



## EMPLOYMENT OPPORTUNITY

The City of Rockport is accepting applications for a **Police Officer**. This position is responsible for the enforcement of federal, state, and local laws and the protection of life and property. Patrols the city to detect and deter criminal activity and traffic violations and to provide assistance as needed; monitors commercial and residential areas for signs of criminal activity. Enforces traffic and parking laws through the issuance of citations and warnings; inspects roadways, bridges, and traffic signal and signs to identify and report hazardous conditions. Performs business and residential security checks; checks doors, windows, gates and fences; reports unsecured property. Responds to calls relayed by communications officers, including domestic disputes, assaults, burglaries, traffic accidents, lost or missing persons searches, public service requests, stranded motorists, and others. Conducts preliminary investigations into traffic accidents and other incidents, including interviewing victims, complainants and witnesses, gathering information and evidence, and securing crime scenes. Apprehends, arrests, and processes offenders, including fugitives; subpoenas witnesses.

Must have a high school diploma or equivalent; sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years; possession of or ability to readily obtain a valid driver's license issued by the State of Texas for the type of vehicle or equipment operated. Ability to meet current requirements set forth by the Texas Commission on Law Enforcement. Possession of a TCOLE Basic Peace Officer Certification. Minimum of 21 years of age on date of employment. Good character and reputation; never committed or convicted of a felony; never convicted of a Class C assault for Family Violence. If applicable, discharge from military service must be under honorable conditions.

Salary range is \$21.31 to \$32.12 per hour, plus benefits. Employment applications may be obtained from Rockport Service Center, 2751 S.H. 35 Bypass, between the hours of 8:00 a.m. and 4:00 p.m. or online at [www.cityofrockport.com](http://www.cityofrockport.com). A negative pre-employment drug test and pre-employment physical are required as part of the City of Rockport employment process. The City of Rockport is an EOE/ADA employer. Position open until filled.



Thank you for your interest in the Rockport Police Department. Rockport offers excellent schools and cultural diversity. The Rockport-Fulton area is well known for its excellent fishing, sailing, birding, shopping, art activities, boat sightseeing, museums, and festivals. The Rockport Police Department operates a marine patrol, bike patrol, investigation division, and has a fleet of fully equipped patrol units. The salary range depends on qualifications and offers annual merit increases. The benefits include:

- Twelve paid vacation days each year
- Twelve paid sick days each year
- Eleven paid holidays
- Paid employee dental and vision insurance
- Medical insurance with approximately 75% paid by the city and approximately 25% paid by employee (dependent coverage is available)
- Texas Municipal Retirement System: 7% contribution with 2:1 match and 5 year vesting
- Tuition reimbursement available while attending college
- Peace Officer Certificate (\$100 Intermediate, \$200 Advanced, \$300 Master) and college degree certification pay (\$250 Associates, \$350 Bachelors, \$450 Masters)
- Uniforms and body armor provided
- Service side arm issued

Please complete the attached application and return it preferably with a resume to:

City of Rockport  
Attn: Human Resources  
2751 S.H. 35 Bypass  
Rockport, TX 78382

Email: [hr@cityofrockport.com](mailto:hr@cityofrockport.com)  
Fax: 361-729-1126

An applicant selected for the background phase of the hiring process will be required to complete the Texas Commission on Law Enforcement (TCOLE) personal history statement. The completion of the personal history statement does not, in any way, guarantee selection.



**Police Officer**  
Police Department

PD/8  
Grade: 17

**JOB SUMMARY**

This position is responsible for the enforcement of federal, state, and local laws and the protection of life and property.

**MAJOR DUTIES**

- Patrols the city to detect and deter criminal activity and traffic violations and to provide assistance as needed; monitors commercial and residential areas for signs of criminal activity.
- Enforces traffic and parking laws through the issuance of citations and warnings; inspects roadways, bridges, and traffic signal and signs to identify and report hazardous conditions.
- Performs business and residential security checks; checks doors, windows, gages and fences; reports unsecured property.
- Responds to calls relayed by communications officers, including domestic disputes, assaults, burglaries, traffic accidents, lost or missing persons searches, public service requests, stranded motorists, and others.
- Conducts preliminary investigations into traffic accidents and other incidents, including interviewing victims, complainants and witnesses, gathering information and evidence, and securing crime scenes.
- Apprehends, arrests, and processes offenders, including fugitives; subpoenas witnesses.
- Maintains traffic control through observation and use of speed detection devices; tests and detains drivers suspected of DUI; issues traffic citations; participates in the department's selective enforcement details.
- Provides traffic direction as needed for parades, funerals, and sporting events.
- Provides assistance and backup support to other officers and emergency service providers as necessary.
- Testifies in judicial proceedings as necessary.

- Completes all required reports and forms, including accident and incident reports.
- Inspects and maintains assigned patrol car, uniform, and equipment.
- Prepares criminal and search warrants, complaints, and affidavits; serves criminal and court-related paperwork.
- At times may perform duties as municipal court bailiff including court security, witness coordination, warrant and subpoena service, and other related duties as the direction of the municipal court judge.
- Performs related duties.

#### KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of relevant federal and state laws, criminal and traffic codes, search and seizure laws, town ordinances, and department policies and procedures.
- Knowledge of traffic accident investigation techniques and procedures.
- Knowledge of the geography and streets of the city.
- Knowledge of the court system and judicial procedures.
- Skill in the use of a computer.
- Skill in operating police vehicles, firearms, and emergency equipment.
- Skill in operating radios and communications equipment.
- Skill in operating radar equipment.
- Skill in restraining persons without causing physical harm.
- Skill in oral and written communication.

#### SUPERVISORY CONTROLS

The Police Lieutenant or Sergeant assigns work in terms of very general instructions. Work is reviewed for compliance with instructions and established procedures and the nature and propriety of the final results.

#### GUIDELINES

Guidelines include state and federal laws, traffic laws, city ordinances, court rulings, constitutional guidelines, training manuals, and department policies and procedures. These guidelines require judgment, selection and interpretation in application.

#### COMPLEXITY / SCOPE OF WORK

- The work consists of varied law enforcement duties. The varied nature of calls and the potential for emergencies contribute to the complexity of the work.
- The purpose of this position is to protect life and property and enforce federal, state, and local laws. Successful performance contributes to the detection and deterrence of crime and to the protection of life and property.

## CONTACTS

- Contacts are typically with co-workers, other city employees, other emergency service providers, court system personnel, attorneys, judges, medical personnel, law enforcement officers from other agencies, and the general public.
- Contacts are typically to give or exchange information, provide services, interview persons, and resolve problems.

## PHYSICAL DEMANDS / WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table or while intermittently sitting, standing or stooping. The employee frequently lifts light and occasionally heavy objects, climbs ladders, uses tools or equipment requiring a high degree of dexterity, distinguishes between shades of color, and utilizes the sense of smell.
- The work is typically performed in an office and outdoors, occasionally in inclement weather. The employee may be exposed to dust, dirt, grease, machinery with moving parts, and contagious or infectious diseases. The work requires the use of specialized law enforcement equipment.

## SUPERVISORY AND MANAGEMENT RESPONSIBILITY

None.

## MINIMUM QUALIFICATIONS

- Knowledge and level of competency commonly associated with completion of specialized training in the field of work, in addition to basic skills typically associated with a high school education.
- Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.
- Possession of or ability to readily obtain a valid driver's license issued by the State of Texas for the type of vehicle or equipment operated.
- Ability to meet current requirements set forth by the Texas Commission on Law Enforcement.
- Possession of a TCOLE Basic Peace Officer Certification.
- Minimum of 21 years of age on date of employment.

- Good character and reputation; never committed or convicted of a felony; never convicted of a Class C assault for Family Violence.
- If applicable, discharge from military service must be under honorable conditions.

**CITY OF  
ROCKPORT**  
2751 S.H. 35 BYP  
Rockport, Texas 78382  
361-729-2213  
www.cityofrockport.com



## EMPLOYMENT APPLICATION

The City of Rockport does not discriminate on the basis of race, color, national origin, sex, religion, age, mental or physical disabilities, veteran/reserve/national guard or any other similarly protected status in employment or the provision of services. We comply with all applicable laws governing employment practices and do not discriminate on the basis of any unlawful criteria.

### Please Print

POSITION APPLIED FOR \_\_\_\_\_

NAME \_\_\_\_\_ TELEPHONE \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY, STATE, ZIP \_\_\_\_\_

ARE YOU UNDER 18?  YES  NO IF YES, GIVE BIRTH DATE \_\_\_\_\_

ARE YOU CURRENTLY EMPLOYED?  YES  NO IF YES, MAY WE CONTACT YOUR PRESENT EMPLOYER?  YES  NO IF NO, PLEASE EXPLAIN \_\_\_\_\_

HAVE YOU PREVIOUSLY WORKED FOR THE CITY?  YES  NO IF YES, WHAT DEPARTMENT? \_\_\_\_\_

ON WHAT DATE WOULD YOU BE AVAILABLE FOR WORK? \_\_\_\_\_

OTHER THAN MINOR TRAFFIC OFFENSES, HAVE YOU EVER BEEN CONVICTED OF A CRIME (MISDEMEANOR OR FELONY) OR RECEIVED A PROBATED SENTENCE (INCLUDING DEFERRED ADJUDICATION) FOR AN ALLEGED CRIME, BEEN ASSIGNED A PROBATION OFFICER, OR PLEADED NOLO CONTENDERE TO AN ALLEGED CRIME? (A "YES" RESPONSE WILL NOT NECESSARILY DISQUALIFY AN APPLICANT FROM EMPLOYMENT.)  YES  NO IF YES, PLEASE EXPLAIN \_\_\_\_\_

**EDUCATION**  
(Transcripts may be required for verification of education)

SCHOOL	NAME AND LOCATION	MONTH/YEAR ATTENDED	GRADUATE	DIPLOMA OR DEGREE
HIGH SCHOOL		FM:	YES	GED:
		TO:	NO	
TECHNICAL SCHOOL		FM:	YES	
		TO:	NO	
COLLEGE/ UNIVERSITY		FM:	YES	
		TO:	NO	
GRADUATE SCHOOL		FM:	YES	
		TO:	NO	

**LICENSES, REGISTRATIONS OR CERTIFICATIONS:**

NAME OF TRADE OR PROFESSION \_\_\_\_\_

**SPECIAL SKILLS AND QUALIFICATIONS.** Please list any training, experience or hobbies related to your ability to perform the job. \_\_\_\_\_

**INDICATE ANY LANGUAGES YOU SPEAK, WRITE AND/OR READ**

\_\_\_\_\_ (Fluently) (Good) (Fair)

**ARE YOU ABLE TO PERFORM THE ESSENTIAL FUNCTIONS OF THE JOB FOR WHICH YOU ARE APPLYING, WITH OR WITHOUT REASONABLE ACCOMMODATIONS?**  YES  NO

If a reasonable accommodation(s) would be required for you to perform the essential functions of the job, describe any accommodations(s) required. \_\_\_\_\_

**EMPLOYMENT EXPERIENCE**

List most recent jobs first. Include job-related military service. If gap in employment, please explain.

EMPLOYER \_\_\_\_\_

SUPERVISOR \_\_\_\_\_ TELEPHONE \_\_\_\_\_  
ADDRESS \_\_\_\_\_

JOB TITLE \_\_\_\_\_ FROM \_\_\_\_\_ TO \_\_\_\_\_

SALARY  HOUR  WEEK  MONTH  START \_\_\_\_\_ TO \_\_\_\_\_

REASON FOR LEAVING  RESIGNED  DISCHARGED  LAY-OFF  OTHER

EXPLAIN REASON FOR LEAVING \_\_\_\_\_

DESCRIBE YOUR DUTIES \_\_\_\_\_



**EMPLOYMENT EXPERIENCE**

EMPLOYER \_\_\_\_\_

SUPERVISOR \_\_\_\_\_ TELEPHONE \_\_\_\_\_

ADDRESS \_\_\_\_\_

JOB TITLE \_\_\_\_\_ FROM \_\_\_\_\_ TO \_\_\_\_\_

SALARY  HOUR  WEEK  MONTH  START \_\_\_\_\_ TO \_\_\_\_\_

REASON FOR LEAVING  RESIGNED  DISCHARGED  LAY-OFF  OTHER

EXPLAIN REASON FOR LEAVING \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

DESCRIBE YOUR DUTIES \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**EMPLOYMENT EXPERIENCE**

EMPLOYER \_\_\_\_\_

SUPERVISOR \_\_\_\_\_ TELEPHONE \_\_\_\_\_

ADDRESS \_\_\_\_\_

JOB TITLE \_\_\_\_\_ FROM \_\_\_\_\_ TO \_\_\_\_\_

SALARY  HOUR  WEEK  MONTH  START \_\_\_\_\_ TO \_\_\_\_\_

REASON FOR LEAVING  RESIGNED  DISCHARGED  LAY-OFF  OTHER

EXPLAIN REASON FOR LEAVING \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

DESCRIBE YOUR DUTIES \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**REFERENCES**

Please list the names, addresses and telephone numbers of three (3) people NOT related to you and NOT previous employers.

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<b>Name</b>	<b>Address</b>	<b>Telephone</b>
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<b>Name</b>	<b>Address</b>	<b>Telephone</b>
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<b>Name</b>	<b>Address</b>	<b>Telephone</b>
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**APPLICANT'S STATEMENT**

I certify that answers given herein are true and complete to the bests of my knowledge.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

I understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with the City of Rockport is of an "at will" nature, which means that I may resign at any time and the City may discharge me at any time, with or without cause. I further understand that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically adopted by the City Council of the City of Rockport.

If employed, I understand that false or misleading information given in this application or in interview(s) may result in discharge. I understand, also, that I will be required to abide by all rules and regulations of the City of Rockport.

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Signature of Applicant

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Date

**WAIVER OF CONFIDENTIALITY**

I hereby waive my right of confidentiality and both authorize and request that information pertaining to my criminal history (if any) and driving record be made available to the City of Rockport to whom I have made an application for employment.

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Signature of Applicant

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Date

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Texas Driver License Number

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Class of License

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Social Security Number

**RELEASE OF PREVIOUS EMPLOYMENT INFORMATION**

I hereby authorize and request any previous employer to release information to the City of Rockport regarding my previous employment.

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Signature of Applicant

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Date



### Notice to Applicants

The City of Rockport participates in the Employer New Hire Reporting Program. We report information concerning each new employee to the Texas State Directory of New Hires. This information includes new employee's name, address, Social Security number, date of birth, salary information, and other personal and work information. This program assists the Office of the Attorney General in locating parents who owe child support and helps detect fraud in other public assistance programs such as welfare, unemployment compensation and worker's compensation.

Are you related to any elected or appointed official or current employee of the City of Rockport?

Yes  No. If yes, list names(s) \_\_\_\_\_

[Relationships—Your: parent, spouse, children, father-in-law, mother-in-law, step-children (any child of the spouse who is not your natural or adoptive child); brother, sister, grandparent, grandchild; spouse's grandparents or grandchildren; great-grandparent, great-grandchild, aunt who is a sister of your parent, uncle who is the brother of your parent, nephew or niece who is the child of a brother or sister of your parent.]

Please Sign below to indicate that you have read this notice.

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Date