjoy using the streets for exercising, walking dogs and riding bikes. There is no shortage of children playing throughout the neighborhood and everyone delights in the amenities of Rollingwood Park for outdoor recreation on ball fields, playgrounds, and trails. Rollingwood has been ranked as the best place in Texas to raise a family by Niche Magazine. In addition, Rollingwood has a growing commercial district featuring eateries, retail businesses and professional offices, which have helped position Rollingwood as a vibrant community for the future.

The City of Rollingwood is a Type A General Law City where the City Council is the governing body of the City consisting of five elected Council members and a Mayor; with the framework of City Administrator form of government.

Police Officer

Under general supervision, the Police Officer provides responsive and courteous police services in the protection of life and property through the enforcement of laws and ordinances. Responsibilities and services generally consist of routine patrol, interventions, investigations, and traffic regulation duties. The Police Officer performs other related duties as assigned.

Requirements

1. Must be 21 years of age with current TCOLE license.
2. Proof of citizenship and/or eligibility to legally work in the United States.
3. Must maintain valid Texas Driver's License with satisfactory driving record, as defined by City policy.
4. Must have a high school diploma or equivalent.
5. Must NOT have been discharged from any military service under less than honorable conditions; specifically, under other than honorable conditions, bad conduct, dishonorable, or any other characterization indicating bad behavior.

6. Must NOT have violated any TCOLE rule or provision of Occupation Code, Chapter 1701.
7. Must be of good moral character.
8. Must be capable of performing all essential job functions.
9. Shall not be prohibited from carrying a firearm or possessing ammunition.
10. Must successfully complete the following: thorough background investigation, oral board interview, drug screening, and psychological screening; Must provide all requested supporting documents.

Essential Duties and Responsibilities

- Preserves the peace of the community through mediation, investigation, intervention, documentation, and arrest.
- Utilizes all lawful means to improve the quality of life by reducing the fear and incidence of crime, recognizing and resolving problems, and meeting the public safety needs of the residents of the City of Rollingwood.
- Patrols the community to respond to citizens' requests for assistance, enforces traffic regulations, detects crime, apprehends violators, and assures public safety.
- Patrols looking for unusual or suspicious activities or persons, and interrogates and communicates with victims, witnesses and suspects in cases.
- Responds to emergency and non-emergency calls for service and provides scene security and protection for emergency services personnel.
- Enforces local, state and Federal laws.
- Enforces compliance with local regulations and ordinances according to policies, procedures and regulations.
- Investigates crimes and accidents, secures and processes crime and accident scenes, and identifies and collects evidence within scope of authority.
- Makes arrests as necessary, interviews victims, complainants, and witnesses, interrogates suspects, and preserves evidence.
- Completes detailed reports and required paperwork.
- Serves warrants and court documents.
- Represents the Department at court hearings and testifies completely and accurately in court cases.
- Assists and coordinates with other emergency services personnel, outside organizations and businesses, and Federal, state and local law enforcement organizations.
- Maintains vehicle and equipment according to Department standards.
- Communicates effectively with co-workers and others, including persons of diverse backgrounds and in altered emotional and psychological states.
- Maintains the integrity, professionalism, values and goals of the Department by assuring that all rules and regulations are followed, and that accountability and public trust are preserved.
- Contributes to team effort by performing other related duties as assigned.

Education and Experience

- High school diploma or GED equivalent is required.
- Completion of a state-approved Basic Peace Officer Course (BPOC) is required.
- Passing of the Texas Commission on Law Enforcement (TCOLE) licensing exam is required.

Knowledge, Skills and Abilities

- Knowledge of technical aspects of crime prevention and law enforcement including: laws of arrest/use of force, search and seizure, property and evidence, criminal investigations, patrol, traffic control, records management, and care and custody of persons and property.
- Knowledge of pertinent Federal, State, and local laws, codes and regulations, and ability to interpret and apply as necessary.
- Ability to perform effectively while working independently or as part of a team.
- Ability to establish and maintain effective working relationships with peers and supervisors.
- Knowledge of proper care and use of firearms.
- Ability to communicate effectively, whether verbal or written.
- Ability to establish and maintain an effective working relationship with all levels of management, City officials, police personnel, other city employees, and the public.

Working Conditions and Physical Requirements

- May be subject to high stress situations which include receiving details of criminal acts of violence as well as viewing reports and images of such violence.
- May work during late evening or early morning hours and/or weekends as necessary.
- Must possess the physical ability to work primarily with fingers, perceive the nature of sounds, make rational decisions through sound logic and deductive processes, express or exchange ideas by the spoken word, substantial movements (motions) with the hands, wrists, and/or fingers, and discern letters or numbers at a given distance.
- Additionally, the following physical abilities are required: hearing, manual dexterity, mental acuity, reaching, repetitive motion, speaking, talking, and visual acuity.

Travel and Training

The City of Rollingwood is dedicated to the training and professional development of its employees. The Police Officer may be required to travel, including overnight stays, involving training and conducting City business.

Benefits

Starting salary is $35.65 an hour ($74,152 annually) with seven possible additional step raises of up to a potential salary of $45.63 an hour ($94,918.38 annually) based on time in service with the Rollingwood Police Department. Lateral transfer is possible.

The City of Rollingwood provides excellent, competitive benefits for full-time employees. Please see the attached Benefits Page for a full listing of benefits for full-time employees of the City of Rollingwood.

Benefits include retirement eligibility after 20 years. Police employees are additionally compensated with shift differential pay, FTO pay, and on call pay. Uniforms and firearm are furnished.

Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. This description reflects management's assignment of essential functions; it does not proscribe or restrict the tasks that may be assigned. Management has the exclusive right to alter this job description at any time without notice. This job description is not an employment agreement or contract.

How to Apply

Qualified applicants should submit a completed City of Rollingwood Employment Application. The Employment Application can be downloaded from the City website at www.rollingwoodtx.gov or picked up in person at Rollingwood City Hall located at 403 Nixon Drive, Rollingwood, Texas, 78746.

Completed applications can be mailed or delivered in person to Rollingwood City Hall at 403 Nixon Drive, Rollingwood, Texas, 78746, addressed to the City Secretary, Erin Penney. Alternatively, applications may be submitted electronically via email to Erin Penney at epenney@rollingwoodtx.gov.

The position open until filled.

City of Rollingwood

Full-Time Employee Benefits

Medical Benefits

- Health Insurance - 100% paid by the City for the Employee, option to add dependents
- Dental Insurance - 100% paid by the City for the Employee, option to add dependents
- Vision Insurance - 100% paid by the City for the Employee, option to add dependents
- Employee Life Insurance – 1x Base Annual Earnings, Max $150,000
- Additional Life Insurance through TMRS equivalent to 12-month's salary if death occurs while you are an active employee
- Short-Term Disability
- Long-Term Disability
- Workers Compensation Insurance and 100% Salary Indemnity

Retirement Benefits

- Texas Municipal Retirement System (TMRS) 7% employee contribution, 2:1 City contribution, with 5-year vesting and 20-year retirement
- Optional Roth IRA Account with Mission Square Retirement (Formerly ICMA-RC)
- Optional Deferred Compensation Account with Mission Square Retirement (Formerly ICMA-RC)

Other Benefits

- Annual Anniversary Increases
- COLA increases as determined by the City Council
- Paid Vacation based on years of service
- Paid sick days
- 15 Paid Holidays per year
- Longevity Pay
- Certification Pay for Police Department and Public Works Department
- Bilingual Pay
- Education Pay
- Bereavement Leave with Pay
- Administrative Absence with Pay for Jury Duty, Conferences, Voting
- City-paid training seminars
- City-paid licenses and associated training
- City-paid uniforms for outside departments
- Social Security and Medicare shared expenses