

## **City of Johnson City, Texas Chief of Police Job Description**

Job title: Chief of Police  
Department: Police Department  
FLSA: Exempt / At-Will

### **Summary of Position**

Plans, organizes, and directs the Johnson City Police Department's activities related to maintaining law and order, preventing crime, protecting life and property, regulating traffic, apprehending law violators, and maintaining police records.

Establishes and maintains effective relationships with co-workers, consultants, other department heads and agencies, contractors, and the public. Works with team members at all levels, both internal and external, and advocates for Departmental needs.

Protects City residents, business owners, and the traveling public, including individual personal and real property, by promoting voluntary compliance with State and local laws and ordinances using enforcement, public education, and role modeling.

### **Organizational Relationships**

Reports to: Chief Administrative Officer (CAO)  
Directs: Departmental personnel, including, but not limited to, code enforcement and animal control personnel.  
Other: Has frequent contact with Department employees, other City employees, other law enforcement agencies, related agencies and organizations, juveniles, volunteers, court and juvenile probation employees, schools, youth, and the public.

### **Responsibilities**

- Affords all citizens highly efficient and professional protection and services.
- Accepts responsibility for crime prevention/awareness, recognizing that it is more desirable to deter crime rather than to react to it.
- Investigates crime and incidents impartially using every legal means.
- Strives for voluntary compliance to laws and ordinances using enforcement, public education, and role modeling.
- Promotes an attitude of friendliness, helpfulness, tact, understanding, and caring in the performance of assigned duties.
- Communicates cooperatively and openly with the community.
- Communicates openly within the organization; is a team player and offers mutual support to facilitate the accomplishment of higher goals of community protection and service over individual accomplishments. This same spirit of inter-

organizational cooperation is carried further to cooperate with other law enforcement agencies and other governmental units.

- Identifies problems, develops solutions, and implements strategies that attain desired results to crime, disorder, and incidents of concern brought to the attention of Police Department.

### **Essential Duties**

- Prepares and administers the Department budget.
- Coordinates police work with other agency partners.
- Ensures compliance with all Federal, State, and local regulations, certifications, and accreditations.
- Develops, evaluates, and monitors Departmental goals, objectives, plans, policies, and procedures.
- Implements policies and directives from the CAO and Mayor/City Council.
- As necessary, the Chief of Police may be required to adjust his/her schedule to provide additional coverage for special events, weekends, other activities, and patrol shifts for subordinate personnel who have received approval for absences, training, et cetera. In doing so, the Chief of Police may be required to complete the following, as necessary:
  - Patrols the City to prevent crimes and enforce laws and ordinances.
  - Responds to emergency calls and routine complaints and disturbances and takes necessary action.
  - Directs traffic, escorts traffic, operates traffic radar monitoring equipment, and issues traffic citations.
  - Conducts initial investigations of traffic accidents and criminal offenses.
  - Questions witnesses, complainants, victims, and suspects and takes statements and affidavits.
  - Serves warrants and makes arrests.
  - Pursues and apprehends suspects.
  - Responds to the public's calls for assistance and takes necessary action, including performing first aid.
  - Processes prisoners, including fingerprinting, photographing, ensuring magistration by a judge, approving City bonds, searching prisoners, recording and securing the prisoner's property, and transporting prisoners to the appropriate facility.
  - Appears / testifies in court and before grand juries, as necessary/required.
  - Conducts security checks of businesses and residential areas on patrol route.
  - Assists EMS personnel, firefighters, and animal control / code enforcement officers.
  - Tags and logs in evidence.
  - Performs upkeep and simple maintenance on Department vehicles.

- Assists with special activities, such as Special Weapons and Tactics (SWAT) operations, weather watches, school traffic monitoring, and funeral escorts.
  - May impound vehicles and maintain inventory.
  - Serves as Municipal Court bailiff and attends, for security and other purposes, City Council meetings.
- Keeps records of activities and prepares reports concerning crimes, complaints, accidents, and investigations.
  - Shares information and works with other law enforcement agencies, as appropriate.
  - Performs police-community relations activities.
  - Performs such other law enforcement, investigative, technical, and educational duties, as may be required.
  - Manages emergency management activities, including, but not limited to, staff alerting, communication, public warning, and law enforcement.
  - Educates the public on issues of crime prevention and awareness, including conducting inspections, classes, and speeches relative to crime prevention, safety education, and community involvement, including Neighborhood Watch programs.
  - Manages grievances, maintains Departmental discipline, and oversees the conduct and general behavior of Department personnel.
  - Reviews and analyzes specifications for new and/or replacement equipment, and recommends improvements to equipment and facilities, as necessary.
  - Prepares and submits monthly reports to the City Council regarding Department activities, and prepares other reports, as appropriate, for submission to the CAO and Mayor/City Council.
  - Attends all City Council meetings and, as requested, other City meetings.
  - Appoints qualified persons to serve as Department reserve officers.

Other Important Duties:

- Performs special projects, as required; and
- Performs such other related duties as may be assigned.

**Required Knowledge, Skills, and Abilities**

The ideal candidate is organized, committed to excellence, and is a servant leader who is fair and balanced. The Chief of Police holds others accountable for their actions, promotes a spirit of teamwork and cooperation, and possesses common sense and tact.

- Knowledge of Federal, State and local laws.
- Knowledge of police department rules and regulations.
- Knowledge of the use and care of vehicles, firearms, and specialized equipment.
- Skill to drive necessary vehicles adeptly.

- Ability to attend and understand police officer training courses.
- Ability to establish and maintain effective working relationships with co-workers and the general public.
- Ability to maintain appropriate and necessary certifications, a Texas driver's license applicable to job responsibilities, and a good driving record.

*Reading:* Read and comprehend procedure manuals, reports, memorandums, laws, statutes, and ordinances.

*Writing:* Write accurate and coherent policies, procedures, reports, and memorandums.

*Math:* Hold sufficient math/financial skills to prepare and administer Departmental budget, calculate speeding violations, elapsed time, accident reconstruction, et cetera.

*Reasoning:* Analyze situations and adopt a quick, effective, and reasonable course of action.

*Advanced Theoretical Knowledge:* As appropriate for areas of assignment.

### **Physical Requirements**

1. Overall Strength Demand

\_\_ Sedentary XXX Light to Medium \_\_ Heavy \_\_ Very Heavy

2. Frequency for physical demands listed in essential duties:

Standing	F	Reaching	F	Crawling	R	Vision	C
Sitting	F	Handling	C	Bending	O	Hearing	C
Walking	F	Fine Dexterity	C	Twisting	O	Talking	C
Lifting	O	Kneeling	O	Climbing	O	Lying / Running	O
Carrying	O	Crouching	O	Balancing	R	Pushing / Pulling	O

C-Continuously; F-Frequently; O-Occasionally; R-Rarely

3. Frequency for non-physical demands listed in essential duties:

Time Pressures	F	Noisy / Distracting Environment	O	Emergency Situations	O	Tedious Work Situation	F
Irregular Schedule	O	Works Closely with Others	C	Danger / Physical Abuse	O	Performs Multiple Tasks Simultaneously	F
Frequent Change of Tasks	F	Varying Periods of Idle Time	O				

C-Constantly (2/3 or more of the time); F-Frequently (1/3 to 2/3 of the time); O-Occasionally (up to 1/3 of the time); R-Rarely (Less than 1 hour per week)

### **Acceptable Experience and Training**

High school graduate, or its equivalent, or any equivalent combination of experience and training that provides the required knowledge, skills, and abilities. Bachelor's degree in criminal justice, psychology, public administration, or a related field preferred. At least two years of command-level experience preferred.

Certificates and Licenses Required:

The Chief of Police shall be a Texas Peace Officer and have full police authority in the exercise of assigned duties. The Chief of Police shall meet all qualifications necessary to be certified and licensed as a peace officer by the Texas Commission on Law Enforcement (TCOLE).

Current Advanced TCOLE certification, or the ability to obtain said certification within six months of employment. Master TCOLE certification preferred.

Class C Texas Driver's License required.

### **Residency**

Residency within the corporate City limits or within fifteen (15) minutes of the corporate City limits preferred.

### **Equipment, Machines, Tools, and Work Aids**

Police vehicle, two-way radio, firearms, vehicular radar, intoxilyzer, handcuffs, body armor, defensive weapons, mobile telephone, and video camera/equipment.

### **Environmental Factors and Safety Hazards**

Exposure to weather extremes, smoke from fires, noise during firearm training or use, occasional risk of bodily harm, and moving traffic near accident sites.