



# Assistant Commander, Public Safety

Salary Group: C07  
Class Code: 9943

CLASS TITLE	CLASS CODE	SALARY GROUP
SERGEANT, PUBLIC SAFETY	9940	C04
LIEUTENANT, PUBLIC SAFETY	9941	C05
CAPTAIN, PUBLIC SAFETY	9942	C06
<b>ASSISTANT COMMANDER, PUBLIC SAFETY</b>	<b>9943</b>	<b>C07</b>
COMMANDER, PUBLIC SAFETY	9944	C08
MAJOR, PUBLIC SAFETY	9945	C08

## GENERAL DESCRIPTION

Performs public safety administrative work. Work involves overseeing, planning, and controlling operations and activities. Supervises the work of others. Works under minimal supervision, with extensive latitude for the use of initiative and independent judgment.

## EXAMPLES OF WORK PERFORMED

Oversees research and analysis activities, and prepares summaries and reports.

Oversees the implementation, coordination, monitoring, and evaluation of policies and procedures.

Confers with the Commander concerning administrative and operational activities and oversees the implementation of operations.

Develops, reviews, and evaluates reporting systems for timeliness, form, content, accuracy, and compliance with established policies, procedures, and methods.

Recommends techniques and procedures for program improvements.

Serves as a liaison with local, state, and federal law enforcement agencies.

Supervises the work of others.

Performs related work as assigned.

## GENERAL QUALIFICATION GUIDELINES

### EXPERIENCE AND EDUCATION

Graduation from the Department of Public Safety Training Academy. Satisfactory service in a career progression position preceding the position of Assistant Commander. Graduation from an accredited four-year college or university with major coursework in criminal justice, criminology,

police science, or a related field is generally preferred. Experience and education may be substituted for one another.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of policies and procedures related to law enforcement activities, investigative techniques, and civil and criminal laws.

Skill in interviewing, mentoring, and coaching; in investigative techniques; and in operating a computer and applicable software.

Ability to administer and manage public safety activities; to establish goals and objectives for assigned area(s) of responsibility; to devise solutions to problems; to develop and evaluate policies and procedures; to use and care for firearms, radar and radio equipment, and breath test instruments; to prepare reports; to use physical and defensive tactics; to administer first aid; to communicate effectively; and to supervise the work of others.

### **REGISTRATION, CERTIFICATION, OR LICENSURE**

Must be certified as a Texas peace officer by the Texas Commission on Law Enforcement.

Must possess a valid driver's license.