

NOW HIRING



PATROL OFFICER POSITION

The West Lake Hills Police Department currently has an opening for a Patrol Officer. Come work for an outstanding Police Department with amazing community support – you'll be glad you did! Be a part of a family and not just a number – come to work with us and make a real difference. This position will be working a rotating 12-hour shift with every other weekend off. Accepting applications until Nov 30th - additional requirements and application instructions are listed below.

ESSENTIAL JOB FUNCTIONS:

- ❖ Perform general duty police work in protecting and serving the community
- ❖ Patrol the City in a vehicle or on foot, respond to emergency calls for service, perform traffic enforcement and accident investigation, properly and fairly enforce applicable laws and ordinances
- ❖ Assist the public with non-criminal matters, recognize and act upon public safety hazards, interact professionally with other law enforcement agencies
- ❖ Maintain law and order – prevent crime and protect life and property
- ❖ Make arrests when required, conduct criminal investigations when needed
- ❖ Present a positive image of the Department using tact, diplomacy, and good judgment
- ❖ Other duties as required

REQUIRED EDUCATION, CERTIFICATES AND/OR LICENSES:

- ❖ High School Diploma or G.E.D. – some college preferred.
- ❖ Minimum age of 21.
- ❖ Valid Texas Class C driver's license, without restriction other than "A", with a safe driving record (no more than 3 moving violations in the past 36 months).
- ❖ Current valid TCOLE certification required.
- ❖ Candidates with at least 2 years of previous law enforcement experience in Texas are preferred.

EXPERIENCE, TRAINING, KNOWLEDGE AND SKILLS:

- ❖ Knowledge of current best practices in policing to include relational policing and training requirements.
- ❖ Police methods and procedures, including patrol, traffic control, investigation and identification, equipment, police records and reports, and first aid
- ❖ Ability to competently use computers and related software, vehicle, radio, and emergency lights
- ❖ Knowledge of proper care and use of firearms
- ❖ Knowledge of Traffic Law, Texas Penal Code, and Code of Criminal Procedure
- ❖ Knowledge of laws of arrest and rules of evidence related to search and seizure and evidence preservation
- ❖ Experience in a similar sized or larger Texas agency is a plus.
- ❖ Preferred training includes current first aid/CPR certification, TCOLE instructor certification, and FEMA ICS-100 and 700 certifications.

SALARY AND BENEFITS:

- ❖ Starting salary will range from \$25.50 - \$30.50/hour, (\$52,416 - \$63,440 yearly) DOQ/E
- ❖ Lateral Transfer program available for those officers who qualify
- ❖ Vacation, holiday, and sick leave are provided
- ❖ City participates in TMRS with a 7% employee contribution and a 2:1 City match
- ❖ Medical, dental, and vision coverage
- ❖ Short and long-term disability
- ❖ Employee assistance program
- ❖ Uniform allowance
- ❖ Shift differential pay
- ❖ FTO pay
- ❖ Certification pay

TO APPLY:

The first step in the process is to contact us at PDrecruiting@westlakehills.org to schedule a time to come to the PD and take the 2000m Concept2 row test. Applicant must then complete the application/PHS found on the West Lake Hills website. Applications will be accepted until 5:00 pm on Monday, November 30th, 2020. For further information or to submit your completed application packet, please email us at PDrecruiting@westlakehills.org. You can also call us at (512) 327-1195, M-F, 8AM – 5PM.

The City of West Lake Hills is an Equal Opportunity Employer.