



EMPLOYMENT ANNOUNCEMENT POLICE OFFICER

Date Posted: November 9, 2016
Salary Range: \$59,135 - \$79,832/annual DOQE; competitive salary; excellent benefits package including paid vacation, sick, holidays; medical/dental/vision/life insurance; TMRS, ICMA-RC retirement
Number of Vacancies: Two NEW positions available January 1, 2017
Deadline: Applications accepted until positions filled

The City of West University Place is recruiting for **TWO ADDITIONAL** police officer positions to add to their team. These new positions will be available January 1, 2017. In addition, the police officer salary range will be increased January 1, 2017. The figures posted above reflect the new salary range.

The City of West University Place is known as a Neighborhood City – providing our residents with world class services and being responsive to citizen’s needs. Located in the heart of the Houston metropolitan area, you’ll find state-of-the art equipment, a recently remodeled police station and strong community support.

Essential Job Duties and Responsibilities

- Responds to emergency and non-emergency requests and enforces all city ordinances and state and federal laws.
- Patrols the city and responds to citizen requests and complaints regarding possible criminal activity such as disturbances, burglaries, prowlers or suspicious persons.
- Issues warnings and citations to violators of city and state regulations. Evaluates facts and circumstances to determine if probable cause exists for arrest. Arrests violators and transports to other facilities.
- Investigates suspicious and criminal activity. Operates police vehicle under emergency and non-emergency circumstances. Responds to emergency calls, traffic accidents and general requests for assistance.
- Attends and completes state mandated in service training classes.
- Secures crime scenes and arrests suspects. Lifts fingerprints and collects evidence at crime scenes. Interviews suspects and takes statements. Consults with District Attorney and files criminal charges. Obtains Grand Jury Subpoenas for records, witnesses, etc.
- Searches prisoners for dangerous weapons and other property after arrest. Inspects city jail for contraband and equipment problems. Guards and transports prisoners. Prepares meals for prisoners as needed. Monitors condition of prisoners in city jail and records on inmate data record.
- Writes offense, incident, arrest and impoundment reports. Prepares reports for supervision such as daily and monthly activity reports. Inspects police vehicle for contraband and missing/defective equipment.
- Informs the community of crime prevention, public safety and public awareness programs. Gives citizens assistance and advice concerning laws and ordinances. Conducts Security Surveys and Neighborhood Watch Presentations if properly licensed.
- Enforces animal control ordinances.
- Appears in court and testifies under oath.
- Observes and follows safety rules and regulations including wearing of safety apparel, if applicable, during the course and scope of job related duties and contributes to team effort by performing other related duties as assigned.
- Position is considered “Essential Personnel” which requires being on duty to respond during emergency situations including but not limited to natural and/or man-made disasters.

Education, Experience and Certification

High school diploma or equivalent. Must have a current TCOLE license. Valid Texas Driver's License.

A minimum of 30 hours of college from an accredited college or university is preferred. Four years of military service with an honorable discharge or at least 36 months of honorable police experience may be substituted for college hours. An equivalent combination of education and experience may be considered.

For application procedures, please visit our website <http://www.westutx.gov/application>. **All applicants must complete and submit a City of West University Place application form to be considered for this position.**

The City of West University Place is an Equal Opportunity Employer