



Trophy Club (TX) Police Officer

SALARY	\$37.56 - \$50.55 Hourly \$78,124.80 - \$105,144.00 Annually	LOCATION	Police Department
JOB TYPE	Full-Time	JOB NUMBER	202500038
DEPARTMENT	Police	DIVISION	Patrol
OPENING DATE	01/26/2026	CLOSING DATE	3/15/2026 11:59 PM Central
FLSA	Non-Exempt		

Join Our Team

Actively seeking experienced law enforcement officers holding a TCOLE Peace Officer license; salary compensation commensurate with experience; salary range \$78,116 to \$105,134. Health, dental, vision issuance provided; TMRS retirement with 2:1 match; education and certification incentives; with all equipment, weapons, uniforms, boots provided. Police Officers work a modified Panama schedule consisting of six 12-hours shifts (6:00 to 6:00) and one eight hours shift (6:00 to 2:00) totaling 80 hours per pay period (14 days) with every other weekend off. Shift bids occur three times each fiscal year, with bid preference based on seniority. Ample training provided with varied assignments and advancement opportunities.

Job Summary, Duties & Responsibilities

JOB SUMMARY

Under general direction and supervision, performs a variety of duties involved in the enforcement of laws and the prevention of crimes; enforces State and local traffic regulations; participates in and conducts a variety of criminal investigations; provides support and assistance to special crime prevention and law enforcement programs; and performs a variety of technical and administrative tasks in support of law enforcement services and activities. The purpose of the Police Officer position is to maintain public order and to enforce State and local laws while engendering public support.

DUTIES AND RESPONSIBILITIES

Job duties and responsibilities as outlined herein, are intended to be representative of the typical tasks performed. Incumbents may not perform all the listed duties and/or may be required to perform related duties as needed.

- Patrols designated areas to prevent crimes, monitor traffic, issuing citations and warnings to achieve compliance with the law
- Responds to all dispatched calls for service including traffic accidents, disturbances, crimes in progress, and public service needs
- Investigates crime scenes, collects evidence, interviews witnesses, and interrogates suspects

- Prepares and serves search and arrest warrants, apprehends offenders, and resolve dangerous situations
- Transports and books prisoners, ensuring proper processing and housing
- Builds positive relationships with the community, providing public relations and gathering intelligence
- Coordinates with other law enforcement agencies for criminal investigations and mutual aid requests
- Participates in in-service training in accordance with TCOLE mandates and department policies to improve law enforcement skills, including defensive driving, physical arrest techniques, and criminal investigative techniques.
- Completes reports on activities, arrests, incidents, and investigations for record-keeping and legal purposes
- Directs traffic at special events, provides crowd control, and ensures safety during emergencies and public gatherings
- Performs related duties as assigned

Qualifications

Minimum Requirements:

Any equivalent combination of education and experience that provides the required knowledge, skills, and abilities. A typical way to obtain the knowledge and abilities would be:

- High School Diploma or its equivalent, associate's degree in criminal justice or related field preferred
- Texas Commission of Law Enforcement (TCOLE) Peace Officer Certification, at time of appointment and maintained throughout employment
 - Out-of-state lateral applicants must complete the TCOLE Basic Peace Officer Certification within the TCOLE regulations
- Texas Motor Vehicle Class C Operator's License with a satisfactory driving record, at time of appointment and maintained throughout employment

Background Requirements

- Must be at least 21 years of age
- Must be a U.S. citizen or resident alien who has applied for citizenship at the time of application
- Must be free of felony criminal convictions or crimes involving moral turpitude
- Must have no convictions or unresolved arrests involving domestic violence
- Must have no misdemeanor convictions of Class B or higher within the past seven years

Knowledge of:

- Criminal justice principles, criminal law, and procedures, including arrest, evidence handling, and probable cause
- Criminal investigation techniques, including interviewing, interrogation, and report writing
- Local, state, and federal laws, town ordinances, and legal regulations related to law enforcement
- The use of weapons and self-defense tactics, with the ability to complete required training and qualifications
- Law enforcement equipment, including firearms, and apply techniques in various situations
- Interpersonal and communication skills for interacting with the public, diverse communities, and colleagues
- Office software for report writing, record-keeping, and maintaining legal documentation

Ability To:

- Learn and apply proper investigative procedures and methods
- Understand, interpret, and enforce laws, rules, and policies effectively
- Safely use and care for firearms and other law enforcement tools
- Organize work independently, set priorities, meet deadlines, and follow up on tasks
- Provide strong customer service and build positive relationships with the public
- Maintain accurate records and files on work performed
- Adhere to safety guidelines and wear required safety equipment
- Communicate clearly and effectively in person, over the phone, and in writing
- Think quickly and make sound decisions in high-pressure situations

Work Environment

Primary duties require physical ability to work in various environments, including offices, outdoor settings, and crime scenes. Officers will be exposed to extreme weather conditions, including extreme heat and cold, and must work effectively in each as well as in hazardous environments. The job involves prolonged sitting, standing, walking, and lifting up to 50 pounds, bending, stooping, and kneeling. Officers must have good manual dexterity, visual acuity, and the ability to use computers and other office equipment. Police Officers will be exposed to noise, vibrations, chemicals, and moving vehicles. The work environment can be noisy, especially during sirens, training, or emergencies. Officers may need to take physical action in confrontational situations, including the use of firearms, and operate motorized equipment or patrol vehicles.

EQUAL OPPORTUNITY

The Town of Trophy Club is an Equal Opportunity Employer and welcomes applications from all qualified applicants. We do not discriminate on the basis of race, color, religion, sex, national origin, age, marital status, medical condition, disability, or sexual orientation.

REASONABLE ACCOMMODATION

The Town of Trophy Club makes reasonable accommodation for individuals/people with disabilities. If you believe you require special arrangements to participate in the recruitment process, you must inform the Department of Human Resources in writing no later than the filing date. Applicants who request such accommodation must document their request with an explanation of the type and extent of accommodation required.

THE TOWN RESERVES THE RIGHT TO CHANGE OR REVISE JOB DUTIES AND RESPONSIBILITIES AS THE NEED ARISES. THIS JOB DESCRIPTION DOES NOT CONSTITUTE A WRITTEN OR IMPLIED CONTRACT OF EMPLOYMENT.

Employer

Trophy Club (TX)

Address

1 Trophy Wood Drive

Trophy Club, Texas, 76262

Phone

6822372900

Website

www.trophyclub.org

Police Officer Supplemental Questionnaire

*QUESTION 1

This position requires a valid Texas Commission on Law Enforcement (TCOLE) Police Officer Certification. Do you currently possess a valid TCOLE Police Officer Certification?

- ☐ Yes
- ☐ No

QUESTION 2

If you do not hold a TCOLE certification, are you currently certified as a law enforcement officer in another U.S. state?

- ☐ Yes

☐ No

QUESTION 3

If you are currently certified as a law enforcement officer in another state, please specify the state and type of certification.

* Required Question