PART TIME POLICE OFFICER

The City of Normangee Texas, is currently accepting applications for one Certified Police Officer to fill a Part Time position. Normangee is a small town with an approximate population of 750 and is located approximately two hours from Dallas, Austin and Houston. Our department also assists neighboring law enforcement agencies in both Leon and Madison Counties when needed. The Normangee Police Department is currently seeking highly motivated, certified officers with who will serve the community and represent our department with honor and integrity. Applicants should be able to communicate well with citizens in a small, rural community as well as work with officers from neighboring agencies when their assistance is needed.

Essential Job Functions

* Drive patrol car and provide enforcement, protection and crime prevention services under the laws of the City of Normangee, the State of Texas and United States.

* Enforce city ordinances, state and federal laws and written and unwritten directives.

* Produce crime, accident and other reports as required or instructed.

* Conduct accurate, thorough and complete investigations as required or instructed.

* Preserve crime scenes and process information as required or instructed.

* Follow-up on prior calls for service as required or instructed.

* Assist other local, state and federal law enforcement agencies, fire department and other agencies as required or instructed.

* Apprehend, arrest, book and process criminal suspects and transfer prisoners from other localities.

* Attend and testify in scheduled and required court sessions.

* Participate in community policing efforts through business and citizen contacts, non-enforcement public contacts, crime prevention checks, community relations, safety representations, and neighborhood crime watch programs.

* Demonstrate competent and continuing weapons proficiency.

* Demonstrate ability to competently use basic functions of a computer.

* Demonstrate the ability to follow directions when instructed.

* Routinely inspect, maintain and ensure equipment upkeep.

* Maintain regular work attendance, arrive at work on time and work in assigned area; this may include overtime hours being worked on an as-needed basis.
*Maintain continuing professional education through scheduled training classes and legal updates.

*Complete assignments in a professional and timely manner.

*Perform other related duties as required, requested or instructed.

Applications can be obtained by contacting Normangee Police Chief Charles Herford or Normangee City Hall at 936-396-3691.

All applications must be filled out completely. Omissions or incomplete applications are grounds for disqualification. Release forms must be notarized.

Applications can be submitted in person at Normangee City Hall at 107 Main Street, Normangee, Texas, 77871, Monday – Thursday 8:00 am to 3:00 pm and on Friday from 8:00 am to 2:00 pm. The office is closed on the weekends.

If mailing (Po Box 37, Normangee Texas, 77871) or emailing (chief.normangeepd@gmail.com). If mailing, please use the address above and put C/O Chief Charles Herford on the address line.

If you have any questions, please feel free to give us a call. We look forward to receiving your application.

RESUMES WILL NOT BE ACCEPTED IN LIEU OF APPLICATIONS.

**Job Requirements**

The necessary qualifications include: basic TCOLE Peace Officer certificate, valid Texas Driver’s license with good driving record, and a high school diploma or GED: some college preferred. Experience as a certified peace officer is preferred but not required. All candidates must pass a thorough background investigation, psychological test, oral interview, and drug screening.