

Assistant Chief of Police

Town of Horizon City

Horizon City, Texas, United States

\$104,120.00/annually (per Collective Bargaining Agreement, 10-1-2021)

DESCRIPTION

The Town of Horizon City is searching for an exceptional experienced police leader with a demonstrated track record of understanding contemporary crime control methods, problem solving strategies, relationship building concepts, community involvement principles, mentoring employees, and understanding of technology related to law enforcement. The ideal candidate will:

- Assist in exercising a high level of discretion, responsibility, the ability to assist in organizing projects, assist in setting goals and use effective strategies to achieve goals.
- Focus on crime reduction, prevention, and community-responsive solutions.
- Have experience managing patrol, investigations, traffic, training, grants, and internal investigations.
- Place a high value on building and maintaining relationships within the department.
- Promote and demonstrate the highest standards of professional & personal conduct.
- Be willing to work as part of a team, being open and honest, and possessing a reputation as a caring and consistent leader.
- Be an active member of our community.

GENERAL SUMMARY

This is a Fair Labor Standards Act exempt, salaried, and appointed position which reports directly to the Chief of Police and is responsible to Chief for Police Department activities. The Assistant Police Chief is appointed by the Chief of Police. The Assistant Chief supervises actions of the Divisions within the police in accordance with the Horizon City Police Department Policies and Procedures, the Collective Bargaining Agreement, and the laws of the State of Texas.

SUPERVISION

General direction is provided by the Chief of Police.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Responsible for assisting in planning, coordinating, directing, organizing, and overseeing the operations and activities of the Police Department in order to provide the best possible professional police service and maintain a safe community for the citizens of the Town of Horizon City.
2. Given assigned responsibility to manage and supervise police personnel and operations. Assist in directing, developing, implementing, and evaluating crime

prevention and intervention programs, safety and health programs, and creative patrol and or policing strategies, such as foot patrol, bicycle, and police volunteers. Generates and or guides our staff to create operational plans to address current crime trends. Assists in the development and makes recommendations for short- and long-term goals and objectives for the Department.

3. Ensures through personal involvement, supervision, and delegation of authority that the Department's policies, procedures, rules and regulations, and applicable laws are properly enforced and utilized to guide the operational activities of the Department.
4. Directly supervises the job performance of assigned police employees. Assists in the development of standards of performance and prepares performance appraisals for assigned employees. Enforces personnel rules and regulation standards or conduct and work attendance. Assures compliance with safe working practices and procedures.
5. Assists in Initiating action and investigating all citizen complaints brought to the attention of the department. Completes investigations concerning alleged misconduct, accident reports, grievances, and makes assists in making recommendations. Provides a review of disciplinary and criminal and administrative investigations.
6. Assists in the selection and training of new police officers. Assists in directing personnel actions involved in recruitment, selection, promotion, transfer, training, commendation, and disciplining of subordinates. Assists in reviewing and evaluating current and new academic and hands-on-training methods of Police recruits. Assists in ensuring that employees complete mandatory training courses required by the State (TCOLE), in-service training, and continuing education requirements.
7. Assists in the supervision and initialization of administrative and criminal investigations of crimes. Prepares incident reports and enforces all rules and regulations pertaining to officer conduct, on and off duty action of officers, and off-duty employment. Advises officers in issues of law enforcement applications, interpretation of laws, and departmental procedures and operations.
8. With the assistance of the Lieutenants, Sergeants and Corporals assists in evaluating the work performance of part-time and full-time Officers while on probation and at least once a year thereafter. Assists in reviewing and evaluating current operational policies and procedures and recommends changes when necessary. Serves as the liaison and coordinator for the accreditation process with the Texas Police Chief's association. Ensures the department is in compliance with best practices according to TPCA accreditation process.
9. Assists in conducting surveys and makes recommendations for changes and improvements including new techniques and approaches to law enforcement services such as Community Policing and Crime Prevention Programs. Performs statistical analysis of department operations, crime trends, and provides recommendations to improve effectiveness and efficiency of police personnel and operations. Provides reports and statistical data as required by the Chief of Police. Keeps the Chief of Police apprised of law enforcement activity, crime profiles, and status of police operations.

10. Assists in Identifying budget needs for the Police Department. Assists in the development, presentation, administration, and management of expenditures allocated to the Department. Assists in the monitoring and approval of work schedules, vacation, leave, to ensure maximum and effective use of personnel and equipment resources. Assists and directs the administration and reporting on grants as related to areas of Public Safety.
11. Cooperates and coordinates with other law enforcement agencies (El Paso Sheriff's Office, El Paso Police, Texas DPS, District and County Attorney, Justice of the Peace, Security agencies, and others) in order to coordinate investigations, case preparation, presentation, and prosecution of offenders.
12. Comprehensive knowledge of the methods, principles, practices and techniques of current police administration, personnel management, budgetary practices, procedures and controls, and planning, and organizing of police operations.
13. Experience and ability to supervise and perform investigation of crimes and complaints; knowledge and ability to enforce ordinances, state laws and applicable federal statutes; knowledge of the rights of prisoners and rules of evidence, arrest search and seizure procedures; must possess excellent interpersonal and communication skills.
14. Ability to exercise good judgment in evaluating situations and making decisions; ability to keep records and initiate reports, statistics, and knowledge of UCR and racial profiling reporting; ability to supervise case management and inspect the work assignments of subordinates.
15. Ability to follow oral and written instructions; ability to observe situation analytically and objectively, and to record them clearly and completely; ability to react quickly and calmly in emergencies and project a positive, police image for officers to follow; ability to express oneself clearly and concisely, orally and in writing; have outstanding communication with their assigned supervisor; knowledge and ability to use progressive discipline when necessary.
16. Skill in the safe operation of a motor vehicle, to include high pursuits, night driving, and ability to safely maneuver over road hazards, guide wires, desert driving and heavy freeway congestion; skill and ability in the proper use and care of firearms and expendable baton; ability to operate desktop/vehicle computers, telephone, fax machine, mobile and hand-held radios, radars, and video recording equipment.
17. Performs any other duties as assigned and as may be necessary to complete regular work.

MINIMUM JOB REQUIREMENTS

EDUCATION

- Minimum of an Associate's Degree or 60 credit hours is required from an accredited college or university in police science, law enforcement, criminal justice, public administration, or closely related field.
 - Having the commitment to achieve a Bachelor's degree within 2-years of appointment in the same fields as described is preferred.
 - Bachelor's degree or Master's degree in the same fields as described is desirable.

EXPERIENCE

At least ten (10) years directly related experience in law enforcement and four (4) years of which must have been in leadership roles. Comprehensive knowledge of police administration and organization, and of technical and operating principles, practices, and problem solving of law enforcement and crime prevention activities. Highly developed communications and interpersonal skills, personal and professional integrity and a visionary leadership style or an equivalent combination of education, training and experience which demonstrates possession of the required knowledge, skills, and abilities to perform this work.

LICENSES AND CERTIFICATES

- Must possess an active Peace Officer License from the Texas Commission on Law Enforcement (TCOLE).
 - Out of state candidates must be eligible to achieve licensure through reciprocity with TCOLE according to TCOLE rules and become licensed within 6 months of appointment. In such cases, the candidate will be an un-sworn agency administrator until licensed (per state law).
 - Must possess a Master Certificate from the Texas Commission on Law Enforcement (TCOLE) or ability to achieve it within 2-years of appointment.
- Texas Class “C” License or equivalent from another state by time of appointment.
- Certificate of completion of a recognized police executive program (Supervisory Leadership Institute, Leadership Command College, FBI National Academy, PERF’s Senior Management Institute for Police, or Naval Post-graduate School) or achieve it within 2 years of appointment.

KNOWLEDGE, SKILLS, AND ABILITIES

- Skilled in the safe operation of a motor vehicle to include high pursuits, night driving, and ability to safely maneuver over road hazards, guide wires, desert driving and heavy freeway congestion, skill and ability in the proper use and care of firearms.
- Ability to read literature, books, reviews, scientific or technical journals, abstracts, financial reports, and/or legal documents.
- Ability to deal with system of real numbers; practical application of fractions, percentages, ratios/proportions, and measurement.
- Ability to write reports, correspondence, journals, speeches, manuals, or critiques.
- Receives direction from the Chief of Police: Within this job, the employee normally performs the duty assignment within broad parameters defined by general organizational requirements and accepted practices. Total end results determine effectiveness of job performance.

- Assists with final budgetary recommendations to the Chief of Police. Validates that appropriate linkages exist between budget goals, funding limitations and services levels adopted to meet specific department and organizational goals. Assists in monitoring progress toward fiscal objectives and adjusts plans as necessary to reach them.
- Must have the skill and ability to plan, organize, lead and control personnel and operations of a police department.
- Must possess management ability to motivate subordinates to accomplish the goals and objectives of the Department.
- Must be proficient in oral and written communications skills in order to carry out the duties and responsibilities of an Assistant Chief of Police and be able to openly communicate with the Chief of Police, employees, and citizens of the community.
- Decisions regarding policy development and implementation are recommended.
- Interaction with others outside the organization requires exercising participative management skills that support team efforts and quality processes.

Other Job Characteristics

- May work extended hours as an executive reporting to the Chief of Police.
- On-call twenty-four (24) hours may respond to and/or take command of disasters or major emergencies.
- Moderate public speaking and interaction with others outside the organization.
- Mobility in the field and within an office environment.

TIMELINE

- The first review of applications will occur on **March 11, 2024**.
- Finalists will be invited to participate in an in-person interview with a panel of professional individuals within 10 days of submission of applications.
- Selected Finalist will be asked to submit their Texas Commission of Law Enforcement (TCOLE) Personal History Statement (*Must be notarized*) and Authorization to release personal information
- The finalist will be offered a conditional job offer.

APPLICATION

Applicants must present the following documents prior to **Friday, March 8, 2024**.

- City application form (found at <https://www.horizoncity.org/human-resources/>)
- Cover letter
- Personal resume
- Copy of education and academy, certifications, transcripts, and diplomas
- Authorization to release personal information
- List of 3 personal references and 3 professional references with contact information

Note: Travel and lodging for this selection process is at the applicant's expense.

Send to:

Elizabeth Acosta – Human Resource Manager

Town of Horizon City

14999 Darrington Road

Horizon City, TX 79928

915-852-1046 ext. 107

Or Email to: eacosta@horizoncity.org