

# The City of Bee Cave is currently recruiting for Patrol Officer Candidates

## Recruitment

The City of Bee Cave Police Department is currently seeking highly qualified TCOLE licensed patrol officer candidates for its department. Located 17 miles west of Austin in Travis County, the Bee Cave Police Department proudly and professionally serves its community of 7,000 residents and over 40,000 daily visitors in the beautiful Texas hill country. The City of Bee Cave, one of Texas's most dynamic and rapidly growing communities, is seeking creative and innovative patrol officers.

## City Background

The City of Bee Cave is a vibrant, dynamic community boasting services and amenities befitting the scenic beauty of the area. Bee Cave is also unique with regards to its highly educated population and median household income level of \$90K. Our parks, recreational communities, and beautiful landscapes make Bee Cave a desirable part of the Lake Travis Area. The City of Bee Cave maintains itself as a historic, progressive, and family oriented community with a commitment to a high quality of life.



## Police Department

The Bee Cave Police Department officially began 24/7 coverage on October 1, 2005. The Department began with 6 Officers and has grown to an authorized staff of 19, and in 2008 moved into a modern 5,000 square foot building. The Bee Cave Police Department is dedicated to providing professional police services to the community, and became a Recognized Best Practices Agency in February of 2012. The department's goal is to provide a safe environment for those that live in and visit Bee Cave by preserving the peace and maintaining the "home town" atmosphere.



## Compensation & Benefits

Compensation for a Police Officer is based on experience, training, and education. Certification stipends are paid after probationary period, **retention bonus of \$2,000.00 is paid after two years of service with intent to remain employed for one additional year of service**, and on duty time is provided for approved fitness exercise.

The City of Bee Cave offers an excellent employee benefits package including:

- **Health, Dental and Vision Insurance**
  - **City pays 100% for employees**
  - **City pays 75% for dependents**
- Paid Group Life Insurance/ AD & D
- Retirement
  - 2 to 1 matching ratio at 7% with Texas Municipal Retirement System
- Leave accrual
  - 10 days/year of Vacation Leave
  - 12 days/year of Sick Leave
- Holidays
  - 13 paid holidays
- Health Club Membership
  - Paid Gold's Gym membership

The Department has transitioned to the use of iPads in patrol cars in conjunction with mobile CAD. Our newest patrol vehicles are Ford Interceptor Utility Vehicles or Sedans. The Department uses electronic ticket writers. All equipment needed to perform active duty is issued. All training, to include specialized training, is paid for. Officers work 12 hour shifts with every other weekend off.

## Bee Cave Police Benevolent Foundation

In November of 2011, community members formed the Bee Cave Police Benevolent Foundation (BCPBF) with a mission to provide financial assistance and benefit to the Bee Cave Police Department and other area public safety employees and their families; and to support community and law enforcement initiatives, memorials, scholarships, and educational programs. The BCPBF sponsors the Police Department's Annual Awards Banquet each year. Scholarship assistance provided annually to Bee Cave Police Officers attending college.



## The Ideal Candidate

Ideal candidates will possess a Texas Peace Officer License from the Texas Commission on Law Enforcement and be capable, professional Police Officers who are ***committed to Excellence***. Candidates should possess exceptional interpersonal skills which, when coupled with drive, dedication, and determination, will deliver outstanding performance. The ideal candidates should be motivated by the desire to work with the community. Candidates should be willing and able to become part of a team wherein all strive to ensure the success of the team, and enhance the quality of life for all. The ideal candidates should have a stable work history, be physically fit and able to pass pre-employment fitness testing. Participation in the fitness program will be required for officers to be considered for additional promotional opportunities.

## The Position

### General Job Functions:

Under general supervision of the Chief of Police, 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:

- Patrols are assigned to an area by car or on foot to deter crime and detect violations of law;
- Makes arrests of persons violating laws and ordinances; inspects residential, commercial, and other buildings for indications of criminal activity; responds to emergency calls, routine complaints, and alarm system signals; and takes all necessary and appropriate law enforcement actions;
- Conducts open observation for traffic law violators; directs traffic; writes traffic and parking citations; questions drivers, witnesses, or others in connection with possible violations of the law; takes written statements; checks NCIC and TCIC for information on suspects; and accompanies prisoners to jail or court;
- Conducts preliminary investigations at crime scenes prior to arrival of Detectives; testifies in court; writes required reports; maintains files; and answers phones; and
- May be assigned specialized duties as criminal investigator, or as a specialized team member.

### Required Education, Degrees, Certificates, and/or License:

- Some college semester hours are preferred, with a minimum GPA of 2.0;
- Applicant must be TCOLE licensed; and
- Must have made passing scores on all applicable entrance exams.

### **Requirements for employment:**

- **Must hold a valid Texas Class C Driver's License with a safe driving record (no more than 3 moving violations in the past 36 months);**
- **No record of DWI, DUI, or license suspension with the past five years;**
- **No conviction of any felony;**
- **No convictions of any Class A or B Misdemeanor in the past ten years;**
- **No convictions of any illegal drug use within the past 5 years or use of marijuana within the past two years;**
- **No conviction of family violence within the past 10 years; and**
- **Must not have a dishonorable discharge from the military.**

### **Experience, Training, Knowledge, and Skills:**

- Must be bondable;
- Must have a good knowledge of criminal laws and local ordinances;
- Skilled in the use and care of firearms, vehicles, and other common police equipment;
- Intermediate computer skills to include the use of iPads;
- Knowledge of first aid;
- Must have the ability to gain compliance with the law in a positive manner; and
- Must be at least twenty-one (21) years of age.

## **Hiring Process**

The hiring process includes the following steps, each of which must be successfully completed before the candidate can move to the next step. Candidates may be eliminated at any point in the process.

- Submit City Application to Human Resources;
- Initial compatibility visit to the Police Department;
- Physical Readiness Test (PRT):
  - Applicant's choice of 2000 meter row, 4 minute row, 500 meter row, or standard PRT (pushups, crunches, 1 ½ mile run)
  - Applicants must pass by scoring a minimum 65% per age and gender normative data, as established by DPS
- Complete Comprehensive Background Disclosure Statement;
- Successfully complete comprehensive background investigation;
- Successfully complete oral boards;
- Successfully complete interview with Chief of Police;
- Preliminary employment offer; and
- Obtain positive outcome of drug screen, physical exam, and psychological exam as necessary.

## How to Submit

Application and job description can be downloaded at [www.beecavetexas.gov](http://www.beecavetexas.gov),

If you have any questions please contact Lt. Vicente Montez at 512-767-6654 or [vmontez@beecavetexas.gov](mailto:vmontez@beecavetexas.gov).

Send applications and resumes to:

City of Bee Cave  
Attn: Human Resources  
4000 Galleria Pkwy.  
Bee Cave, TX 78738

E-mail: [HR@beecavetexas.gov](mailto:HR@beecavetexas.gov)

**The City of Bee Cave is an Equal Opportunity Employer.**

