



Sandy Oaks Police Department

is seeking candidates for

Reserve Police Officer

Opening Date: October 11, 2021
Closing Date: Until All Three Positions are Filled

The Sandy Oaks Police Department is accepting applications for three (3) Reserve Police Officers. As a growing suburb outside of San Antonio, Sandy Oaks serves a population of almost 5,100 residents.

Each Reserve Police Officer is put through the Field Training program and after successful completion, will eventually work their own patrol unit and be responsible for the City including, but not limited to, regular patrol duties, traffic enforcement, crime prevention and other duties, as assigned.

Examples of duties:

- Patrol the city via a city-provided vehicle
- Traffic enforcement
- Receive and answer complaints and requests for service from citizens, provide information or assistance, or investigate according to policies and procedures
- Summon additional personnel, ambulance, or additional facilities to the scene of a disaster, crime or accident as required
- Prepare detailed, legible, and grammatically correct records and reports, as required
- Make arrests, as warranted
- Notify business owners of conditions deserving attention
- Perform other duties, as assigned

Requirements Qualifications:

- High School diploma or equivalent (GED)
- Basic TCOLE license – if there is over a 180-daybreak in service, a new psychological and physical exam will be required and will be paid by candidate
- Must possess a valid Texas Class C driver's license
- All candidates must be able to pass a rigorous background investigation
- Interested Reserve Officers will be considered when a full-time paid position becomes available
- You will be required to work 32 hours a month
- Must provide own duty gear
- Applicants are required to submit to a complete history statement and TCOLE Information Release form along with a City of Sandy Oaks application

Compensation:

Reserve Police Officer is a volunteer, non-paid position. Reserve Officers are permitted to work paid traffic assignments in addition to their monthly duty requirements (additional volunteer hours each month are required to work paid traffic assignments). The Department issues one uniform.

All Reserve Officers also assist in public relations activities including speaking to schools and other civic organizations, as well as attending City-sponsored events throughout the year.

Special Requirements:

- Communicate effectively orally, in writing and using a police radio
- Exercise good judgement in dealing with routine and unusual situations
- Refuse to participate in or tolerate unethical behavior
- Must not be subject to impeachment in court due to character, reputation, history of dishonesty, or violation of law, including drug violations
- Behave courteously toward others
- Take direction well from supervisors
- Maintain good working relationship with others
- Accept constructive criticism and apply it to performance
- Be dependable in meeting scheduled assignments
- Proactively communicate follow through with supervisors.
- Must provide all duty equipment

Resumes will be accepted until all three positions are filled by emailing Chief Lopez at chief980@cityofsandyoaks.com or by mail to Chief Lopez, Sandy Oaks Police Department, P.O. Box 828, Elmendorf, TX 78112.

The City of Sandy Oaks is an Equal Opportunity Employer.