



City of Sugar Land
Assistant Chief of Police

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| SALARY | \$118,886.00 - \$144,622.00 Annually | LOCATION | 1200 Highway 6 South Sugar Land, TX |
| JOB TYPE | Full-Time | JOB NUMBER | 2300658 |
| DEPARTMENT | Police | OPENING DATE | 08/17/2023 |
| CLOSING DATE | 9/1/2023 5:00 PM Central | | |

Position Description

We are a full-service municipality located approximately 20 miles southwest of downtown Houston that invests in our team and offers real **opportunities for career growth**. We pay our Assistant Chiefs of Police a **competitive salary** of \$118,886 - \$144,622 annually. We also offer great benefits and perks available on your first day of employment, including: City-subsidized health benefits; life and disability insurance; a variety of voluntary benefits; a robust **pension plan with TMRS** to set you up for a **fulfilling retirement; flexible schedules, a down-to-earth casual environment, and a positive team-oriented culture stemming from a long-term commitment to innovation and inclusion.**

Benefits At A Glance:

- City-subsidized Medical and Dental Insurance with a variety of plan options;
- City-paid Basic Life Insurance @ 1x your annual salary and Long-term Disability;
- City-paid Parental Leave for Six Weeks after adding a baby to your family;
- Voluntary Vision, Supplemental Life Coverage (for you and your family), Aflac indemnity plans such as Accident, Cancer, Hospitalization and Critical Illness, Short Term Disability and pre-paid legal benefits through Legal Shield;
- 9 paid holidays and up to 3 floating holidays to use at your discretion;
- A generous vacation package with accruals starting on day 1;
- Paid sick leave;
- A robust pension plan with TMRS includes your 7% contribution with 2:1 match by the City to set you up for a fulfilling retirement;
- You won't contribute to Social Security, but you can further your retirement income by contributing to a Deferred Compensation (457b) plan;
- Longevity pay for each month of service after your first 13 months of employment;
- On-site Wellness facilities and programming (mind, body spirit & financial preparedness); and
- Access to multiple mental health benefits and resources, including a robust EAP;

If we have your attention... Please. Continue. Reading!

About the City of Sugar Land

The City of Sugar Land, a municipality with a population of 111,026, provides the highest quality of affordable services to meet the needs of its residents. Master-planned communities and welcoming neighborhoods enhance home values and create a sense of belonging. The community offers outstanding schools, libraries, parks, museums, restaurants, entertainment venues, and other resources that make Sugar Land a great place to work, live and raise a family. Sugar

Land's aggressive economic development program has created a business-friendly environment, and numerous high-profile regional and international corporations have chosen Sugar Land as their corporate home. Sugar Land is also home to an award-winning regional airport and multiple civic organizations for those interested in the community and government.

We are proud to have been named one of the **Top 50 places to live in the United States** by The Press of Atlantic City and the **Top 25 Best Places to Live for Families** by Fortune Magazine. We hire people based on their potential, not just their experience. We have an **informal work environment** but are serious about what we do. We believe that **happy, diverse and talented employees add value to the City**. We do our best to hire friendly, professional people who work hard and play well with others. We also promote a **healthy work-life balance** and **personal development**.

Summary of Duties

The ideal candidate must be extremely knowledgeable of the principles, methods and practices of professional police management. The Assistant Chief of Police will assist the Chief of Police with managing a comprehensive program of law enforcement while planning and directing departmental activities. The purpose of this position is to maintain a modern, effective police department and maximize police protection to the community of Sugar Land. The ideal candidate has experience with establishing departmental policies, procedures and regulations while providing management direction to two Captains and their subordinates. Strong attention to detail and ability to work in a fast-paced environment is critical for success in the role, as are high levels of accuracy, timeliness and dependability.

We are looking for someone who can assist in the development and administration of the Police Department's annual budget. This Assistant Chief will be responsible for two Captains within the Department and work alongside an additional Assistant Chief of Police. Ask yourself: Do you want to work with multiple police divisions to ensure efficiency and innovation for the Sugar Land PD? Can you lead our department towards a successful future? Can you switch tasks and priorities at a moment's notice with ease and understanding? If so, please consider applying for this Assistant Chief of Police position today!

As our Assistant Chief of Police, you will:

- Assists with establishing departmental policies, procedures and regulations and ensures proper enforcement to maintain a modern, effective police department and maximum police protection to the community.
- Assists with directing and managing the police department operations in carrying out departmental policy.
- Provides management direction to police department service functions such as internal security, department reports, department statistics, training, records storage, and retrieval, etc.
- Assists with development and administration of the annual budget.
- Plans, selects, trains and disciplines police personnel and operations to ensure maximum performance and directs continuing professional education to maintain a state of continued preparedness.
- Makes field inspections of police department activities and evaluates reports and recommendations.
- Coordinates police work with other municipalities, law enforcement agencies, and City departments.
- At the direction of the Police Chief, confers with public officials and citizen groups to enlist cooperation and explain department policies, procedures and actions and promotes effective police/community relations, including media relations.
- Maintains a working knowledge of federal, local and state laws. Initiates necessary changes within the Police Department.
- Attends City Council meetings and other meetings as necessary.
- Required to work as an essential employee before, during and after an emergency or disaster, whether natural or acts of war.
- Stay abreast of, and comply with, all City and departmental policies and procedures.
- Perform other duties and responsibilities as assigned by the Assistant Director, Director, or their designee.

Minimum Qualifications

Formal Education:

- Bachelor's Degree in Criminal Justice, Business Administration, Public Administration, or a closely related field.
 - Candidates may be considered who are able to achieve a Bachelor's Degree in the identified fields within 24 months of employment as Assistant Chief. Any promoted individual who fails to achieve a bachelor's degree within 24 months of promotion will be subject to demotion or may be granted a one-time extension if they have shown significant progress towards reaching these educational requirements.

Experience:

- Minimum of (15) fifteen years of law enforcement experience reflecting progressive responsibilities in directing and managing police personnel is required.
- Three years of Senior level experience in Law Enforcement as Captain or above is preferred.
- Additional relevant work experience resulting in acceptable proficiency levels in the above knowledge; skills and education requirements may be substituted in lieu of specific education requirements.

Any equivalent combination of education and experience resulting in acceptable proficiency levels in the above knowledge, skills, and abilities may be substituted in lieu of specific education and experience requirements.

Training (License and/or Certification):

- Valid Class "C" Texas Driver License
- Texas Commission on Law Enforcement (TCOLE) or ability to obtain one within the first six months of employment is preferred.
- Command Level Leadership training such as FBINA is preferred.

Additional Information

Our success is achieved by the courage to do things differently and accept that failure will occur on the path to innovation.

The City of Sugar Land is an equal opportunity employer.

Agency

City of Sugar Land

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