



# MARBLE FALLS POLICE DEPARTMENT

## NOW HIRING PATROL OFFICERS

**Full Time: 2236 hours/year, 12-hour rotating shifts**

**Wage Range: \$41,887/year - \$60,301/year**

**Closing Date: March 5, 2018 at 5:00 PM CST**

## Recruitment

The Marble Falls Police Department is currently seeking highly qualified TCOLE licensed patrol officer candidates. Located in the heart of the Hill Country, the Marble Falls Police Department proudly and professionally serves its community of 7,000 residents and over 30,000 daily visitors. The City of Marble Falls, one of Texas's most dynamic and rapidly growing communities, is seeking creative and innovative patrol officers.

## City Background

Founded in 1887 by General Adam R. Johnson, and incorporated on May 18, 1907, Marble Falls is located in the heart of the Texas Hill Country on the Colorado River. It is centrally located 47 miles northwest of Austin and 85 miles north of San Antonio, in the middle of the Highland Lakes area, the largest chain of lakes in Texas.

Marble Falls, Texas is the gateway to the Highland Lakes region of the Texas Hill Country, and is the regional retail, wholesale, trade and service center for the Highland Lakes region with an estimated 225,000 population within a 30 mile radius around Marble Falls. The Highland Lakes region is a series of lakes located on the Colorado and Llano Rivers and include Lake Buchanan, Inks Lake, Lake LBJ, Lake Marble Falls and Lake Travis.

The natural beauty of the Texas Hill Country and these lakes combine to make the area ideal for visitors and tourism, second homes and retirement homes. The economy depends on tourism and natural resources including granite mining, limestone mining and business services.



# Police Department

## Administrative Division

The Administrative Division of the Police Department consists of the Chief of Police, Administrative Assistant, and Records Clerk. The Staff is responsible for the administrative support, control and coordination of all the Police Department Divisions, as well as requests for offense/arrest reports.



## Patrol Division

The Patrol Division is the primary unit of the Police Department. The Patrol Division consists of one Patrol Captain, one Patrol Lieutenant, four Patrol Sergeants, and Patrol Officers. Patrol Officers are the first to respond to calls for service where law enforcement assistance is needed. Duties of the officers include preventing violations of statutes and ordinances, traffic enforcement, suppressing disturbances, roadway collision investigation, traffic direction and patrolling residential and business areas. Patrol officers are assigned to one of four patrol shifts. Each shift is twelve hours long and each shift rotates from days to nights every two months. This schedule requires an officer

work fourteen days out of a twenty-eight day month, with a three day weekend (Friday-Saturday-Sunday) every other week. Upon selection, new patrol officers will be required to complete a Field Training Program. This program requires a new patrol officer ride with a Field Training Officer in an effort to teach the new officer city policy and department procedure. This program is generally scheduled to be 16 weeks long, but may be shortened for officers with prior street experience. Each officer hired is issued uniforms, duty year to include: duty belt, weapon w/holster, magazines, magazine case, Taser w/holster, radio, flashlight w/holster, handcuffs w/cases, a ballistic vest, a plate carrier, rain gear, shotgun, and rifle, as well as their own patrol unit. In addition, Officers receive a quarterly uniform allowance of \$100 to maintain and/or purchase additional equipment.

## Criminal Investigations Division

The Criminal Investigations Division consists of one Captain, three Detective Sergeants, and one School Resource Officer. Their duties include investigating and recording all criminal offenses within the Marble Falls city limits, apprehension of those people involved in committing crimes, recovery of stolen property, and the filing of all criminal cases with the County or District Attorney's Office. This Division is also responsible for storage and recording of all evidence/confiscated property.

# Compensation & Benefits

## Certification Pay:

- *Intermediate Peace Officer Certification*
- *Advanced Peace Officer Certification*
- *Master Peace Officer Certification*

## Incentives:

- Bi-lingual (Spanish)
- Firearms Instructor
- Field Training Officer
- Lab Safety Officer
- Emergency Services Unit
- Hostage Negotiator

## Benefits:

- 100% employee Life/ Short Term/ Long Term disability
- 100% employee medical insurance/63% Dependent
- 100% employee dental insurance/ 63% Dependent
- 11 Paid Holidays/3 Personal days per year
- TMRS retirement...7% withheld and 2:1 match, 5year vesting
- Annual longevity pay
- 2 weeks vacation per year (0-5 yrs of service)
- 2.5 weeks sick per year
- Supplemental insurance options (payroll deducted)
- Edward Jones Investment option (payroll deducted)





## The Ideal Candidate

Ideal candidates will possess a Basic Peace Officer Certification from the Texas Commission on Law Enforcement (TCOLE). Candidates should possess exceptional interpersonal skills coupled with drive, dedication, and determination. The ideal candidate should be motivated by the desire to serve and protect, and should be willing and able to become part of a team. The ideal candidate should have a stable work history, be physically fit, and able to pass pre-employment fitness testing.

## The Position

Under general supervision of the Chief of Police, Captains, Lieutenants, and Sergeants, the officer will enforce laws, protect life and property, preserve the peace, apprehend criminals, and investigate traffic accidents. Police Sergeants usually determine deadlines and priorities for this position. Routine course of action to be followed is generally clear-cut and specific in accordance with established Police Department policies; however, incumbent must be able to act quickly in emergencies and make independent decisions. Our citizens have very high expectations for the services provided by the Police Department; therefore, this position requires constant contact with the public in situations that will require the use of tact, diplomacy, and good judgment.

## Essential duties and Responsibilities:

- Patrolling assigned areas either on foot or by car;
- Shooting a pistol, rifle, or shotgun as mandated by department and TCOLE policy
- Communicating with dispatcher by radio;
- Making arrests;
- Directing traffic;
- Preparing necessary reports and records related to law enforcement activities;
- Being available twenty-four hours a day, seven days a week for emergencies;
- Investigating any suspicious activity in order to enforce laws and ordinances;
- Enforcing traffic and parking laws and ordinances;
- Investigating traffic accidents;
- Registering and booking prisoners;
- Preparing records of arrest and submitting detailed reports of investigation;
- Testifying in court proceedings when required;
- Administering CPR and first aid in emergency situations;
- Receiving telephone calls and greeting the public with professional courtesy, attentiveness, and concern;
- Organizing and implementing crime prevention programs;
- Working varying hours and days to accommodate required overtime, shift work,

## Requirements for Employment:

- ❖ **Must be twenty-one (21) years of age**
- ❖ **Must hold a valid Class C Texas Driver's License (with a safe driving record)**
- ❖ **Must have a High School Diploma or GED**
- ❖ **Must hold a Basic Peace Officer Certification issued by the Texas Commission on Law Enforcement by April 1, 2018**

## Testing:

Written testing, physical agility testing, and firearms proficiency testing, will be conducted prior to oral interview boards.

## How to Submit:

Full job description and applications are available online, please visit our website at <http://ci.marble-falls.us/523/Job-Opportunities>. If you have questions please contact Sgt. Trisha Ratliff at (830) 693-3611 or [tratliff@marblefallstx.gov](mailto:tratliff@marblefallstx.gov).

All applications submitted after the deadline will not be accepted.



City Hall, Human Resources Department  
800 Third Street  
Marble Falls, Texas 78654  
Confidential Fax: 830-798-7073  
[aalvarado@marblefallstx.gov](mailto:aalvarado@marblefallstx.gov)

***The City of Marble Falls is an Equal Opportunity Provider and Employer***