



Castle Hills Police Department

209 Lemonwood Dr.
Castle Hills, Texas 78213
210-342-2341
Fax 210-342-5358



ESTEBAN ZUNIGA
CHIEF OF POLICE

ASSISTANT CHIEF OF POLICE

General Information

Job Title: Assistant Chief of Police

Date Posted: 01/10/2024 Closing Date: 02/29/2024

Job Type: Full-Time / Exempt

Pay: \$97596.00 - \$102475.80 Depending on Experience

OBJECTIVE:

Function as the Senior Officer on duty while supervising Patrol, Criminal Investigations, and Communications Divisions by enforcing the rules and policies of the department. Shall serve as Chief of Police during his/her absence.

ORGANIZATIONAL RELATIONSHIP:

1. Reports to: Chief of Police
2. Directs: Patrol, Criminal Investigations, Communications, and Warrants personnel
3. Other: Must work effectively with all personnel within the department and the public; must make presentations to civic groups, schools, etc., on police related matters; be able to deal with news media on police related items.

GENERAL STATEMENT OF DUTIES:

This is a supervisory position. Duties include the supervision and control of the Patrol, Criminal Investigations, and Communications Divisions, making sure that they comply and enforce local, state, and federal rules and regulations; responsible for all records, and the review of all reports, and by virtue of these reports, should handle some of the department planning. Assists other agencies and the public in police related matters and ensures that police headquarters and vehicle maintenance is completed as needed or directed. Responsible for the keeping of records on all police personnel (TCOLE, Officer standards and education files); schedule officers for training courses, etc., and mandated in-service training requirements by TCOLE; assist with budgetary development, forecasting, and various other administrative functions. Required to be on 24-hour emergency call. Performs other duties as assigned.

MINIMUM KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of local, state, and federal regulations; knowledge of the city ordinances and codes pertaining to law enforcement; ability to acquire good knowledge or principles, equipment, technical information, and practices in the law enforcement arena; knowledge of operation and maintenance of law enforcement equipment; must be familiar with the layout of streets and special or built-in hazards they pose; ability to establish and maintain cooperative relationships with fellow employees and with the general public; ability to direct and motivate employees; ability to understand oral and written instructions and directions; ability to ensure that all reports contain proper information and are error free before being forwarded. Maintain excellent physical and mental health. The ability to teach and practice sound safety and work habits.

MINIMUM EXPERIENCE AND TRAINING REQUIRED:

High school graduate or equivalent, 60 credit hours of college with advanced law enforcement leadership schools; a minimum of five (8) years' experience as a supervisor in the law enforcement field.

PREFERRED EXPERIENCE AND TRAINING:

Bachelor's degree in law enforcement or other relevant field, and one of the following: a graduate of the FBI National Academy, Sam Houston State University's Bill Blackwood Law Enforcement Management Institute of Texas, Institute of Law Enforcement Administration (formerly Southwestern Law Enforcement Institute) School of Executive Leadership, or the 120 hour IACP Leadership in Police Organizations; fifteen years in law enforcement.

REQUIRED LICENSE AND CERTIFICATES:

Advanced Peace Officer certificate or higher as defined by Texas Commission on Law Enforcement Education; valid Texas driver's license with the ability to remain insurable under the city insurance policy.

Please submit a resume along with the TCOLE Personal History Statement and supporting documentation by Thursday, February 29, 2024, Attention Chief E. Zuniga.