



**City of Rollingwood, Texas  
Patrol Officer**

**Description:**

The Rollingwood Police Department is seeking a qualified individual to become a member of our team of officers dedicated to public service and safety. Rollingwood is a community of approximately 1500 people. It is situated only minutes from downtown Austin. The historic capital region of Texas is known for its music and food scene as well as scenic hill country and city-scape views. Rollingwood residents are friendly and supportive of their police department which operates under the community policing model. Officers enjoy every other weekend off and a generous benefits package.

**Requirements:**

1. Must be 21 years of age with a current TCOLE license
2. Must be a United States Citizen
3. Must possess a valid Texas driver's license
4. 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 service indicating bad behavior
5. Cannot have violated any TCOLE rule or provision of Occupation Code, Chapter 1701
6. Must be of good moral character
7. Must be capable of performing all essential job functions
8. Must successfully complete the following: Thorough background investigation; interview; drug and psychological screening; provide all requested supporting documents
9. Must have a high school diploma or GED

**Essential Functions:**

Essential functions may include, but are not limited to, the following:

Promotes a secure environment by patrolling, on car, by foot and on bike. Deterring crime by presence, assisting in high risk situations, providing special surveillance operations, taking reports, operating Police equipment, enforcing State and local laws and City ordinances, subduing combative or uncooperative subjects, making lawful arrests and keeping the peace on civil scenes.

Enforces traffic laws by patrolling roadways, responding to calls from Dispatch Center, observing violations and making traffic stops, searching vehicles when probable cause is found, issuing citations or written warnings, and filing appropriate reports.

Respond to motor vehicle accidents, clearing the road way, interviewing involved parties, observing and recording evidence at the scene, interpreting and drawing conclusions from evidence, making an overall assessment of the incident, taking appropriate actions, issuing citations and filing reports.

Investigates crimes by responding to calls for service, interviewing witnesses, victims and suspects, preserving, gathering and documenting evidence, submitting evidence, filing reports, issuing citations, taking suspects into custody, and filing charges through the District / County Attorney's office.



Testifying truthfully in court and other proceedings.  
Maintains positive community relations by answering citizen's questions and providing various other forms of civic service and assistance for citizens.  
Seeks opportunities for positive interaction with citizens, visitors and businesses in Rollingwood.  
Other duties as directed by supervisors.

**Compensation/Benefits:**

Starting salary is \$25.75 an hour (\$53,550 annual) with seven possible additional step raises of up to a potential salary of \$34.33 an hour (\$71,400 annual) based on time in service with RPD. Lateral transfer is possible. Excellent benefits including retirement eligibility after 20 years. The City is a member of the Texas Municipal Retirement System (TMRS). Employees contribute 7% of their gross income on a pre-tax basis. The City matches this contribution 2 to 1. Police employees are additionally compensated with shift differential pay, FTO pay, 12 city holiday, on call pay, paid sick leave and vacation pay.

The City provides 100% employee paid health insurance, dental, vision, life insurance  
The City provides short-term and long-term disability, an employee assistance program as well a voluntary 457 supplemental retirement savings plan. Uniforms and firearm are furnished.

**Equal Opportunity Employer**

The City of Rollingwood is an equal opportunity employer. We believe that every employee has the right to work in surroundings that are free from all forms of unlawful discrimination. It is our policy that all decisions involving any aspect of the employment relationship will be made without regard to race, color, sex, creed, religion, age, marital status, national origin, citizenship, the presence of any sensory, mental, or physical disability, veteran status, or any other status or characteristic protected by local, state, or federal law. Discrimination and/or harassment based on any of those factors are totally inconsistent with our philosophy of doing business and will not be tolerated.

**How to apply:**

Qualified applicants can download the City application from our website at <https://www.rollingwoodtx.gov/police/page/patrol-officer> Applicants should mail their documents to 403 Nixon Dr. Rollingwood, Tx 78746 special attention: "Police Recruiting" or email to [recruiting@rollingwoodtx.gov](mailto:recruiting@rollingwoodtx.gov)