



# ASSISTANT POLICE CHIEF

Town of **Addison, Texas**

Recruitment Services Provided By





# The Opportunity

The Town of Addison, Texas is offering an excellent opportunity for a contemporary law enforcement leader desiring to work alongside a forward- thinking Police Chief dedicated to serving a unique community in the Dallas-Fort Worth (DFW) Metroplex. This Assistant Police Chief position provides a bedrock opportunity for a progressive police leader to assist the Police Chief in leading an organization committed to providing highly responsive services in a unique, niche community.





# About Addison

Located immediately north of the City of Dallas with the communities of Farmer's Branch and Carrollton as neighbors, the Town of Addison was settled as early as 1846 when Preston Witt built a house on White Rock Creek. The area was not known as Addison until 1902 when it was named after Addison Robertson, the community's second postmaster who served from 1908-1916.

In 1975, a town election to allow liquor to be served by the drink was a major contributor to the expansion of both businesses and restaurants giving rise to the community's shift from a rural farming community to what is now a modern-day commercial oasis that is close to everything the DFW area has to offer. Incorporated in June 1953, Addison officially changed its name to the Town of Addison in 1982. This year, as the Town of Addison celebrates its 70th Anniversary, it enjoys a compelling reputation for being an entertainment mecca well-known for dining, special events, and theater.

Addison, which has developed rapidly over the past five decades, is home to affluent neighborhoods, hundreds of million-dollar companies, and scores of quality hotels and restaurants. Addison's business-to-resident ratio is unusually high at 80:20. Because of Addison's overwhelming commercial atmosphere, its residents enjoy a unique lifestyle not common in other suburbs. Though Addison has only 16,661 residents in its 4.4 square miles land space,

this urban enclave has evolved into a cosmopolitan center serving a daily population of well over 125,000 businesspersons and visitors.

With its central location in the north DFW area and having significant transportation assets – including Addison Airport, the Dallas North Tollway, the DART bus terminal, and (coming soon) a light rail station – Addison is an attractive business center. Addison Airport, a key asset that helps drive economic growth in the community and the wider region, does not just serve Addison; it is a regional transportation hub serving adjacent communities including Carrollton, Farmers Branch, Richardson, Irving, and Dallas.

Addison's reputation for maintaining a high quality of urban life has attracted considerable development. Addison is home to nearly 12 million square feet of quality office and warehouse space. Addison also boasts 22 hotels with over 3,600 rooms and more than 200 restaurants (an average of 46 restaurants per square mile). Developments such as Addison Circle and Vitruvian Park have not only made Addison a desired place to live but also have made the Town a focal point for some of North Texas' major events such as the nationally recognized Addison Kaboom Town!, Oktoberfest, and Taste Addison.







# Town Governance and Structure

As a home-rule community, the Town of Addison is governed by a council-manager form of government. Addison's legislative body consists of the mayor and six councilmembers who, as the policymakers, are elected by and represent the residents' and the community's interests.

Addison's daily operations are handled by a professionally educated and experienced city manager appointed by the City Council. The City Manager functions as the Chief Executive Officer and is responsible for implementing Council policy directives and ensuring the effective provision of all municipal services. The City Manager, with the help of two Deputy City Managers, carries out Town business through the department directors and other municipal staff.

Addison provides an array of municipal government services including police, airport, fire, economic development, marketing & communications, parks & recreation, and special events & tourism. Addison's all-funds budget for fiscal year 2022-2023 totals \$135.5 million.

[Addison 2022-2023 adopted budget](#)





## The Addison Way

The “Addison Way” is the Town's service delivery philosophy which serves as the foundation for how staff consistently deliver outstanding service to its internal and external customers. This philosophy is known by Addison residents and employees and is the bedrock for Addison's organizational culture of service. The heart of the “Addison Way” is to:

- Be service-minded and kind;
- Exceed expectations;
- Be solution driven; and
- Value employees as partners.

The members of Addison's workforce are committed to identifying all available options to exceed expectations during each customer service interaction. This service credo, the hallmark of Addison culture, is recognized throughout the community and is celebrated via employee awards and appreciation programs.

The City Manager is excited to continue moving Addison even further forward in its commitment to service and has helped articulate the organizational vision by reminding employees to **Be BRAVE** through the launch of the following organizational values: Accounta**B**ility, **R**esponsiveness, Innov**A**tion, Ser**V**ice, and Int**E**grity. The successful candidate will exemplify these values and vision for the department.



# The Department

The Police Department is committed to the Town's overarching Addison Way philosophy and its core ethos of service. The Addison Police Department is dedicated to a standard of excellence in promoting and maintaining a safe and peaceful community. The police, through community partnerships, work to preserve order, protect life and property, enforce laws and ordinances, and safeguard individual liberties. Its members conduct themselves according to the highest ethical standards and treat others with fairness, dignity, and respect. The men and women of the Addison Police Department are committed to managing the organization with professionalism, leadership, and integrity.

The Addison Police Department's annual budget of approximately \$ 11.3 million supports an authorized staff of 75 Full Time Equivalent (FTE) positions, approximately 47 of whom are police officers. The Department's current command structure consists of the Chief of Police, an Assistant Chief, a Captain, five lieutenants, eight sergeants, and non-sworn professional staff leadership team consisting of a management assistant and two supervisors.

Since 2006, the Addison Police Department has consistently been one of an increasing number of Texas law enforcement organizations designated as Best Practices Agencies through accreditation by the Texas Police Chiefs Association Foundation (TPCAF). The Addison Police Department complies with 170 policies designed to protect individuals' rights, provide thorough service to the public, ensure proper incident documentation, and use safe training practices.



**75 FT**  
Employees

**\$11.3M**  
Operating Budget





## The Position

Under the limited supervision of the Chief of Police, the Assistant Chief is currently responsible for supervising the Department's daily activities in Field Operations and Criminal Investigations. This exempt, at-will position is appointed by the Chief of Police in consultation with the City Manager and Deputy City 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 Addison Way, its core ethos of service, and the Police Department's mission.
- Monitoring crime data, reports, and trends; developing and recommending comprehensive programs designed to effectively correct operational deficiencies; and promoting enhanced community engagement strategies.
- 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; facilitating staff development through mentoring and counselling; and

ensuring effective communication and dissemination of information regarding prominent matters within the department.

- Ensuring accountability for adherence to Department policies and procedures, best and most promising practices, and legal mandates; and making recommendations on matters related to staff performance and discipline.
- Meeting regularly with internal staff to discuss and resolve priorities; assessing and managing workloads; ensuring compliance with quality standards; and collaboratively resolving technical issues.
- Accepting and resolving highly technical challenges when required; assessing organizational performance; and making recommendations for process improvements.
- Collaborating and coordinating the activities and agreements with partner agencies on multi-jurisdictional activities, including consolidated dispatch, detention services, and the Metrocrest partnership with the cities of Carrollton, Coppell, and Farmers Branch.
- Providing executive insight and review for the array of community special events.



# Opportunities & Challenges

Although the Town of Addison is well resourced, enjoys a low crime rate, and is viewed as a highly desirable destination entertainment location, it is not without its challenges and opportunities. Addison's next Assistant Chief will need to be a strategic and creative thinker well prepared to work with the Police Chief and others on contemporary challenges including:

- Implementing safety and security plans associated with the advent of the DART Silver Line light rail project.
- Refining safety strategies for handling matters related to community development, particularly in the area of high-density residential living.
- Identifying and implementing innovative strategies for addressing the Department's long-term capital needs.
- Developing and advancing creative approaches to increase both organizational and staff capacity in a dynamically evolving environment.
- Developing and implementing an optimized organizational framework to support operational effectiveness through the enhanced alignment of rank(s), assignments, and duties.
- The successful candidate must be capable of operating with independence and initiative while remaining aligned with the policy direction of the Chief of Police.







## Ideal Candidate

The ideal candidate must be a proven leader who will embrace the responsibilities and accountability inherent in their role as the second-in-command in the Addison Police Department. The competitive candidate will possess excellent interpersonal communication abilities – both orally and in writing – and have solid experience with community engagement, staff, and organizational development.

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

- A service-based leadership orientation that encompasses the ability to commit to the philosophy of The Addison Way.
- A collaborative mindset enabling them to be approachable and accessible, 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 Addison Police Department.
- A strong commitment to investing in staff development by way of mentorship, coaching, counselling, and teaching.
- A clear understanding of the importance of working cooperatively and collaboratively with other Town staff, public safety partners, and other community partners.
- A firm proponent of resource sharing and multi-jurisdictional cooperation and collaboration.
- A well-rounded police background with practical experience in field operations, incident command, criminal investigations, professional standards, and administrative 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:

## Education:

- Bachelor's (BA/BS) degree in Criminal Justice, Political Science, Public Administration, or related field is required.
- Completion of at least 12 hours of advanced education toward master's degree in Criminal Justice, Political Science, Public Administration, or related field. The successful candidate will have 24 months from the date of appointment to meet this requirement.

## Experience:

- Minimum ten (10) years of law enforcement experience as a certified peace officer.
- Minimum of one (1) year of experience in a command level position – rank of Captain or higher – in an agency of comparable or larger size serving a community with a population of 50,000 or greater.

## Required Licenses and Certifications:

- Texas candidates must possess an Advanced Peace Officer Certificate from TCOLE (Texas Commission on Law Enforcement).
- Out-of-State candidates must be able to get an Advanced Peace Officer Certificate from TCOLE.







# Compensation & Benefits

The annual compensation range for this position is \$149,287 to \$167,856 with final placement in the range dependent on qualifications and experience. Addison offers an excellent benefits package. Key benefits include:

**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.

**Health and Wellness:** The Town of Addison provides a comprehensive benefits package as part of the total compensation package. These benefits support employees and their families through important life events. These benefit offerings include:

- Medical
- Dental
- Vision
- Life Insurance
- Long Term Disability
- Paid Time Off: Vacation and Sick Leave

**Vehicle:** The position includes an annual vehicle allowance of \$5,399.

**Relocation Assistance:** Relocation assistance to the selected candidate will be provided in accordance with municipal policy.



# The Process

Interested candidates should submit a comprehensive résumé and compelling cover letter online at [www.mosaicpublic.com](http://www.mosaicpublic.com) no later than **June 19, 2023**. 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 recommended to Jacqueline Seabrooks at (916) 550-4100 before submission of materials.**

***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 interested parties.***

*The Town of Addison is an Equal Opportunity Employer.*

