EMPLOYMENT ANNOUNCEMENT
POLICE OFFICER

Date Posted: January 2020
Salary Range: $62,691 annually ($30.14 hourly) DOQE; competitive salary; excellent benefits package including paid vacation, sick, 10 paid holidays; medical/dental/vision/life insurance; TMRS, optional ICMA-RC 457 retirement plan; shift work with EVERY OTHER WEEKEND OFF
Deadline: Applications accepted until positions filled

The City of West University Place is known as a Neighborhood City – providing our residents with world class services and being responsive to citizen’s needs. Located in the heart of the Houston metropolitan area, you’ll find state-of-the-art equipment and technology, a recently remodeled police station and strong community support.

Job Summary

Incumbents ensure the safety and security of City streets, buildings, residences, and neighborhoods. Typical duties may include: maintaining readiness for emergency call response; responding to emergency calls when dispatched and taking proper action; conducting patrol; issuing citations; collecting evidence; preparing incident reports; educating staff and public on crime safety/prevention; and performing other related activities.

Essential Job Duties and Responsibilities

- Responds to routine and complex emergency requests and situations; maintains readiness for emergency calls; and answers and responds to radio or telephone dispatchers.
- Performs patrol of assigned area on foot, by motorcycle, or in patrol cars; responds to citizen requests or service dispatches; quells disturbances; investigates suspicious or illegal activities, persons, or establishments; enforces applicable laws related to protection of life and property.
- Conducts interviews and questions witnesses, victims, and suspects; collects and preserves evidence; secures crime scenes; issues warnings and citations; arrests and transports violators to assigned facilities; and/or inspects prisoners and jails for weapons or contraband.
- Coordinates with and provides information to staff and the public to disseminate educational information on crime/safety prevention.
- Prepares and maintains suspect illness and injury, accident, arrest, and other critical incident, and administrative reports, records, logs, and other documentation.
- As assigned, may serve as detectives, drug enforcement task force members, K-9 handlers, school resource officers, identification officers, field training officers, or perform other assigned functions.
- Performs other duties of a similar nature or level.

Education, Experience and Certification

High School Diploma or GED and Basic Peace Officer training; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Valid Texas driver's license; Texas Commission of Law Enforcement License.

For application procedures, please visit our website [http://www.westutx.gov/application](http://www.westutx.gov/application). All applicants must complete and submit a City of West University Place application form to be considered for this position.

The City of West University Place is an Equal Opportunity Employer