



**City of Rollingwood, Texas
Police Officer – Position Description**

Do you want to work in a community that is proud and highly supportive of their Police Department? The city of Rollingwood "Backs the Blue". The Rollingwood Police Department is now accepting applications for the position of Police Officer. 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 topography. The city provides its officers with a generous benefits package. A \$2000.00 sign on bonus is being offered to new hires.

Requirements:

1. Must be at least 21 years of age
2. Must possess a current TCOLE Peace Officers License or be attending a TCOLE recognized police academy and expect to be graduating within two months.
3. Must be a United States Citizen
4. Must possess a valid Texas driver's license
5. 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
6. Cannot have violated any TCOLE rule or provision of Occupation Code, Chapter 1701
7. Must be of good moral character
8. Must be capable of performing all essential job functions
9. Must successfully complete the following: Thorough background investigation; interview; provide supporting documents

Compensation/Benefits:

- Salary: \$26.26 an hour with step pays up to \$35.01 an hour (\$54,621.00 to \$72,828.00). Lateral transfers possible based on experience.
- Health/Vision/Dental Insurance paid 100% by the City
- Retirement: 20 year TMRS Retirement Plan. The City matches employee contributions 2 to 1.
- Optional Retirement Savings Plans: The City additionally offers a 457(b) and Roth IRA plan.
- Certification Pay: Officers receive additional pay for having TCOLE Intermediate, Advanced and Master certificates
- FTO pay
- Spanish language proficiency pay.
- American sign language proficiency pay.
- Officers who work city authorized holidays are compensated at a rate of 2.5 times their salary.
- Uniforms and firearm furnished.
- \$2000.00 sign on bonus.



THE CITY OF ROLLINGWOOD POLICE DEPARTMENT

Phone (512) 328-1900
403 Nixon Drive, Rollingwood, TX 78746-5512
www.rollingwoodtx.gov



- Additional city benefits can be found at <https://www.rollingwoodtx.gov/administration/page/summary-benefits>

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 citizens, 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 verbal warnings, and filing reports.

Reports on motor vehicle accidents by responding to 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, gathering and documenting evidence, submitting evidence, filing reports, issuing citations, taking suspects into custody, and filing charges through the District / County Attorney's office.

Maintains positive community relations by answering citizen's questions and providing various other forms of civic service and assistance for citizens, by surveying the public to evaluate problem areas and specific needs and questioning citizens for their opinions on Police matters. Organizes and participates in community events.

Other duties as directed by department leadership.

How to apply:

Qualified applicants can download the City application from our website at https://www.rollingwoodtx.gov/sites/default/files/fileattachments/administration/page/3750/employment_application_revised_1-22-2020_pdf_fillable.pdf and submit it to recruiting@rollingwoodtx.gov Contact Corporal Dan Arispe at 512-731-8234 or email us at recruiting@rollingwoodtx.gov for additional information.

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.



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