

CITY OF MONT BELVIEU, TEXAS  
Where Energy Fuels Families

# CHIEF OF POLICE



## Mont Belvieu Quick Facts

---

Population: 8000

Growth Rate: Approx.  
8%

Home to top-rated  
Barbers Hill ISD

Approximately 85% of all  
natural gas liquids in the  
U.S. touch Mont Belvieu

## Our Community

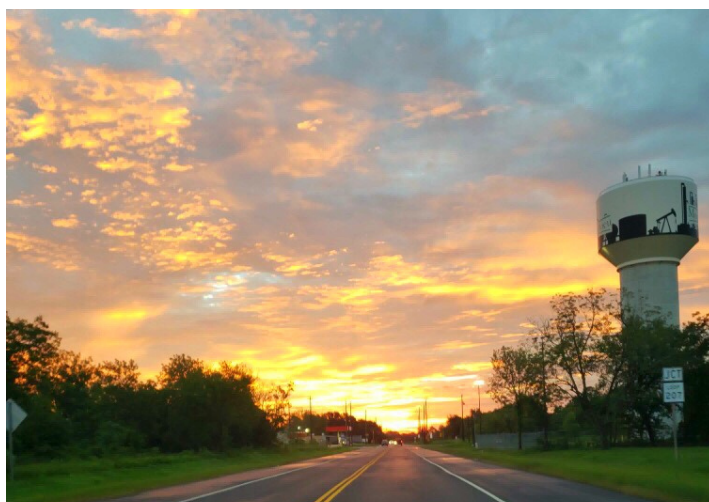
A fast-growing city with a hometown feel.

Located just 33 miles east of the heart of Houston, The City of Mont Belvieu is home to 8000 residents and is the most important hub for natural gas liquids (NGLs) in the country. Strategically positioned at the future intersection of SH 99 and I-10 and being the center of \$1.5 billion in industry expansion, Mont Belvieu is poised to be the destination city for the east side of the Houston-Galveston metro.

Named the 4th fastest growing city in the Houston area by the Houston Business Journal (July, 2018), the city is adding approximately 200 homes per year at a median value of \$330,000 and boasts a median household income of just over \$90,000. Despite the growth, the city still cherishes its hometown feel; bringing together the best of big city amenities and small-town charm.

## Life In Mont Belvieu

There's a reason people desire to live and work in Mont Belvieu; the unparalleled quality of life. Families value that Mont Belvieu is the home of the top-rated 5A Barbers Hill Independent School District. Residents love City Park and having access to the city-owned Eagle Pointe Recreation Complex that features an 18-hole championship golf course, a full recreation center with conference facilities, a wave pool, and The Hilltop; the City's brand-new center for active senior adults. Everyone enjoys our new H.E.B. grocery store, the growing retail and restaurant district, and the newly launched MB Link Network; Texas' first municipally owned gigabit internet utility. Add in a low property tax rate, and you can see that it's tough to beat life on "The Hill".



## Our Vision

*Be a city of excellence and a leader in municipal government; exceeding expectations through outstanding customer service, fiscal responsibility, and organizational integrity.*

## Governance & Organization

Mont Belvieu is a home-rule city operating under a council-manager form of government. The City Council is comprised of the Mayor and six Council Members elected on a non-partisan basis. The City Council appoints the City Manager, City Attorney, and Municipal Judge. The Mayor and Council are elected at-large to staggered three-year terms. There are no term limits, but members are subject to recall; the City's current mayor, Nick Dixon, has been in office for 16 years.

The City of Mont Belvieu is a full-service city. City departments include Administration, Finance, Community Development, Communications and Marketing, Parks and Recreation, Police, Fire - which is comprised of volunteer firefighters and full-time EMS paramedics, the MB Link Broadband Network, and Public Works. Currently, the city staff is comprised of 222 full-time and part-time employees.

# Primary Objectives

- Oversees all police functions, including but not limited to: community-oriented policing, patrol, crime prevention, investigations, traffic enforcement, communications and records.
  - Develops, reviews, and implements all Policy and Procedures to meet legal requirements and the City of Mont Belvieu's needs.
  - Plans and directs the implementation of the department's short and long term goals, objectives and strategies.
  - Prepares and distributes monthly reports to the City Manager and City Council.
  - Administers all disciplinary actions within the department.
  - Performs all internal investigations (IA) within the department.
  - Presents budget estimates, controls expenditures of departmental appropriations, and establishes operational standards for the department.
  - Represents the police department in civic meetings and public affairs and events.
  - Maintains contact with the community and its citizens.
  - Remains available to all citizens and departmental personnel when the need arises.
  - Counsels with department personnel on personal and professional matters.
  - Reviews all case reports.
  - Directs the investigation on major crime scenes within the city.
  - Meets periodically with other local law enforcement agency department leaders.
  - Regularly schedules departmental meetings with all staff members.
  - Regularly meets with division supervisors.
  - Attends all city council meeting as requested by the City Manager.
  - Authorizes all work schedules, leaves, and department overtime.
  - Schedules all training (in-service) for departmental personnel.
  - Maintains all training records in accordance with rules and regulations of the Texas Commission on Law Enforcement Officers Standards and Education (TCLEOSE).
  - Oversees the municipal holding facility and its daily operation.
  - Serves as the Municipal Court Bailiff.
  - Performs patrol duties as needed and assists on answering calls for service (CFS).
  - Assist the Criminal Investigation Division (CID) when necessary on case investigations.
  - Prepares and reviews all case files for the appropriate prosecutor's offices.
  - During emergency conditions, all City employees are subject to being called to work in the event of a disaster, such as a hurricane, or other emergency situation and are expected to perform emergency service duties, as assigned.
  - Performs any and all other related duties or assignments as assigned.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*





# Required Knowledge & Skills

In addition to being ethical, qualified and experienced, the next Chief of Police must have the:

- Ability to serve the public and fellow employees with honesty and integrity.
- Knowledge of federal, state and local laws, statutes, regulations, codes, and standards related to the area of responsibility.
- Knowledge of City policies and procedures.
- Ability to communicate and interact effectively with members of the public and co-workers.
- Skill in effective oral and written communication.
- Skill in the use of standard office equipment and software.
- Ability to exercise sound judgment in making critical decisions.
- Skill in resolving customer complaints and concerns.
- Skill in completing assignments accurately and with attention to detail.
- Ability to analyze, organize and prioritize work while meeting multiple deadlines.
- Ability to process and handle confidential information with discretion.
- Ability to establish and maintain effective working relationships with the general public, coworkers, elected and appointed officials and members of diverse cultural and linguistic backgrounds, regardless of race, color, religion, gender, national origin, age, marital status, political affiliation, familial status, disability, sexual orientation, pregnancy, or gender identity and expression.
- Ability to define problems, establishes facts, draw valid conclusions, and make correct decisions under extreme circumstances and conditions.
- Ability to interpret criminal law and case law; applying them to routine and/or extreme situations in accordance with the Texas Code of Criminal Procedures, Texas Penal Code and with departmental policy and procedures.
- Knowledge in criminal, civil and traffic laws of the State of Texas and of the City of Mont Belvieu's Code of Ordinances.
- Knowledge of Employment Procedures, Rules and Regulations.
- Ability to supervise and oversee police department personnel.
- Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.
- Skill in monitoring/assessing the performance of self, other individuals, or organizations to make improvements or take corrective action.
- Ability to plan, implement, and evaluate programs.
- Ability to direct and organize program activities.
- Ability to establish goals and objectives.
- Ability to plan, assign, and/or supervise the work of others.
- Ability to train others.

# Education & Experience

Our ideal candidate will have a degree with at least ten (10) years of progressive municipal law enforcement experience with a minimum of five (5) years of command level experience. Hold at least a Master Peace Officer Certification from the Texas Commission on Law Enforcement Officers Standards and Education (TCLEOSE). High level security clearance.

A Bachelor's or Master's degree is preferred, as is completion of an advanced command training course, such as the FBI National Academy (FBINA), the Leadership Command College (LCC), or a similar program.

***An equivalent combination of education and experience which demonstrates the knowledge, skills and abilities to perform the essential functions will be considered when hiring for this role.***



## Compensation & Benefits

The starting salary for the Chief of Police position is \$117,444 - \$154,714 and will depend on qualifications and experience.

The City of Mont Belvieu prides itself on providing a generous benefits package to employees. The City covers 100% of the employee only medical premium and covers 50% of the Dental insurance. Retirement is offered to staff through the Texas Municipal Retirement System (TMRS) with a 2:1 match on an employee's 7% contribution. We are a 20 year TMRS City with a five (5) year vesting period.

The benefits package also offers life insurance, long term and short term disability, annual longevity pay, tuition reimbursement, a deferred compensation plan with a 1% City match, paid time off (holidays, vacation, sick), and a free employee membership to the Eagle Pointe Recreation Center with a discounted rate for families and the Eagle Pointe Golf Course.



## Application

Please see the full job description and apply online by visiting the City's website at [www.montbelvieu.net/jobs](http://www.montbelvieu.net/jobs)

For questions or additional information, please contact our Human Resources Manager, Sandra Cuellar-Wilson, at [swilson@montbelvieu.net](mailto:swilson@montbelvieu.net) or call (281) 576-2213 x205

The City of Mont Belvieu is an Equal Opportunity Employer

