

**City of Weslaco, Texas  
Job Description**

|                        |                   |                       |                |
|------------------------|-------------------|-----------------------|----------------|
| <b>Position Title:</b> | Chief of Police   | <b>Grade Level:</b>   | E-7            |
| <b>Department</b>      | Police Department | <b>Date:</b>          | September 2007 |
| <b>Reports to:</b>     | City Manager      | <b>FLSA Status:</b>   | Exempt         |
| <b>Position ID:</b>    |                   | <b>DOT Sensitive:</b> | Yes            |
| _____                  |                   | <b>Sworn In:</b>      | Yes            |
| Print Employee's Name  | _____             |                       |                |
|                        | Date              |                       |                |

**Statement of Duties:** The Police Chief is responsible for the overall planning, administration and operation of the Weslaco Police Department in accordance with applicable local, state and federal laws and regulations. Employee is required to perform all similar or related duties.

**Supervision Required:** Under administrative direction of the City Manager, the employee works from municipal policies and objectives as well as in accordance with state and federal laws and regulations; individual establishes short-range plans and objectives, department performance standards and assumes direct accountability for department results. Consults with the City Manager or City Commission where clarification, interpretation, or exception to municipal policy may be required. The employee/official exercises control in the development of departmental policies, goals, objectives and budgets. The employee is also expected to resolve all conflicts, which arise and coordinate with others as necessary.

**Supervisory Responsibility:**

Employee is accountable for the direction and success of a major department of the City. The employee is responsible for analyzing program objectives, determining the various work operations needed to achieve them, estimating the financial and staff resources required, allocating the available funds and staff, reporting periodically on the achievement and status of the program objective; and recommending new goals. The employee typically formulates or recommends program goals and develops plans for achieving short and long-range objectives; determines organizational structure operating guidelines and work operations; formulates, prepares and defends budget and manpower requests and accounts for effective use of funds and staff provided; coordinates program efforts within the unit and with other departments; delegates authority to subordinate supervisors and holds them responsible for the performance of their unit's work; reviews work in terms of accomplishment of program objectives and progress reports, approves standards establishing quality and quantity of work; and assists or oversees the personnel function, including recommending hiring, training and disciplining of employees.

The employee is responsible for the supervision of one hundred and five (105) full - time employees. Work operations are subject to frequent, abrupt, and unexpected changes in deadlines, volume of work, sudden emergencies, and goals due to uncontrollable or unpredictable circumstances or emergencies. Large numbers of employees are physically separated for a substantial portion of time due to multiple work shifts or concurrent work.

**Confidentiality:** Employee has regular access at the departmental level to a wide variety of confidential information, including personnel records, client records, criminal investigations, and

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court records.

**Judgment:** Guidelines only provide limited guidance for performing the work. They may be in the form of administrative or organizational policies, general principals, legislation or directives that pertain to a specific department or functional area. Extensive judgment and ingenuity are required to develop new or adapt existing methods and approaches for accomplishing objectives or to deal with new or unusual requirements within the limits of the guidelines or policies. The employee is recognized as the department's authority in interpreting the guidelines, in determining how they should be applied, and in developing operating policies.

**Complexity:** The work consists of the practical application of a variety of concepts, practices and specialized techniques relating to a professional or technical field. Assignments typically involve evaluation and interpretation of factors, conditions or unusual circumstances; inspecting, testing or evaluating compliance with established standards or criteria; gathering, analyzing and evaluating facts or data using specialized fact finding techniques; or determining the methods to accomplish the work.

**Work Environment:** Work requires a high degree of individual tolerance to combinations of extremely unpleasant elements, or mental stress from constant conflicting urgent time and attention demands of the utmost priority. The nature of the physical environment may be such that the employee's personal well being and/or safety is constantly compromised such as Fire and Police personnel. Employee may be required to work beyond normal business hours in response to emergency situations or to attend evening meetings.

**Nature and Purpose of Relationships.** Relationships are constantly with co-workers, the public and with groups and/or individuals who have conflicting opinions or objectives, diverse points of view or differences where skillful negotiating and achieving compromise is required to secure support, concurrence and acceptance or compliance; OR one-on-one relationships with a person who may be under severe stress, where gaining a high degree of persuasion may be required to obtain the desired effect. The employee may represent to the public a functional area of the municipality on matters of procedures or policy where perceptiveness is required to analyze circumstances in order to act appropriately.

**Accountability:** Duties include department level responsibility for technical processes, service delivery, contribution to municipal wide plans and objectives and fiscal responsibility for the department including buildings, equipment and staffing utilization. Consequences of errors, missed deadlines or poor judgment could severely jeopardize department operations, have adverse public relations or have extensive financial and legal repercussions to the City and/or loss of life.

**Occupational Risk.** Duties may involve frequent, recurring exposure to hazardous conditions. Job duties may entail the possibility for serious personal injury or exposure to conditions that could result in total permanent disability or loss of life. For example, danger of physical attack or work at heights in excess of thirty feet during extreme weather conditions. Extreme care and

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safety precautions are required at all times.

**Essential Functions:**

*The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.*

1. Attendance, physically present to work.
2. Plans, coordinates and directs the provision of police law enforcement and emergency medical operations for the City in order to continuously improve the training, readiness and capabilities of the police department including the provision of ambulance services.
3. Provides and oversees the performance of all department staff including professional development, training, discipline, maintenance of equipment, crime prevention, suppression of crime, community policing as well as maintaining the efficiency and effectiveness of all personnel.
4. Prepares and coordinates the presentation of annual budgets; directs the implementation of the departments' budget; plans for and reviews specifications for new or replaced equipment and controls the expenditures of the department.
5. Reviews, administers and develops the department's operating and capital budget plan to insure adequate and timely replacement and/or repairs of department capital equipment.
6. Responds to incidents and assumes command at the scene of emergencies in accordance with department policies; provides back-up to other police personnel in accordance with NIMS and the Incident Command System.
7. Oversees the provision of emergency medical services including the administration of related service billing and receivables as well as the training of personnel in order to maintain a paramedic level of ambulance service in accordance with state and/or federal regulations.
8. Oversees the maintenance of the police department building, grounds, equipment and fleet; maintains and controls access to police department records, statistical data, evidence and property control.
9. Represents the City at various ceremonial events and other City-sponsored events.
10. Communicates with and attends public events as requested by various local organizations, service clubs and civic groups.
11. Conducts investigations of subordinates as required.
12. Reviews search and arrest warrants; appears and testifies as a witness in an official proceeding to assist the department's role in the judicial and administrative process.
13. Oversees the design and implementation of the department's community relations programs; attends related meetings as required.
14. Provides information and reports regarding the police department's activities and operations as required.
15. Conducts independent research regarding department operations as necessary.
16. Maintains current knowledge of applicable laws and statues, pending legislation

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pertaining to law enforcement.

**Recommended Minimum Qualifications:**

**Education and Experience:** College Degree with more than ten- (10) years of experience in the law enforcement field of which five- (5) of those years were in a supervisory position; or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job.

**Special Requirements:**

Valid Motor Vehicle License

Advance Texas Peace Officer's License

**Knowledge, Abilities and Skill**

**Knowledge:** Extensive knowledge of the principles and practices of modern police administration and law enforcement methods and techniques; extensive knowledge of the standards by which the quality of police service is evaluated and the use of police records and their application to police administration; thorough knowledge of statutes and ordinances relating to law enforcement; the ability to plan, organize, and direct the work of a large number of subordinates performing varied operations connected with police and emergency medical activities. Working knowledge of the criminal and juvenile justice systems. Knowledge of budgeting techniques.

**Abilities:** Ability to supervise subordinates in a positive and effective manner and to delegate authority efficiently; ability to establish and maintain harmonious and productive working relationships with City officials, other law enforcement officials, and the public; ability to plan, assign, direct and review the work of subordinates and to direct large scale operations of personnel and equipment making sound judgments under stressful life-threatening situations; ability to deal with disgruntled members of the public in a diplomatic and effective manner. Ability to perform the duties and functions of a police officer in emergency situations

**Skill:** Proficient oral and written communication skills. Proficient supervisory and personal computer, word processing, spread sheet and data inquiry software in support of department operations.

**Physical and Mental Requirements**

**Physical:** Work requires moderate intermittent physical strength and effort daily, such as, lifting heavy objects (up to 60 lbs), carrying the object(s) and stacking them or placing them in a vehicle or storage area. In addition, pulling, pushing, standing, or walking for the full workday may also be involved. A great deal of physical effort may be required to be exerted in responding to emergency, life-threatening conditions. Travel, particularly

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during adverse weather conditions and troublesome road conditions and at times during the evening is required.

**Motor Skills:** Duties may involve close hand and eye coordination and physical dexterity. Manipulation and motor control under conditions that may require extreme accuracy may be critical. The manual skills required are comparable to those which might be needed to safely operate emergency vehicles at high rates of speed.

**Visual Skills:** Visual demands require routinely reading documents for general understanding, reading documents for analytical purposes and reviewing non-written materials.

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