



Elgin Police Department

202 Depot Street • Elgin, Texas 78621 • (5



- Job title:** POLICE OFFICER I (Spanish language skills required- BFOQ)
- Job location:** ELGIN, TX 78621 United States
- Date posted:** 10/20/16 – until filled.
- Job type:** Full-Time
- Compensation:** The City of Elgin offers a comprehensive compensation and benefits package to include Employer paid Health and Dental - all eligible from day one. No waiting period! (Competitive rates for family members as well).

TMRS retirement eligibility at 7% with 2/1 matching!

Vacation and Sick Days accrue from 1st day of employment. 12 Paid Holidays per year.

Job Category: Police

Job description:

ESSENTIAL FUNCTION STATEMENT—Essential and other important responsibilities and duties may include, but are not limited to, the following:

Patrol a designated area of the City to preserve law and order, discover and prevent the commission of crimes, and enforce traffic and other laws and ordinances; check buildings for physical security.

Respond to general public service calls and complaints including domestic disturbances, civil complaints, property control, automobile accidents, robberies, and related misdemeanor and felony incidents.

Collect, process, photograph and present evidence including fingerprints and other related physical evidence.

Enforce traffic laws and ordinances; check speed with radar; issue warnings and citations.

May direct traffic at fires, special events, and other emergency or congested situations. Investigate traffic accidents, conduct investigations of serious injury and fatality traffic accidents.

Contact and cooperate with other law enforcement agencies in matters relating to the apprehension of offenders and the investigation of offenses.

Maintain contact with citizens regarding potential law enforcement problems and preserve good relationships with the general public; take an active role in areas of public education relative to

“Community First”

crime and crime prevention.

Prepare reports on arrests made, activities performed and unusual incidents observed.

Investigate crimes; gather and preserve evidence; interview victims, complainants and witnesses; identify and interrogate suspects; apprehend and arrest offenders; testify and present evidence in court.

Maintain custody of prisoners; transfer prisoners to jail.

Other duties may be required and assigned.

Qualifications - Education, Training, Experience, License and Certifications:

The degree of knowledge and ability as outlined under this section is necessary to satisfactorily perform the essential functions of this position.

BFOQ- Bona Fide Occupational Qualification- Applicants must be able to demonstrate the minimum level of Spanish listed below: Please contact HR at hr@ci.elgin.tx.us for this information

Must possess a high school diploma or equivalency

Must meet the minimum requirements as established by T.C.O.L.E.

Graduation from an accredited police academy

Previous experience preferred

Must possess, at the time of employment and continuously throughout employment, a valid Texas driver's license.

Possession of a T.C.O.L.E. Basic Certificate

Application and Personnel History Statement: <http://www.elgintx.com/180/How-to-Apply>