

HEWITT TEXAS

Job Title: Assistant Chief of Police

Department: Police Department

Location: Public Safety Facility

Reports to: Chief of Police

Date: 2/15/2018

Grade: 17	Type of Position: <input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Seasonal <input type="checkbox"/> Intern	Classification: <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt	Safety Sensitive: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
------------------	---	---	--

Job Summary: The Assistant Chief of Police provides oversight to all police divisions. Provides highly responsible and complex administrative support and makes major contributions to the operations of the department. Represents the Chief of Police in his absence on departmental policies and procedural methods.

Essential Functions: Assume management responsibility for all services and activities of the department, and prioritize work. Continually monitor the department's progress in relation to its goals and objectives, as set by the Chief of Police.

Oversee and participate in the selection process for promotions and hiring new personnel. Supervise subordinate personnel to ensure instructions, policies, procedures, and practices of the department are followed. Promote growth and development of personnel by counseling, instructing, and providing training as needed. Conduct performance evaluations, review disciplinary cases, and participate in internal investigations.

Attend weekly staff meetings. Prepare reports and presentations on behalf of the Police Department. Assist in the preparation of the department budget.

Participate in a variety of law enforcement activities which include but are not limited to arresting offenders and suspects for traffic and criminal offenses; conducting interviews and interrogations; appearing in court for criminal, civil, and other law enforcement related matters; and conducting surveillance. Respond to calls for police service throughout the city and provide direction in handling difficult and dangerous situations. Present briefs on police case reports.

Operate department computer equipment to review records, inquire about activities and programs, and input various data. Maintain all department equipment, supplies, and facilities.

Maintain contact with the general public, court officials, and other City officials in the performance of police activities. Act as the liaison with other law enforcement agencies. Meet with citizens to address complaints or requests, as needed. Maintain normal availability by radio or telephone for consultation on major emergencies. Remain on call twenty-four hours a day.

Stay abreast of new trends and innovations in the field of law enforcement by attending training schools and seminars. Carry out duties in conformance with Federal, State, County, and City laws and ordinances. Perform other related duties as assigned by the Chief of Police. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Competencies: Knowledge of Federal, State, and local laws and ordinances. Knowledge of proper care and use of firearms. Ability to communicate clearly and effectively. Ability to establish and maintain effective working relationships. Ability to think quickly and make sound accurate decisions.

Required Education, Experience, and Qualifications: Must be employed with the City of Hewitt Police Department as a sworn officer. Associate's degree in Criminal Justice, Public Administration, or a related field. Seven (7) years of increasingly responsible professional experience in municipal police work, including five (5) years of supervisory experience. Or an equivalent combination of education and experience. Texas Peace Officer License from TCOLE along with Advanced Peace Officer certification. Must meet all requirements for appointment as a peace officer as set in the state and local statutes, ordinances, and regulations. Must meet the department's physical fitness standards.

Preferred Education, Experience, and Qualifications: Master Peace Officer certification preferred. Bachelor's degree in Criminal Justice, Public Administration, or a related field preferred.

Physical Requirements: Overall Strength Demands: The following describes the overall strength demand of the functions performed by the incumbent during a typical workday.

Sedentary <input type="checkbox"/>	Light <input type="checkbox"/>	Medium <input checked="" type="checkbox"/>	Heavy <input type="checkbox"/>	Very Heavy <input type="checkbox"/>
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10 to 20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

		requires walking or standing to a significant degree.			
--	--	---	--	--	--

Physical Demand Codes: The following describe if the incumbent is expected to exert the following physical demands during a typical workday and the overall frequency.

While performing the duties of this job, the employee is frequently required to sit, talk and hear. The employee is occasionally required to stand; walk; use hands to finger, handle, or operate objects, controls, or tools listed above; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.

Machines, Tools, and Equipment: Police car, police radio, radar gun, handgun and other weapons as required, side handle baton, handcuffs, pager, first aid equipment, personal computer including word processing software.

Expected Hours of Work: Days and hours of work are Monday through Friday, 8 a.m. to 5 p.m. Occasional evening and weekend work may be required as job duties demand.

Work Conditions/Environmental Factors: Typically works in a climate-controlled office environment. On occasion, may work outside under a variety of unfavorable conditions including exposure to gunfire, harsh weather, poor or no lighting, exposure to hazardous chemicals and smoke, extremes in temperatures, electrical hazards, armed and dangerous persons, and communicable diseases.

This job description is not an employment agreement, contract agreement, or contract. Management has exclusive right to alter this job description at any time without notice

Employee Print Name: _____ Date: _____

Employee Signature: _____