CITY OF MANOR
EST. ★ 1872
TEXAS

EMPLOYMENT NOTICE

The City of Manor is seeking a qualified applicant for the position of Police Officer.

Under the immediate supervision of the Patrol Sergeant, the patrol officer preserves order, arrest offenders, and protects the residents and visitors to the City of Manor without favor or prejudice. The patrol officer achieves this mission by enforcing federal and state laws, local ordinances, conducting traffic enforcement and investigating traffic collisions, initiates proactive patrols, performs preliminary investigations, and other related duties or assignments.

Essential Functions:
NOTE: Regular attendance is considered an Essential Function for this position
Essential Functions may include, but are not limited to, the following:
- Identify, pursue, and arrest suspects and perpetrators of criminal acts.
- Provide for public safety by maintaining order, responding to emergencies, protecting people and property, enforcing motor vehicle and criminal laws, and promoting good community relations.
- Record facts to prepare reports that document incidents and activities.
- Render aid to accident victims and other persons requiring first aid for physical injuries.
- Review facts of incidents to determine if criminal act or statute violations were involved.
- Monitor, note, report, and investigate suspicious persons and situations, safety hazards, and unusual or illegal activity in patrol area.
- Testify in court to present evidence or act as witness in traffic and criminal cases.
- Relay complaint and emergency-request information to appropriate agency dispatchers.
- Monitor traffic to ensure motorists observe traffic regulations and exhibit safe driving procedures.
- Photograph or draw diagrams of crime or accident scenes and interview principals and eyewitnesses.
- Evaluate complaint and emergency-request information to determine response requirements.
- Patrol specific area on foot or motorized conveyance, responding promptly to calls for assistance.
- Investigate traffic accidents and other accidents to determine causes and to determine if a crime has been committed.
- Direct traffic flow and reroute traffic in case of emergencies.
- Issue citations or warnings to violators of motor vehicle ordinances.
- Inform citizens of community services and recommend options to facilitate longer-term problem resolution.
- Provide road information to assist motorists.

Minimum Qualifications:

Applicant must have a minimum of:

- Applicants must meet all the requirements of the Texas Commission on Law Enforcement for holding a peace officer license and must be a licensed peace officer in the State of Texas.
- Be at least 21 years of age.
- Must be a citizen of the United States and have permanent residence in the State of Texas prior to becoming appointed as an officer. Residence within 30 minutes from the City is preferred but not required.
- Must be able to perform the duties as described in the job description and successfully and complete the medical physical, drug screening and psychological examination.
- A thorough background investigation is conducted on all aspects of your Personal History Statement. You must be able to establish evidence of your good moral character and a well-adjusted personality. There cannot be any traits displayed which do not meet the standards of acceptable conduct. Evidence of conduct which could bring discredit upon the reputation of this department, is grounds for rejection or termination if appointed and later found.
- Past employment history, number of jobs, reasons for leaving, and employment references will be considered. Unfavorable records may be grounds for rejections. All cases will be evaluated.
- Any applicant who has been charged with a crime above a class "C" misdemeanor within the past six (6) months will not be considered.
- Applicants convicted of a crime above a class "C" within the last five (5) years may be rejected.
- A felony conviction will be cause for rejection.
- Discovery of bad moral character, membership in an organization advocating the overthrow of the government, dishonorable discharge from the U.S. Military, mental or emotional instability, excessive traffic convictions, DWI or DUID charges, along with DWLS charges are grounds for rejection.

Position Requirements:

Standing, sitting, lying down, kneeling, twisting upper body, climbing, crawling, bending, stretching, walking, running, jumping, carrying, listening, using radios, talking, telephone use, use of computers extensively, qualifying with duty weapons, carrying of a duty weapon and other assigned tools, exposure to all outdoor conditions as well as inclement weather to include but not limited to sun, rain, heat or cold, possibility of exposure to bio-hazard and hazardous materials, exposure to animals (wild & domestic) and has the ability to take physical control of another person as required and needed.

Note:

Applicant must perform all of the above duties and responsibility without any bias or prejudice against any person because of age, race, religion, sex, color, national origin, citizenship, disability, veteran status, genetic information, sexual orientation, gender identity or expression, or other unlawful basis and applicant must perform and accomplish any other duties as directed by the Administrative Staff or the Chief of Police.

Applicant Process:
Applicants shall submit a City of Manor application for employment and a personal history background packet, available at the Police Department.
Contact the Police Department 512-272-8177.
joinmpd@manortx.gov
An eligibility list will then be established to fill positions as they become available at the discretion of the Chief of Police. The eligibility list will be good for 1 year from the closing date of the position posting but may require additional testing or review prior to appointment.

THE CITY OF MANOR POLICE DEPARTMENT IS AN EQUAL OPPORTUNITY EMPLOYER

Department: Police
Location: Manor, Texas
Job Status: Full-Time
Hourly Rate: $28.60- $33.63
Schedule: Sunday- Saturday: Shift work
Job Close Date: Open until filled