



West Lake Hills Police Department  
911 Westlake Drive  
West Lake Hills, TX 78746

## **POLICE LIEUTENANT POSITION**

### **ESSENTIAL JOB FUNCTIONS:**

Under direction of the Chief of Police, the Police Lieutenant will manage and supervise all activities including staffing and operations of Patrol. This is accomplished by supervising subordinates, implementing applicable departmental policy, following written and verbal guidelines, and performing all duties ethically and with adherence to best practices in law enforcement protocol and principles. Serve as Acting Chief when assigned, exercise independent judgment and initiative, including communicating effectively with media, citizens and employees. Understand and implement crime prevention and control through community-oriented policing. As part of the Police Chief's management team, provide input, support decisions, and maintain confidentiality. The position requires the exercise of tact and good judgment in dealing with the public and other law enforcement agencies.

### **REQUIRED EDUCATION, CERTIFICATES AND/OR LICENSES:**

- Minimum of ten years of law enforcement experience, including a minimum of five years' experience at the rank of Police Sergeant or higher.
- Must have a four-year degree, and/or an equivalent combination of education and progressively responsible experience.
- Current valid TCOLE Advanced certification
- TCOLE Instructor certificate
- Must have completed FEMA ICS-100 and IS-700
- Must possess and maintain a valid Texas Class C driver's license, without restriction other than "A", with a safe driving record (no more than 3 moving violations in the past 36 months).

### **PREFERRED EDUCATION, CERTIFICATES AND/OR LICENSES:**

- TCOLE Firearms Instructor certification
- Additional supervisory/leadership training – i.e. FBI NA, PERF SMIP, LEMIT LCC, etc.
- Current valid TCOLE Master certification.
- Completion of ICS-200, ICS-300 and IS-800.

### **EXPERIENCE, TRAINING, KNOWLEDGE AND SKILLS:**

The Police Lieutenant must have a proven ability to successfully lead and supervise employees in a police organization. They will be responsible for managing day to day operations and they must be able to evaluate situations and personnel and make related decisions quickly and correctly. They will be counted on to advise the Chief on both short-term and long-term plans including budget and they will help to implement these plans. The Lieutenant must be able to exercise tact and good judgement when dealing with the public and other law enforcement agencies. Investigative experience is a plus, as is advanced leadership training.

**SALARY AND BENEFITS:**

Starting salary will range from \$35.62/hour - \$41.30/hour, DOQ/E. Benefits include health, dental, vision, life and disability insurance (employee portion paid by City), a uniform allowance, shift differential pay, as well as certification pay for Intermediate/Advanced/Master Peace Officer. Vacation, holiday and sick leave are provided and the City participates in TMRS with a 7% employee contribution and a 2:1 match by the City.

**TO APPLY:**

Applicant must submit 1.) a cover letter outlining their qualification for the position and 2.) the application on the West Lake Hills website – incomplete application packets will not be considered. Applicants are encouraged to review the job description found on the West Lake Hills website prior to applying. Applications will be accepted until 5:00 pm on Friday, January 26, 2018. For further information or to submit your completed application packet, please email us at [PDrecruiting@westlakehills.org](mailto:PDrecruiting@westlakehills.org) You can also call us at (512) 327-1195, M-F, 8AM – 4PM.

The City of West Lake Hills is an Equal Opportunity Employer.