



CITY OF LEON VALLEY JOB DESCRIPTION

JOB TITLE: Assistant Police Chief

DEPARTMENT: Police Department

FLSA STATUS: Exempt

EFFECTIVE DATE: July 15, 2024

JOB SUMMARY:

Under general supervision of the Police Chief, provides complex and highly responsible administrative support to the Police Chief, serves as commanding officer for investigations and Patrol Divisions including the Photographic Traffic Control System, Traffic Safety Program and Code Compliance Detail. Plans, coordinates and controls the activities of department personnel regarding allocation and deployment of personnel and equipment; and performs other related work as required or assigned.

ESSENTIAL JOB FUNCTIONS:

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position.

Assumes responsibility of the Police Department in the absence of the Police Chief, as directed;

Assist in coordination, supervision and evaluation of Police Department operations;

Develop, recommend, and enforce City and Departmental policies and procedures in concert with all applicable laws, ordinances and policies/procedures;

Direct, coordinate, and develop departmental regulations, policies and procedures, subject to review by the Police Chief, and interpret and enforce policies within the department;

Assist in department planning activities with respect to utilization of personnel and equipment to ensure departmental operations' effectiveness;

Prepare and submit periodic presentations and reports, at the direction of the Police Chief, regarding the Department's needs, activities, and special projects using word processing, spreadsheet, and department software programs;

Conduct work place and equipment inspections to evaluate the safety of the working environment and ensure that corrective action is taken;

Ensure that subordinate personnel are adequately trained in all aspects of their jobs, to include the proper and safe use of equipment;

Directs the development and maintenance of systems, records, and legal documents that provide for the proper evaluation, control, and documentation of Police department operations;

Must be able to assist in the following: interrogating suspects, witnesses and drivers, preserve evidence; arrest violators; investigate and render assistance at scene of vehicular accidents; summon ambulances and other law enforcement vehicles; take measurements and draws diagrams of scene; conduct follow-up investigations of crimes committed during assigned shift; seek out and questions victim, witnesses and suspects; develop leads and tips; search crimes for clues; analyze and evaluate evidence and arrest offenders; prepare cases for giving testimony and testify in court proceedings;

Carries out duties in compliance with and enforces appropriate City ordinances, State and Federal laws, and all written directives;

Recognize the need for supervisory intervention and seek it when needed; keep supervisors informed of relevant activity;

Contacts and coordinates information and follow-ups with other agencies and law enforcement jurisdictions including but not limited to the military, NCIC, FBI, DEA, ATF, and other criminal history or intelligence resources;

Make ethical decisions that conform to applicable laws, departmental policy, regulations, etc. without supervision when appropriate;

Work well with the public and coworkers daily, communicating effectively, maintaining alertness, composure, helpful attitude and professionalism in all circumstances, including stress, verbal abuse, criticism, and/or other adverse conditions;

Maintains contact with general public, court officials, and other City officials in the performance of police activities or assignments;

Conduct performance evaluations of the CID personnel, and Patrol Sergeant and review all other Police Department performance evaluations, except for Police Chief;

Counsel and discipline personnel, addressing grievances, disciplinary actions and appeals and conduct issues of assigned personnel according to City policies;

Make recommendations on recruitment, hiring, promotions, transfers, and terminations;

Assist with development, presentation and administration of the annual department budget; Coordinate and direct expenditures, material acquisition and maintenance;

Communicate effectively and professionally with the supervisors, employees, the public, the media, and officials from other local, state and federal agencies.

Effectively address complaints and inquiries from public and city officials regarding ordinances and status of City Council communications;

Assists with Community Crime Prevention Program;

Provide police service and assistance responding to major incidents and assume command when and where warranted;

Follow a chain of command and instructions, receptive to supervision;

Immediately comprehend and execute orders from a supervisor in emergency situations;

Adapt toward procedures, programs, regular and special assignments;

Begin and seek out work without supervision;

Perform search duties of persons/vehicles for weapons, evidence, or contraband and searches of buildings, storm sewers, or tunnels in dark or low - light conditions for evidence, suspects and / or missing persons;

Demonstrate competent weapons' proficiency with Department -authorized firearms;

Display proficiency in officer survival and safety tactics;

Operate, use and maintain assigned vehicles and equipment safely and properly, drive safely under adverse conditions (e.g. , rain, snow, sleet, ice, dark etc.); safely engage in high speed driving while pursuing suspects or responding to calls; operate motor vehicle safely for extended periods of time; and safely work in congested traffic areas in and out of police vehicle;

Set up roadblocks appropriately using traffic barriers other than cars, e.g., cones, sawhorses, signs, etc.;

Physically intervene to restrain individuals for the safety of the officer, others and the individual;

Appropriately use arm lock/neck restrain, apply handcuffs, forcefully grab subjects by the arm to lead them away, and / or physically hold unwilling or aggressive subjects until help arrives;

Use appropriate forced entry techniques;

Must use protective equipment such as, bullet proof vest, traffic vest, handcuffs, gloves, and boots; appropriately by city and departmental policies;

Direct or control traffic with a flashlight or hand signals for more than one hour at a time;

Acceptably perform duties acceptably after long hours (more than 24) without sleep during emergency situations;

Attend all courts, meetings, and other functions as scheduled and requested;

Work in all weather conditions, inside and outside, in light and/or dark;

Work any day of the week, any hour of the day, extra assignments and be able to respond to situations while on and off duty as directed;

Communicate effectively via police radio, telephone, and in person, with citizens, coworkers, supervisors, and instructors, including persons of diverse backgrounds, without bias or prejudice;

Maintain an acceptable physical fitness level, including specific vision abilities required by this job including close vision, distance vision, and the ability to adjust focus, also including hearing

abilities to sufficiently and clearly communicate verbally to work safely with others in noisy situations;

Maintain the appropriate uniform;

Search files, assemble information, file and retrieve from file cabinets;

Present written and oral reports;

Ensure that patrol operations are performed in concert with all applicable laws, ordinances and policies/procedures of the City and department;

Fluently read, write and converse in English;

Must not pose a threat to the health and safety of self or others;

Fuel and service police vehicles;

Assist in setting up training equipment, e.g. firing range, driving course, etc.

Demonstrate an aptitude for Law Enforcement work;

Ability to read, write and communicate effectively in Spanish is desirable;

Ability to think clearly and act effectively in emergency situations, making sound and logical decisions quickly;

Good prioritizing and problem solving abilities;

Ability to observe and remember details of incidents, names and faces;

Must be able to communicate effectively and courteously with all city employees, and the public;

Ability to practice sound safety and work habits;

Must have good prioritizing and problem solving abilities;

Physical agility and good cognitive abilities are required for successful performance of Essential Functions;

Must not have any history of criminal or improper conduct which may affect suitability for law enforcement work;

Must not have been convicted, placed on deferred adjudication or probation or under indictment for any felony under the laws of Texas, another state or the United States;

Must not have been convicted in the past five years of a misdemeanor offense of the grade of Class A or Class B, or its equivalent for which the punishment could include jail time;

Must not be on probation, community supervision, deferred adjudication or any type of court ordered supervision for any criminal offense;

Must not have engaged in the manufacture or sale of any controlled substance or dangerous drugs, or ever used illegal drugs or substances other than experimentation with marijuana;

Must not have used or consumed intoxicating beverages in an excessive manner and/or have been convicted or placed on probation for DWI or DUID in the past five (5) years;

All other arrests and convictions are evaluated on an individual basis based on the nature and gravity of the offense, time passed since the conviction and/or completion of sentence; and

Any and all prior military service is required to have resulted in at least an under honorable conditions discharge.

MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE USED:

Effectively and appropriately use vehicles, vest, traffic vest, handgun, OC (pepper) spray, handcuffs, radio, flashlight, gloves, laptop, dash radar, handheld radar, baton, catch-pole, Mobile Data Terminal, Microsoft Office Suite.

ENVIRONMENTAL FACTORS:

Must be able to work indoors and outdoors in variable temperatures and weather conditions including heat, cold, temperature swings and inclement weather. Must be able to drive safely under adverse conditions (e.g. rain, snow, sleet, ice, dark etc.). Will come in contact with some exposure to dust, chemicals, fumes and loud noises must use proper safety precautions.

C Continuously	F Frequently	O Occasionally	R Rarely	N Never
-Health and Safety Factors-				
Mechanical Hazards			R	
Chemical Hazards			F	
Electrical Hazards			R	
Fire Hazards			O	
Explosives			O	
Communicable Diseases			F	
Physical Danger or Abuse			F	
Inclement Weather			F	

D Daily	W Several Times Per Week	M Several Times Per Month	S Seasonally	N Never
-Environmental Factors-				
Respiratory Hazards				M
Extreme Temperatures				D
Noise and Vibration				M
Wetness/Humidity				M
Physical Hazards				D

OVERALL PHYSICAL STRENGTH DEMANDS:

Must be able to load and unload police equipment from a vehicle, including lifting objects weighing 50 pounds; raise a pistol, rifle, or shotgun to aim at a subject for an extended period of time (more than ten minutes) without firing. Must be able to carry or drag at least 150 pounds of an injured or other persons and assist ambulance/EMS attendants in carrying victims under adverse conditions, eg. up/down stairs, over rough terrain, out of creeks, etc.. Must be able to walk for short and long distances (more than 1/4 mile). Must be able to run and chase suspects for extended distances (more than 100 yards) over adverse terrain (e.g., rugged fields, alley ways, fences), climb buildings, crawl through windows, climb ladders, walk on rooftops to search for criminal entry, evidence, or suspects; and run up and down a flight of stairs/steps to assist other officers or apprehend subjects.

-Physical strength for this position is indicated below with "X"-				
Sedentary	Light	Medium X	Heavy	Very Heavy
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 requires walking or standing to a significant degree.	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 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

Must be able to stand on hard surfaces for long periods of time (more than one hour) performing guard/security duties; Walks long distances on uneven terrain and hard surfaces.

C Constantly 2/3 or more of the time.	F Frequently From 1/3 to 2/3 of the time.	O Occasionally Up to 1/3 of the time.	R Rarely Less than 1 hour per week.	N Never Never occurs.
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Note: This is intended as a description of the way the job is currently performed. It does not address the potential for accommodation.

-Physical Demand-	-Frequency-	-Brief Description-
Standing	F	Foot patrolling
Sitting	C	In Patrol Vehicles for extended periods
Walking	C	Around public grounds and crime scenes
Lifting	F	equipment, injured persons
Carrying	F	equipment, injured persons
Pushing/Pulling	F	equipment, injured persons
Reaching	O	for supplies
Fine Dexterity	O	Computer Keyboard
Kneeling	O	retrieving items from lower shelves/ground
Crouching	O	retrieving items from lower shelves/ground
Crawling	O	inside attics/ditches, in search for suspects
Bending	O	retrieving items from lower shelves/ground
Twisting	F	getting inside vehicle
Climbing	F	Stairs
Balancing	O	computer screen, driving, observing work site, reading
Vision	C	Driving, observing scene, reading
Hearing	C	Communicating with co-workers and public and on telephone
Talking	F	Communicating with co-workers and public and on telephone
Foot Controls	F	vehicles
Other (specified if applicable)		

JOB REQUIREMENTS: (Description of Minimum Job Requirements)

Formal Education	Work requires broad knowledge in a general professional or technical field. Knowledge is normally acquired through four years of college, resulting in a Bachelor's degree in Criminal Justice, Criminology, other law enforcement related course of study, or equivalent years of experience and education in law enforcement.
Experience	Minimum of fifteen years of progressively responsible law enforcement experience, including at least three years of investigative and police patrol experience. A minimum Master Peace Officer certification from the Texas Commission on Law Enforcement (TCOLE) is required.
Supervision	Work requires supervising and monitoring performance for a regular group of employees or department including providing input on hiring/disciplinary actions and work objectives/ effectiveness, performance evaluations, and realigning work as needed. A first line supervisor typically performs these functions.

Human Collaboration Skills	Communications and discussions may result in decisions regarding policy development and implementation. Interaction with others outside the organization requires participative management skills that support team efforts and quality processes. May also evaluate customer satisfaction, develop cooperative associations, and utilize resources to improve customer satisfaction continuously.
Freedom to Act	Receives Limited Direction: The employee normally performs the duty assignment according to his or her own judgment, requesting supervisory assistance only when necessary. Special projects are managed with little oversight, and assignments may be reviewed upon completion. Performance is reviewed periodically.
Technical Skills	Work requires comprehensive, practical knowledge of a technical field and analytical judgment and decision-making abilities appropriate to the organization's work environment. It also requires advanced skills and knowledge in approaches and systems that affect major programs and/or processes organization-wide design and implementation. Independent judgment and decision-making abilities are necessary to apply technical skills effectively.
Fiscal Responsibility	The position has major fiscal responsibility. It is responsible for department-wide financial decisions and requires appropriate linkages between budget requests and departmental goals and objectives. It monitors the budget plan and adjusts it as necessary.
Reading	Advanced - Ability to recognize the meaning of common two- or three-syllable words. Ordinarily, such education is obtained in elementary school up to high school. However, it may be obtained from experience and self-study. Ability to read literature, books, reviews, scientific or technical journals, abstracts, financial reports, and/or legal documents. Ordinarily, such education is obtained at the college level or above. However, it may be obtained from experience and self-study.
Math	Advanced - Ability to apply fundamental concepts of theories, work with advanced mathematical operations methods, and functions of real and complex variables. Ordinarily, such education is obtained at the college level or above. However, it may be obtained from experience and self-study.
Writing	Advanced - Writing editorials, journals, speeches, manuals, or critiques. Ordinarily, such education is obtained at the college level or above. However, it may be obtained from experience and self-study.
Certification & Other Requirements	Valid Texas Motor Vehicle license and the ability to remain eligible to drive under the City's driver evaluation program; Licensed Peace Officer with Master Peace Officer Certification from Texas Commission on Law Enforcement Officer Standards and Education. All required licenses and certifications must be current and valid.