



**JOB OPPORTUNITY
CHIEF OF POLICE
June 23, 2020**

The City of Sweetwater, Texas is seeking an energetic, visionary, committed servant leader with strong interpersonal skills to serve as our next **Chief of Police**. The ideal candidate will be a person of integrity who sincerely cares about people with the ability to build a positive, engaging organizational culture and a track record of leading by example both within the department and throughout the community.

The City of Sweetwater, Texas, population 10,906, is located on Interstate 20 in Nolan County between Abilene and Big Spring. Established in 1881, Sweetwater is a home rule city with a council-manager form of government. The Police Department is governed by Chapter 143 Municipal Civil Service Law. The department employs 31 employees (24 civil service and 7 civilians) and has an operating budget of approximately \$3.2 million dollars.

General Description:

Under the general direction of the City Manager, this executive level position is responsible for departmental budgeting, enforcing and supervising all aspects of police operations including but not limited to directing patrol, traffic, criminal investigations, and animal control. The selected individual will be expected to bring effective leadership to the department, while maintaining a customer service focus and community-oriented policing program. The candidate would develop the vision, mission and values of the department in support of the priorities of the City Council and the City Manager.

Examples of Work Performed:

1. Assumes management responsibility for all Police Department services and activities, including enforcement of laws, statutes and ordinances, crime prevention, criminal investigation, emergency communications, and other related law enforcement activities;
2. Establish rules and procedures to be followed by the Police Department as may be necessary for proper law enforcement and criminal apprehension;
3. Appoints and removes officers and employees within the Police Department within such limits and bounds as prescribed by the City Personnel Rules and Regulations and Ch. 143 Civil Service Rules;
4. Prepare the Police Department's budget annually and submit the budget to the City Manager for review and inclusion in the total city budget; responsible for its efficient administration after adoption;
5. Prepare and submit to the City Manager at the end of each month a report of activities of the Police Department during the month, and other reports as requested;
6. Responds in emergency situations; directs the department's Emergency Management functions in coordination with the Emergency Management Coordinator;

7. Provides timely, accurate and thorough performance evaluations for Police Department employees
8. Confer with citizens and City officials on law enforcement issues;
9. Plans and implements Police Department goals and objectives and develops and administers programs, policies and procedures;
10. Coordinates Police Department programs, services, and administrative matters with the City Manager, including attending meetings with administrative staff and keeping the City Manager informed of key needs, issues, and support requirements;
11. Works to maintain accreditation in the Texas Police Chiefs Association Texas Law Enforcement Best Practices Program;
12. Prepares and coordinates City Council agenda items and work session items, including reviewing agenda material with the City Manager and attending City Council meetings, public hearings, and related proceedings to represent the Police Department;
13. Delegates work assignments, projects, and programs; monitors work flow; and reviews and evaluates work products and reports, methods and procedures; delegates evidence room responsibility, works shifts for officers as needed and enforces traffic laws.
14. Oversees establishment, planning, and supervision of the police training;
15. Conferring with departmental staff and employees on personnel related issues;
16. Initiates internal investigations when appropriate and directs corrective action as needed;
17. Works with outside agencies and other departments to explain and justify Police Department programs, policies, and activities and to negotiate and resolve sensitive issues;
18. Attends civic, professional, service, and community group meetings at schools, churches, and other places of public gathering to explain the activities and functions of the Police Department and promote positive public relations; participates in National Night Out;
19. Works with a variety of boards and commissions, including attending and participating in professional groups and committees and staying abreast of new trends and innovations in the field of law enforcement;
20. Other duties as assigned.

Job Requirements:

- A Bachelor's degree in Criminal Justice, Police Administration or a related field from an accredited college or university is preferred.
- Must have Advanced TCOLE certificate, Master Peace Officer certification through the Texas Commission on Law Enforcement (TCOLE) is preferred or can obtain within one year.
- Texas Police Chief's certification is required within two years of hire.
- A minimum of five years of command staff level supervisory experience is required.
- Residency within the city limits is preferred or must be able to respond within 15 minutes if needed

Knowledge, Skills & Abilities:

Knowledge of:

- Principles and practices of program development and administration.
- Principles and practices of municipal budget preparation and administration
- Principles of supervision, training and performance evaluation
- Pertinent federal, state and local laws, codes and regulations
- Knowledge of Chapter 143 Municipal Civil Service Law, preferred

Skills in:

- Strategic and critical thinking
- Problem solving and decision making
- Must be proficient in Microsoft Office products
- Must have general computer skills with a focus on police department software

Ability to:

- Communicate clearly and effectively, both orally and in writing.
- Manage and direct a police department
- Develop and administer department goals, objectives and procedures
- Prepare clear and concise administrative and financial reports
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals
- Interpret and apply federal, state and local policies, laws and regulations
- Establish and maintain effective working relationships with other agencies in the area

Salary and Benefits:

- Salary commensurate with experience and qualifications
- Pension Plan with the Texas Municipal Retirement System: 7 percent employee deposit rate with 2:1 match, 5- year vesting
- Paid Group Health Coverage for employees
- 11 paid holidays, 96 hours of annual sick leave, 2 weeks paid vacation
- City provides vehicle and cell phone
- Paid TPCA membership

Conditions of Employment:

- Possession of a Valid Texas Driver's License and clear driving record
- Proof of Citizenship and/or eligibility to legally work in the United States
- Successful Completion of a Drug, Alcohol, and Physical
- Must submit to a Background Investigation

To Apply:

Send Cover Letter, Resume and References to:

Lisa Adames, Director of Administrative Services

email: ladames@coswtr.org

or by mail: P.O. Box 450, Sweetwater, TX 79556

This position is open and resumes will be accepted until filled.



We lead with trust and respect to provide a vibrant, secure community for all.

PROFESSIONALISM INTEGRITY CONTINUOUS IMPROVEMENT TEAMWORK