



EMPLOYMENT NOTICE

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

The City of Manor Police Department is accepting applications for the position of Police Cadet. This position is conditional upon successful completion of a full background, successful completion of a basic peace officer course, and passing the TCOLE basic peace officer exam.

Applicants must meet all the requirements of the Texas Commission on Law Enforcement for holding a peace officer license and must be eligible to be a licensed peace officer in the State of Texas.

Job Summary:

Attends approved Basic Peace Officer Course (BPOC), successfully passes TCOLE exam. Upon successfully passing the TCOLE basic peace officer exam the cadet will enter field training and be classified as a police officer

Essential Functions:

NOTE: Regular attendance is considered an Essential Function for this position

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

- Maintain all physical and academic standards set by the academy.
- Maintain positive attendance in accordance with academy attendance policy.
- Report regularly to department recruiting.
- The Cadet will report any changes in their status to department recruiting (background, law enforcement interaction, living situation, etc.).
- Zero conduct and performance deficiencies
- Positive attitude and active engagement in all aspects of training
- Attend all mandatory department meetings and events.
- 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.
- 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 police officer 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 responsibilities 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.

Location: Manor, Texas

Job Status: Full-Time

Hourly Rate: \$16.75(While in the Academy)

Schedule: Monday- Friday (While in the Academy- shift work upon completion)

Job Close Date: Open until filled