



City of Bastrop (TX) Patrol Lieutenant

SALARY	\$93,054.00 Annually	LOCATION	Bastrop, TX
JOB TYPE	Full-Time	JOB NUMBER	101-09-02-02
DEPARTMENT	Police Department	OPENING DATE	04/16/2024

The City of Bastrop, nestled in the beautiful Lost Pines Region of Central Texas and just twenty minutes from Austin, serves as the county seat and regional retail center of Bastrop County. As part of this growing community, the City's Police Department recognizes that providing transparency, building relationships, and fostering trust with the residents is essential to ensure a safe community. The City is currently accepting applications for the position of **Patrol Lieutenant** to join the Police Department.

The ideal candidate is a progressive and dynamic leader who embraces a customer service philosophy while exhibiting exceptional leadership, management, communication, and personal characteristics. Must thrive in a fast-paced environment with a high level of agility and patience where multi-tasking is required, while also maintaining a focus on important strategic elements to ensure that the City's mission of providing great value in return for our citizens' tax dollars is met.

Under the direction of the Chief of Police, is responsible for and manages the patrol duties within the police department. Employees in this class supervise and evaluate the performance of personnel under charge. Incumbents use judgment and acquired knowledge in interpreting state laws, local ordinances, and departmental regulations, as well as appraising the effectiveness of enforcement and providing recommendations for improvement where indicated. Position is also responsible for performing the duties of Police Officer. Performs related duties as required.

ESSENTIAL JOB FUNCTIONS: *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. Essential duties and responsibilities may include, but are not limited to, the following:*

Primary Essential Duties and Responsibilities

- Responsible for following and promoting the Mission of the City of Bastrop Police Department.
- Must be able to safely perform all the essential duties and responsibilities as outlined in the job description for this rank and all subordinate ranks.
- Supervisors the work of subordinate officers and coordinates the operational activities of the patrol division.
- Participates in patrol activities.
- Coordinates officer work schedules.
- Documents performance on an annual evaluation for those under their charge.
- Coordinates with other division supervisors in areas of training, complaints, and special events.
- Schedules and conducts department and individual meetings.
- Provides leadership, assists with investigating complicated incidents, provides motivation, and strives to develop and maintain a positive morale environment.

- Provides periodic written and oral reports to the Chief of Police concerning issues and positive interactions related to functions under charge.
- Maintains discipline by training, counseling, and communicating with Officers and employees orally and in writing.
- Identifies operational and administrative deficiencies for functions under charge and implements changes or submits written or oral recommendations commensurate with a Lieutenant's authority.
- Responds to serious or complex incidents, supervises personnel at scene, and provides coordination, additional personnel and resources as required.
- Prepares written reports, forms, and other paperwork as required, and ensures the timely completion of such by subordinates.
- Reviews documentation of subordinates for accuracy, completeness, and adherence to department policies, procedures, and regulations.
- Attends various community and civic group meetings and conferences, as directed.
- Performs all essential functions of a Police Officer as needed.
- Maintains current knowledge of changes in laws, new methods of enforcement, and other trends and developments in law enforcement, as well as changes in supervision techniques.
- May function in the capacity of Chief of Police, or other designated supervisor, in the event of absence, vacancy, or as directed.

Other Duties

Regular and consistent attendance for the assigned work hours is essential.

Marginal Duties

- Functions on-call on a rotating basis for responding to emergencies.
- Performs various routine administrative support tasks on an as needed basis.
- Performs related work as directed.

Required Education, Training, Licenses/Certifications:

- High School diploma or equivalent;
- Advanced Peace Officer certification: Master Peace Officer certification preferred;
- 5 or more years' experience in law enforcement activities;
- Or, an equivalent combination of education, training, and experience.
- Must possess and maintain a valid Texas driver's license and an acceptable driving record throughout employment with the City.
- Required to complete all Incident Command Trainings.

Knowledge, Skills, and Abilities:

- Thorough knowledge of applicable federal laws, state statutes, local ordinances, and department policies, procedures, and regulations.
- Thorough knowledge of crime prevention techniques.
- Thorough knowledge of principles and techniques employed in crime scene investigation.
- Thorough knowledge of principles and techniques employed in accident investigations.
- Thorough knowledge of First Responder and CPR.
- Thorough knowledge of report and record maintenance principles and practices.
- Skill in the care and safe operation of a variety of firearms and impact weapons.
- Skill in proper radio procedures.
- Ability to issue and receive both oral and written instructions.
- Ability to communicate effectively with supervisor, subordinates, and the general public.
- Ability to analyze situations quickly and objectively, and to determine proper courses of action within the established framework of policies and procedures.
- Ability to learn the geography of the City of Bastrop and surrounding areas.
- Ability to maintain composure under emergency situations, and to work effectively under stressful conditions.
- Ability to exercise discretion.

- Plan and supervise special events.
- Conduct professional standards investigations.
- Maintain the department's accreditation such as Texas Best Practices.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

Standing, sitting, walking, lifting, carrying, pushing, pulling, reaching handling, fine dexterity, kneeling, crouching, crawling, bending, twisting, climbing, balancing vision, hearing, talking, use of foot controls. Exposure to adverse environmental conditions, extreme weather conditions, strong odors and/or smoke from fires, strong and/or toxic chemicals, dust or pollen. Risk of physical abuse or wounds, noise exposure during firearms training or use. Some tasks involve extreme physical activity and exertion during capture and restraint of subjects resisting arrest, transport or search.

Special Requirements:

Must be able to work holidays, weekends, or after hours for special events, meetings or during emergency situations as required.

The City of Bastrop is an Equal Employment Opportunity Employer (EEO) and values diversity in its workforce. As an EEO employer, the City provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

****Employment is contingent on passing post-offer, pre-employment drug testing/physical, and criminal background investigation.****

Agency

City of Bastrop (TX)

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Website

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