



# 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, arrests 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 and local ordinances, conducting traffic enforcement, and investigating traffic collisions, initiating proactive patrols, performing 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 acts or statute violations were involved.
- Monitor, note, report, and investigate suspicious persons and situations, safety hazards, and unusual or illegal activity in the patrol area.
- Testify in court to present evidence or act as a 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 areas on foot or motorized conveyance, responding promptly to calls for assistance.
- Investigate traffic and other accidents to determine causes and 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.
- Commit to trauma-informed care.

**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 before becoming appointed as an officer. Residence within 30 minutes from the City is preferred but not required.
- Must be able to perform the duties described in the job description 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. No traits can be displayed that do not meet the standards of acceptable conduct. Evidence of conduct that 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 rejection. All cases will be evaluated.
- Any applicant 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, and DWIS charges are grounds for rejection.

**Applicant Process:**

Applicants shall submit a City of Manor application for employment and a personal history background packet, available at the Police Department.

Contact Detective Andrew Cehand at 512-272-8177.

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 one year from the closing date of the position posting but may require additional testing or review before the appointment.

**THE CITY OF MANOR POLICE DEPARTMENT IS AN EQUAL-OPPORTUNITY EMPLOYER**

**Department: Police**

**Location: Manor, Texas**

**Job Status: Full-Time**

**Hourly Rate: \$30.95- \$33.32**

**Schedule: Sunday- Saturday: Shift work**

**Job Close Date: Open until filled**

