



CITY OF SANDY OAKS

Sandy Oaks, Texas

POLICE LIEUTENANT

Job Type: Full-Time, Indefinite

Salary: \$62,400 – \$104,000/yr
Equivalent

Education: H.S. Diploma or

Experience: 7–10 Years

Location: Sandy Oaks, TX (On-Site)

Function: Police

PURPOSE

Under general direction, this position supervises and performs tasks related to detective and traffic activities, and assists the Chief of Police in managing crime prevention and law enforcement programs, activities, and personnel. This is accomplished by performing administrative duties; coordinating crime prevention programs; supervising the patrol division; reviewing reports and paperwork; ensuring vehicle maintenance; providing training; and performing scheduling. The Lieutenant also serves as Chief of Police in the Chief's absence. This position requires extensive knowledge of computer-based programs including, but not limited to, Eforce, CJIS Certification, Google Drive, Excel, Word, and other programs as needed.

DUTIES, FUNCTIONS, AND RESPONSIBILITIES

Hours of employment are 8:00 AM to 5:00 PM, Monday through Friday. Availability for flexible scheduling, including weekends and holidays, is required in accordance with the established on-call rotation. Essential duties include, but are not limited to:

- Reviews current workload, develops work schedules, and approves time off.
- Ensures compliance with departmental policy and procedure.
- Reviews and evaluates operational data and recommends changes.
- Investigates complaints regarding subordinate conduct or methods of investigation.
- Supervises and coordinates the activities of a shift of police officers.
- Assists and instructs officers in problem resolution.
- Reviews written reports of activities.
- Receives, prepares, and transmits communications, instructions, and policy.
- Participates in boards, commissions, committees, and related bodies.
- Responds to or investigates serious crimes or emergencies; controls and coordinates activities of officers during critical incidents; directs and instructs special details.
- Prepares evidence and testifies in court.
- Develops operating procedures and coordinates division/section training activities.
- Assists in development of division/section budget.

Supervisory Responsibilities

Responsible for the full range of supervisory activities including selection, training, evaluation, counseling, and recommendation for disciplinary action.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge

- Criminal law, investigation, statutes, ordinances, and crime prevention methods, including rules of evidence and laws governing custody of persons.
- Departmental policies, procedures, rules, and regulations; FCC rules and regulations regarding radio communication.
- Modern management, supervisory, and operations management principles and practices, including long- and short-term planning.
- Community policing practices and causes and prevention of juvenile crime.
- Police record keeping, criminal identification methods, and legal procedures for filing and presenting charges in court.
- Fiscal planning, budget preparation, program evaluation, and federal grants administration.
- Purchasing, personnel, financial, payroll, and other administrative procedures and practices.
- Vehicle, equipment, and two-way radio capabilities and limitations.

Skills

- Safe and proficient care and use of firearms.
- Analyzing and interpreting criminal evidence.
- Effective oral and written communication.
- Handling multiple tasks, prioritizing workload, and problem solving through data analysis.
- Operating computers, related software applications, and motorized vehicles including under emergency conditions.

Abilities

- Quickly recognize, analyze, and respond to irregular or emergency events.
- Administer first aid and CPR.
- Train, direct, and evaluate subordinate officers.
- Establish and maintain effective working relationships with City employees and the public.

MINIMUM QUALIFICATIONS

Education

Graduation from an accredited high school or possession of a GED equivalent is required. An Associate's or Bachelor's degree in Criminal Justice, Public Administration, or a related field is preferred. Must have successfully completed all required police training academy courses and maintain current licensure as required by the Texas Commission on Law Enforcement (TCOLE).

Experience

Over 7 years of sworn officer experience and a minimum of 3 years of supervisory experience.

Supervision

Work requires supervising and monitoring performance for a regular group of employees or a work unit, including providing input on hiring/disciplinary actions, work objectives and effectiveness, and realigning work as needed. Functions as a first-line supervisor.

HOW TO APPLY

Interested applicants may apply using either of the following methods:

Option 1 — Email Your Resume

Submit your resume directly to the City Administrator at cityadministrator@cityofsandyoaks.com. Please include "Police Lieutenant Application" in the subject line.

Option 2 — Apply Online via TML Career Center

Apply online through the Texas Municipal League (TML) Career Center at www.tml.org. Search for "Police Lieutenant" under City of Sandy Oaks.

The City of Sandy Oaks is an Equal Opportunity Employer.

Questions: cityadministrator@cityofsandyoaks.com | (210) 376-9818