



# ASSISTANT CHIEF OF POLICE

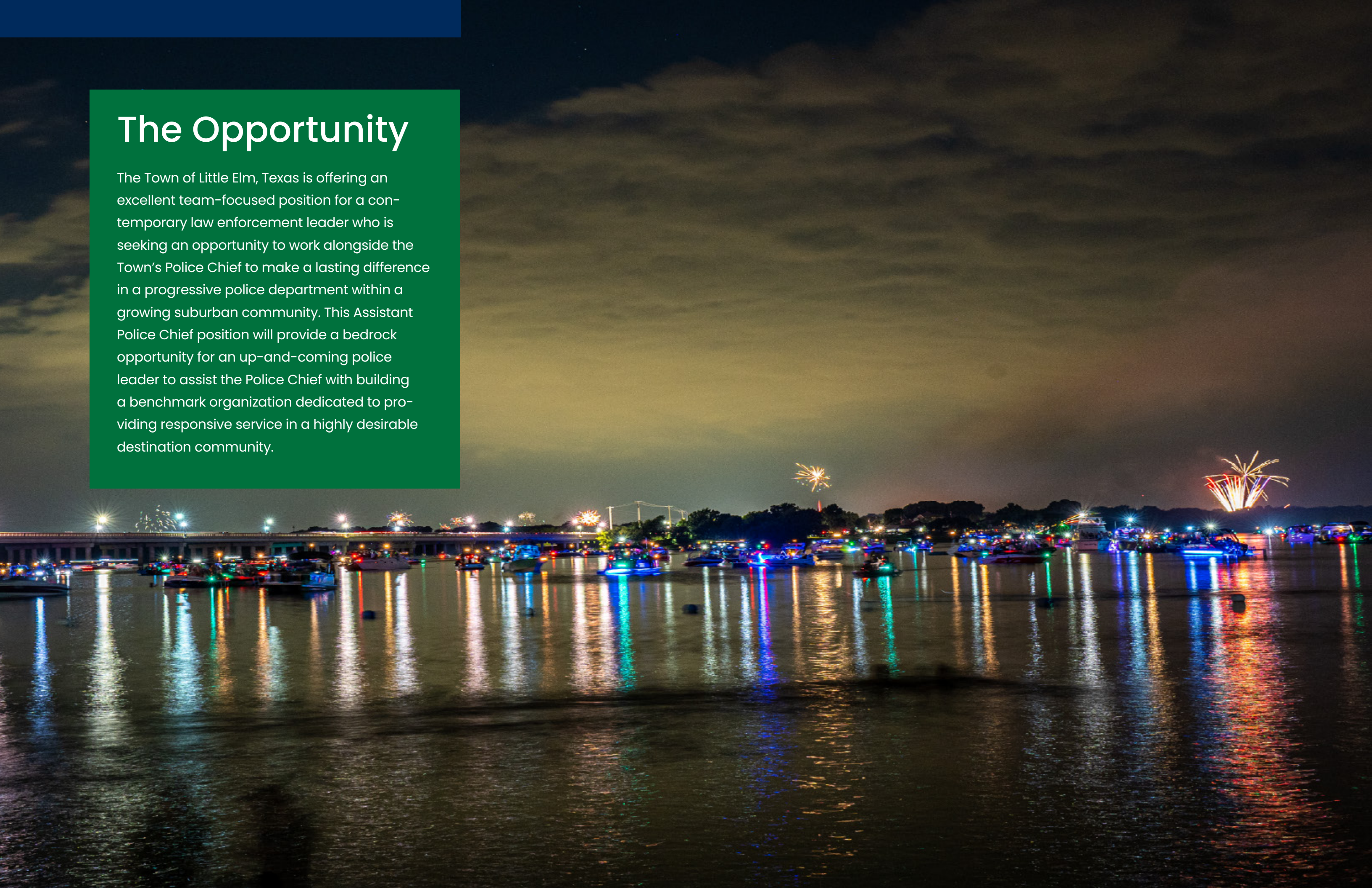
Town of **Little Elm, Texas**

Recruitment Services Provided By



# The Opportunity

The Town of Little Elm, Texas is offering an excellent team-focused position for a contemporary law enforcement leader who is seeking an opportunity to work alongside the Town's Police Chief to make a lasting difference in a progressive police department within a growing suburban community. This Assistant Police Chief position will provide a bedrock opportunity for an up-and-coming police leader to assist the Police Chief with building a benchmark organization dedicated to providing responsive service in a highly desirable destination community.





## About Little Elm, Texas

The Town of Little Elm, as part of the Dallas–Fort Worth metroplex, is situated in Denton County, 33 miles north of Dallas, 53 miles north of Fort Worth, and 20 miles east of the City of Denton, the county seat. With an expansive stretch of US 380 within the town, neighboring communities include Frisco, Denton, Prosper, and Lake Dallas. Little Elm is approximately 22 square miles with additional land space in the adjacent unincorporated areas.

As growth discovered Little Elm, the Town's population has grown substantially. With more than 53,000 residents, Little Elm is one of Texas' fastest growing communities by percentage. Little Elm is a welcoming, culturally diverse, safe, and vibrant community best described as "the town with a lake attitude" largely because of its expansive Lake Lewisville shoreline, many public parks, and its overall vitality.

Little Elm's leaders are committed to building upon the Town's unique lake opportunities and small-town charm, encouraging diverse housing options and business opportunities, and providing an unmatched quality of life for residents, business owners, and visitors alike. Town leaders activate this commitment by providing an array of services that enable residents, business owners, and visitors to enjoy living, working, and playing in Little Elm.

# Town Government

Chartered in 1841 as part of the Republic of Texas and incorporated in July 1966, Little Elm adopted home rule in 2001. The Town is governed by a Council-Manager form of government. The mayor, a six-member Town Council, and the Town Manager provide strategic leadership and guidance to approximately 400 employees who rely on the principles of servant leadership to deliver high quality, responsive services including police and fire protection, emergency medical services, public works, parks and recreation, emergency management, and library services. The Town also operates a waste treatment utility.

Little Elm operates on a five-year budget cycle which represents a one-year budget and a four-year financial plan. The 2022-2023 Town-wide budget is \$130.9 million. The Town's budget documents may be reviewed here: [Adopted FY22-23 Budget](#).



# Town of Little Elm - A Cultural Roadmap

Little Elm's organizational culture and service philosophy are based on servant leadership. This philosophy of service to others before oneself defines how the Town's staff members interact with each other and with the public. This service philosophy unifies the Town's workforce who, as representatives of Little Elm's local governmental structure, have the most significant impact on the day-to-day lives of the Town's residents, business owners, and visitors.

Little Elm's focus on servant leadership is further supported by the Town's commitment to its core values of:

- Integrity
- Customer Service
- Efficiency
- Innovation

By keeping these core values at the heart of every decision made and every action undertaken, Little Elm's staff members remain connected with their jobs and their colleagues while also ensuring the right action has been taken on behalf of the stakeholder(s).



# The Police Department

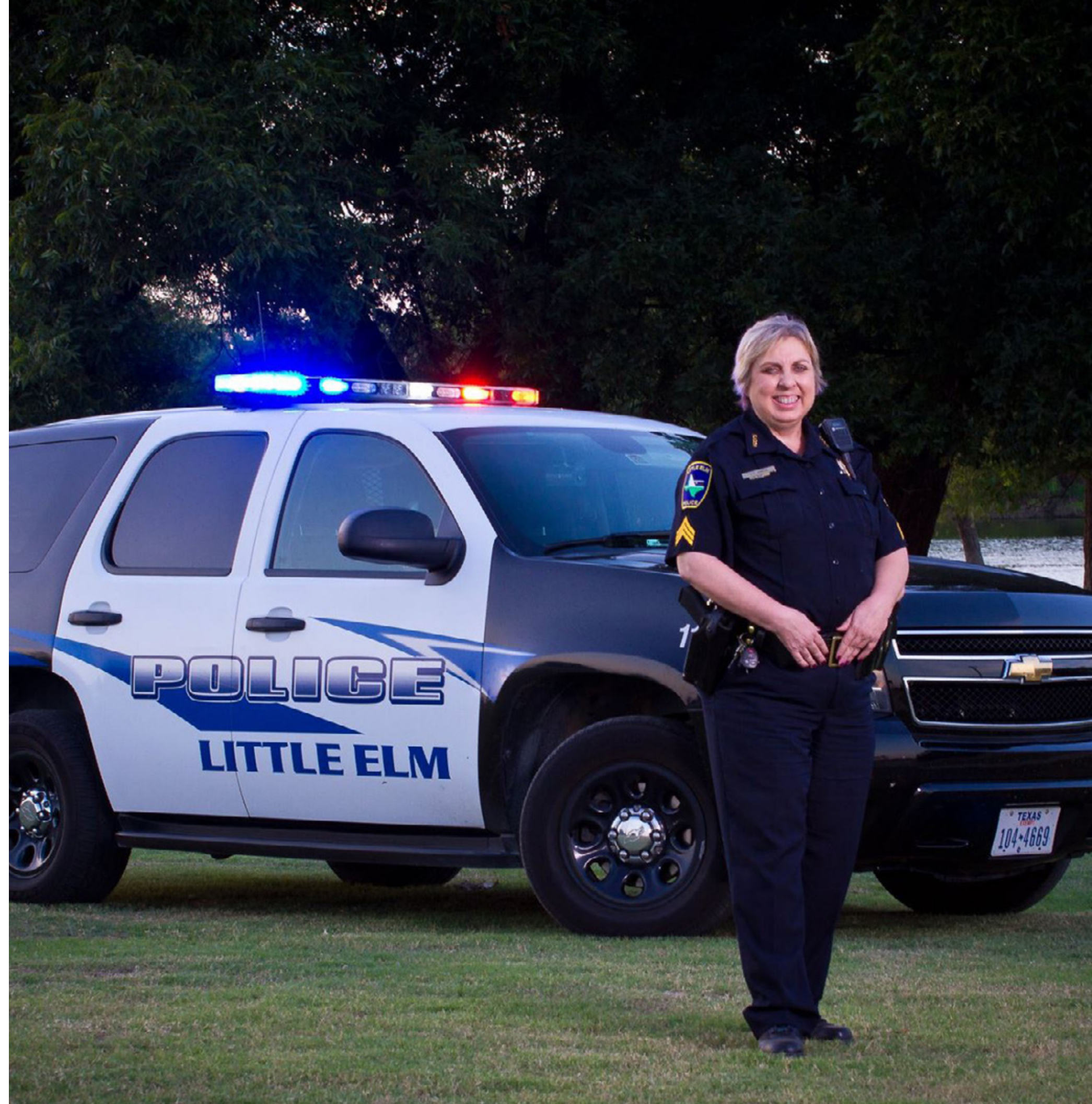
The Police Department is an evolving organization with a firm commitment to the Town's overarching philosophy of servant leadership and its core values of integrity, customer service, efficiency, and innovation. The Police Department's mission focuses on developing personnel and programs that meet the growing needs of the community. The Police Department strives to create effective partnerships and to ensure an enhanced quality of life for everyone through fair and impartial policing practices that ensure dignified and respectful treatment.

The Little Elm Police Department has a current budget of approximately \$15.3 million in support of an authorized staff of 92 sworn officers and nine civilian staff members. The Department's command structure consists of the Chief of Police, an Assistant Chief, four lieutenants, and an administrative support manager.

The Department is one of more than 180 Texas law enforcement organizations that have received best practices accreditation by the Texas Police Chiefs Association Foundation (TPCAF).

**101 FTE**  
Employees

**\$15.3M**  
Operating Budget

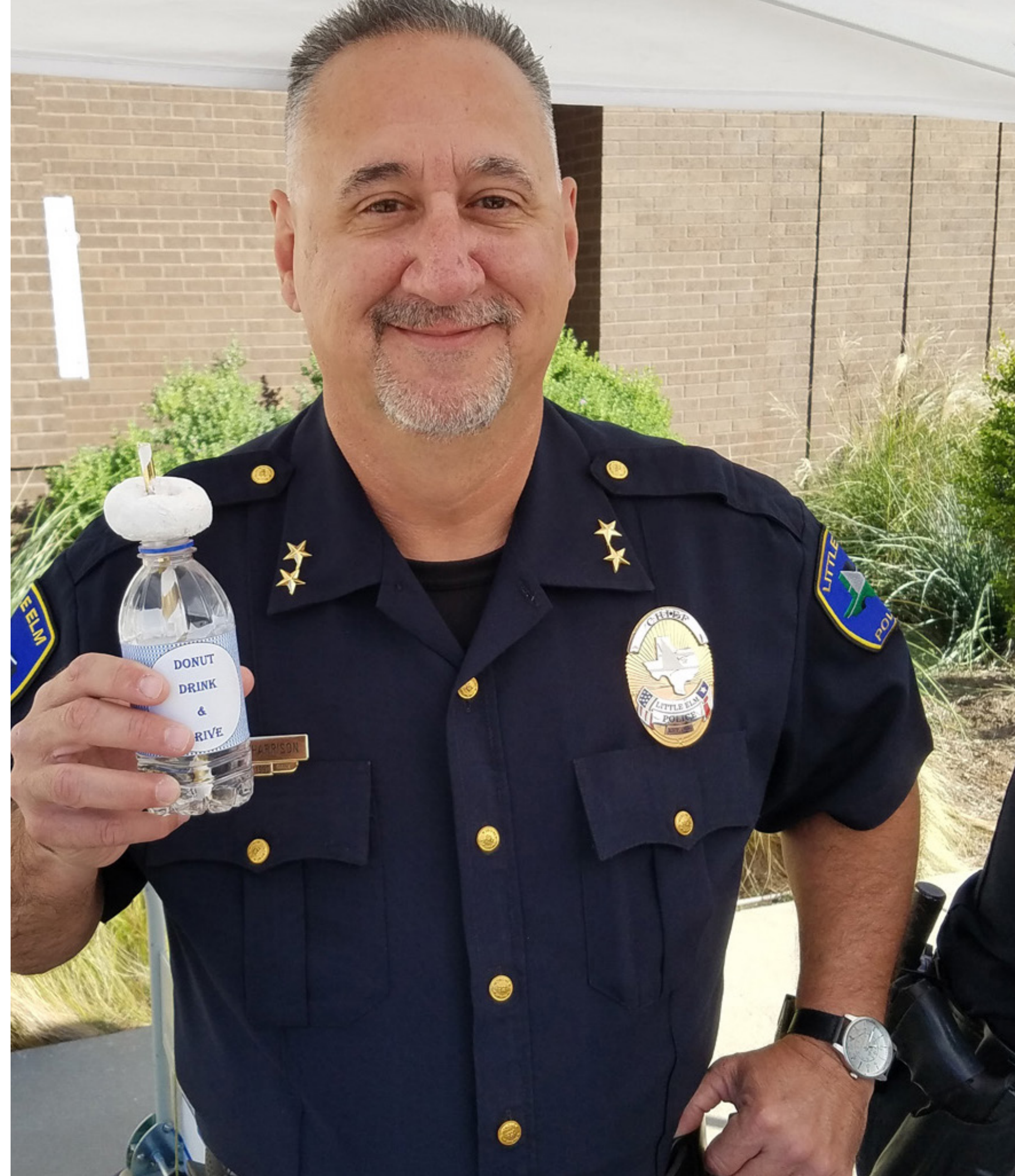


# The Position

Under the direction of the Chief of Police, the Assistant Chief has direct responsibility for the supervision of the day-to-day operations of the department and commanders who oversee Field Operations, Criminal Investigations, Community Services, and Professional Standards divisions. This exempt position is appointed by the Chief of Police in consultation with the Public Safety Director and the Town Manager.

As a crucial member of the Police Department's executive leadership team, the Assistant Chief's key duties and responsibilities include:

- Modeling leadership behaviors and actions that are consistent with the Department's mission and its core values of integrity, customer service, efficiency, and innovation.
- Developing comprehensive programs designed to effectively correct operational deficiencies and community engagement.
- Assisting in the forecasting, preparation, and administrative oversight of the Police Department's budget focusing on staffing, technology, capital equipment, expenditure control, and recommending/implementing adjustments.
- Participating in the determination and formulation of Department policies and procedures.
- Responding to and investigating difficult citizen inquiries and complaints about police conduct and services.
- Making recommendations on matters related to staff performance and discipline.
- Accepting new challenges and identifying creative solutions.
- Resolving highly technical challenges when required.



# Challenges & Opportunities

Although the Town of Little Elm is well resourced, enjoys a low crime rate, and is viewed as a highly desirable destination location, it is not without its challenges and opportunities.

- The Town's next Assistant Chief will need to be both a strategic and creative thinker who is well prepared to work collaboratively with the Police Chief and other thought leaders on approaches for maximizing community engagement.
- The need to identify and implement innovative strategies to address long-term capital planning needs will be a focus of the next Assistant Chief.
- The successful candidate will have the opportunity to develop and advance creative approaches that increase both organizational and staff capacity in a dynamically evolving environment.







## Ideal Candidate

The ideal candidate must be a proven leader who will embrace the responsibilities and accountability inherent in his/her role as the second-in-command in the Little Elm Police Department. The competitive candidate will possess excellent interpersonal communication and have solid experience with community engagement.

The ideal candidate for the position of Assistant Chief must possess certain traits and experience that will lead to success including:

- A values-based leadership orientation that encompasses the ability to commit to the philosophy of servant leadership's ethos of service before self and the associated core values of integrity, customer service, efficiency, and innovation.
- A collaborative mindset enabling him/her to be engaged and visible, team-focused, and a proactive problem-solver.
- An open, transparent, inclusive, and engaging communication style that inspires others both internal and external to the Little Elm Police Department.
- A strong commitment to investing in staff development by way of mentorship.
- A clear understanding of the importance of working cooperatively with other Town staff and entities external to the Police Department.
- A well-rounded police leader with practical experience in field operations, incident command, criminal investigations, professional standards, and support services.

# Qualifications

Any combination of related education, experience, certifications, and licenses that will result in a candidate successfully performing the essential functions of the job is qualifying. The most attractive candidates will possess the following:

## Experience:

- Minimum fifteen (15) years of law enforcement experience as a certified peace officer.
- Minimum of five (5) years of experience in command level position in an agency of comparable size serving a community having a population of 50,000 or greater.

## Education:

- Bachelor's (BA/BS) degree in Criminal Justice, Political Science, Public Administration, or related field is required; **and**,
- Completion of at least one of the following management education courses is required:
  - FBI National Academy (FBI NA)
  - Senior Management Institute for Police (SMIP)
  - Law Enforcement Management Institute of Texas (LEMIT)
  - Other regionally recognized management training.
- Master's (MA/MS/MPA) degree in Criminal Justice, Political Science, Public Administration, or related field is preferred.

## Required Licenses and Certifications

- Texas candidates must possess a Master Peace Officer Certificate from TCOLE.
- Out-of-State candidates must have the ability to obtain a Master Peace Officer Certificate from TCOLE within 90 days from the date of appointment.
- NIMS/ICS 100-400 & 800 Course Certification is required.

A Certified Public Manager (CPM) Certification is preferred.





# Compensation & Benefits

Annual compensation for this exempt executive position will be \$132,308. In addition, the Town of Little Elm offers the selected candidate an excellent benefits package including the following key benefits:

**Retirement:** Membership in the Texas Municipal Retirement System (TMRS): 7% employee contribution with an employer matching contribution at 2/1 for the employees' retirement program.

**Deferred Compensation:** A voluntary deferred compensation plan is available for retirement planning.

**Health and Wellness:** The Town of Little Elm is pleased to provide its employees with competitive health benefits designed to safeguard their health care needs. The Town covers 100% of the employees cost and 50% for employees' eligible dependents. Benefit offerings include:

- Medical
- Dental
- Vision
- Life Insurance
- Long Term Disability

**Paid Time Off:** Vacation and Sick Leave

**Vehicle:** The position includes an assigned vehicle.

# The Recruitment Process

This recruitment will be handled with strict confidentiality. References will not be contacted until mutual interest has been established. Due to the public nature of searches in the State of Texas, confidential inquiries are welcomed and should be forwarded to Chief (ret.) Jacqueline Seabrooks at (916) 550-4100.

Interested candidates should immediately submit a comprehensive résumé and compelling cover letter online at [www.mosaicpublic.com/careers](http://www.mosaicpublic.com/careers) no later than October 17, 2022.

Mosaic Public Partners will conduct preliminary interviews as résumés and cover letters are received and forwarded to the Town's Administration for review. On-site interviews will follow in mid-November 2022. It is anticipated that the selected Assistant Chief of Police will start serving the Town of Little Elm no later than early January 2023.

***This recruitment incorporates existing rules and regulations that govern public sector recruitments in the State of Texas. In accordance with public disclosure/open record laws, information submitted for consideration may be made available to the public upon request by interest parties.***

*The Town of Little Elm is an Equal Opportunity Employer.*

