

City of Richwood, Texas

Rich in History, Focused on the Future
Chief of Police

THE COMMUNITY

Located in southern Brazoria County, the City of Richwood is surrounded by Texas history and is built on land that was part of Stephen F. Austin's original land grant from the Mexican government.

The City serves an area of approximately five square miles and has an estimated population between 5,500 and 6,000. Richwood is located in Brazoria County, 52 miles south of Houston, and approximately 16 miles from the Gulf Coast.

From its humble beginnings in 1957 to its present evolvement, Richwood has been a people-oriented community. In the highly competitive marketplace of economic development, Richwood has shined in its greatest commodity - its people.

THE DEPARTMENT

The Chief of Police, Bryan Corb, is retiring after serving in the law enforcement profession for over 28 years and leading the Richwood Police Department since November 2014.

Including the Chief of Police, the department has nine full-time sworn peace officer positions and one part-time warrant officer. The annual operating budget is approximately \$920,000.

Additionally, Richwood voters have authorized a Crime Control and Prevention District (CCPD). The CCPD contributes approximately \$100,000 annually to the department's budget funding the part-time warrant officer and equipment needs.

Additionally, the department is working on attaining its accreditation from the Texas Police Chiefs' Association Texas Law Enforcement. The department's final evaluation is scheduled for the end of April 2018.

THE IDEAL CANDIDATE

- A leader who focuses on community-oriented policing and providing great customer service.
- An active and engaging ambassador for the City of Richwood that will build upon the Police Department's strong relationships with our local businesses and schools.
- A public servant who makes thoughtful and data-driven decisions.
- A leader that is dedicated to the principles of transparency.

THE PROCESS

This position will remain open until filled. Qualified candidates should download an employment application from our website, <http://richwoodtx.gov>. Applications, resumes, and cover letters should be submitted to the City Secretary, Giani Cantu at gcantu@richwoodtx.gov.

Staff will start reviewing any applications as they come in. Depending on the number of qualified applicants, staff may conduct brief phone interviews with the candidates before scheduling interviews with the review board. It is anticipated that the review board will conduct their interviews starting in late May. The City Council will then interview any finalists at the regularly scheduled Council Meeting on Monday, June 11th.

For more information, please contact the City Manager, Michael Coon. He can be reached by phone at (979) 265-2082 or by email at mcoon@richwoodtx.gov.

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Job Information

Job Title:	Chief of Police	Department:	Police
Reports To:	City Manager	Date Revised:	4/12/18

Summary

Responsible for directing the operations of the Police Department. The Chief of Police performs a variety of duties involved in the enforcement of laws and prevention of crimes to protect life and property; to control traffic flow and enforce State and local traffic regulations; and to perform a variety of technical and administrative tasks in support of law enforcement services. This position provides direct supervision and direction to all employees of the Police Department and is responsible for the overall direction of all police activities.

Essential Duties & Responsibilities

- Train, assign, direct, supervise, evaluate, and discipline police personnel
- Serves as the City's Emergency Manager and the Incident Commander for major police incidents
- Schedules training of personnel; maintains training and other records as required by TCOLE
- Handles serious infractions of departmental standards and citizen complaints; conducts internal investigations as needed
- Oversees the police department's budget development and all police administrative activities
- Acts as a staff liaison and oversees the budget for the Crime Control Prevention District (CCPD)
- Examines reports for conformity with approved procedures
- Assumes command of major cases when unusual or difficult problems are evident
- Maintains crime statistics for analysis and distribution to appropriate personnel
- Prepares general orders and standard operating procedures for the police department
- Ensures adequate staffing for all special functions
- Conducts inspections to determine compliance with department objectives
- Represents the Police Department to the public through public addresses and meetings of various civic and service organizations
- Performs all duties of a Police Officer as needed
- Performs other related duties as assigned by the City Manager

Supervisory Leadership:

- Direct supervision of all Police Department personnel and duties

Qualifications

EDUCATION & EXPERIENCE

- Bachelor's degree in related field or an equivalent combination of education and experience
- Ten (10) years law enforcement experience with progressive responsibilities in directing and managing police personnel
- Master TCOLE Peace Officer License or ability to obtain within 180 days of employment.
- Graduation from a leadership command college is preferred (i.e. FBI-NA, LEMIT, etc.)
- Completed a development course for Police Chiefs or ability to complete within one year of employment.
- Certified in NIMS ICS-100, ICS-200, ICS-300, ICS-400, IS-700, IS-800, and E/L 950 or ability to obtain within one year of employment.
- Possession of or ability to readily obtain a valid class "C" driver's license issued by the State of Texas

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LANGUAGE/MATH/REASONING ABILITY

- Strong communication, public relations, organizational, and interpersonal skills
- Interpreting policies, procedures, and requirements as set forth by a supervisor or a written policy
- Practical experience in all aspects of law enforcement including budget preparation and administration

Competencies

- Knowledge of law enforcement training, best practices, methods, and procedures
- Knowledge of community oriented policing techniques
- Knowledge of the City of Richwood geography
- Knowledge of federal, state, and local laws and ordinances
- Knowledge of the tools and techniques of criminal investigations
- Skill in the use of law enforcement vehicles, equipment, firearms, and allowable weapons to enforce laws, detain suspects, or protect life of self or others in situations that justify the use of force or deadly force

Working Environment and Physical Demands

- Must successfully complete the Police Department physical
- Must be able to operate motor vehicle under normal and emergency conditions
- Must be able to physically subdue and restrain an individual
- Sitting for extended periods of time, extensive walking, standing, running and frequent heavy lifting and pushing
- Requires working flexible shift hours in adverse weather - extreme heat, rain, or snow
- Must carry a firearm and qualify at least annually with the weapon.
- Work in intense life-threatening conditions; exposure to dangerous persons, firearms and communicable diseases
- Occasionally exposed to fumes or airborne particles; extreme/uncomfortable conditions in various types of structures.
- The noise level in the work environment is usually moderate; however, the noise level is occasionally very loud due to sirens, firearm training, etc.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Compensation & Benefits

The starting salary range for this position is \$65,000 to \$75,000, depending upon the background and qualifications of the successful candidate. The City of Richwood participates in the Texas Municipal Retirement System (TMRS) with a 5% employee contribution and a 2:1 matching city contribution with five-year vesting. In addition to the standard insurance, benefits, and leave, exempt employees are also granted an additional week of administrative leave.