



## Job Description

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*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered incidental in the performing of their duties just as though they were actually written out in this job description.*

### Police Chief

Department: Police Department

Pay Grade: DOQ

FLSA Status: Exempt

Reports to: City Manager

#### **JOB SUMMARY**

The Police Chief is responsible for overseeing the planning, directing, coordinating, staffing, and organizing the programs, projects, activities of the police department; enforcing the law and the preserving life and property.

#### **ESSENTIAL JOB FUNCTIONS**

- Ensures that laws and city ordinances are enforced and public peace and safety is maintained
- Develops and directs the implementation of goals, objectives, policies, procedures and work standards for the department; prepares and administers the department's budget.
- Studies and performs research on Police field activities and in administrative matters.
- Provides for the selection, training, professional development and work evaluation of department staff; authorizes discipline as required; provides policy guidance and interpretation to staff; ensures that laws, ordinances and policies are consistently enforced.
- Plans, organizes, administers, reviews and evaluates the work of sworn and non-sworn staff through subordinate levels of supervision.
- Maintains discipline; confers with officers, supervisors, and mid-managers in regards to departmental working relationships.
- Contributes to the overall quality of the department's service by developing, reviewing and implementing policies and procedures to meet legal requirements and city needs.
- Assists in the preparation of the annual budget.
- Maintains effective public relations in the field and in the office, including public gatherings.
- Handles routine assignments; prepares staff reports as directed.

- Acts as the department's technology advisor and systems administrator.
- Acts as public liaison as assigned.
- Ability to apply the principles and practices of modern police training, supervision, and administration.
- Ability to gather and analyze evidence and draw logical conclusions;
- Ability to prepare clear, complete, accurate, concise and logical written reports; effectively maintain records.
- Ability to establish and maintain effective working relationships with others.
- Ability to lead, supervise, organize, and communicate effectively.
- Ability to perform other duties as assigned.

## **QUALIFICATIONS**

### **Education and Experience:**

Bachelor's degree in criminal justice, law enforcement or a related area from an accredited college or university with ten (10) years of progressively responsible work experience in law enforcement with at least two (2) years with command level work experience or combination thereof.

### **Special Qualifications:**

Valid State of Texas driver's license and a Master Peace Officer Certification through TCOLE. LEMIT certification is a plus.

### **Knowledge, Skills and Abilities:**

- Knowledge of personnel administration and police science, and the principles of community oriented policing and problem solving.
- Knowledge of traffic control; criminal law with particular reference to apprehension, arrest, and custody of person accused of misdemeanor and felonies.
- Knowledge of scientific investigation and identification techniques.
- Knowledge of laws, ordinances and regulations affecting the work of the department.
- Knowledge of commitment to the city and the Police Department's code of ethics and values.
- Knowledge of working with an onsite dispatch communications center and onsite holding cells.
- Knowledge of the importance of Open Information Requests and fulfilling those requests in a timely manner.
- Skill in using highly technical computer applications, such as CAD, BADGE, Mobile Cite, Mobile Link, and Incode.
- Knowledge in procurement of product and services.
- Skill in using computers for word processing and/or accounting purposes.
- Skill in the use small office equipment, including copy machines or multi-line telephone systems.
- Skill in using computers for data entry.
- Ability to analyze reports and statistics concerning accidents, crimes, and juvenile delinquency.
- Ability to prepare comprehensive reports.
- Ability to create, present to the City Manager and City Council and implement an annual departmental budget
- Ability to create and maintain a vehicle and equipment replacement plan
- Ability to establish and maintain effective working relationships with city officials, state and local authorities, and the general public.

- Ability to establish and maintain effective working relationship with the Municipal Court Judge and staff.
- Ability to plan, train, and supervise the work of police and non-sworn personnel.
- Knowledge of warrant collections.
- Ability to apply rules of evidence pertaining to search and seizure and the preservation and presentation of evidence in criminal cases.
- Ability to apply the principles and practices of modern police training, supervision, and administration.
- Ability to gather and analyze evidence and draw logical conclusions;
- Ability to prepare clear, complete, accurate, concise and logical written reports; effectively maintain records.
- Ability to establish and maintain effective working relationships with others.
- Ability to lead, supervise, organize, and communicate effectively.
- Experience in crisis management and able to direct and lead in crisis situations
- Experience in emergency operations and understanding of the NIMS process
- Experience in working with the media through interviewing, press releases, preparing statements and such.
- Ability to instill a culture of exemplary customer service.

### **PHYSICAL DEMANDS**

The work is very heavy and requires exerting in excess of 100 pounds of force occasionally and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects and the following physical abilities: balancing, climbing, crawling, crouching, feeling, fingering, grasping, handling, hearing, kneeling, lifting, mental acuity, pulling, pushing, reaching, repetitive motion, speaking, standing, stooping, talking, visual acuity, and walking.

### **WORK ENVIRONMENT**

Work is performed in an office and field environment. Incumbent drives on surface streets and may be exposed to traffic and equipment hazards, adverse weather conditions, temperature and noise extremes, violence, heights, explosives, fumes, dusts, odors, toxic or caustic chemicals, pathogenic substances, vibration.

The work requires decision making that could lead to major community or organizational consequences if this position fails to make the appropriate decision at the time.