



S. RENÉE NARLOCH
& ASSOCIATES
PROFESSIONAL EXECUTIVE RECRUITMENT



CITY OF BAYTOWN, TX

INVITES YOUR INTEREST IN THE POSITION OF

CHIEF OF POLICE

THE COMMUNITY

Located just 30 miles east of downtown Houston, Baytown is the third-largest city in Harris County and is easily accessible via Interstate 10, Highway 146, and the Grand Parkway (Hwy 99).

With a population of around 77,000, Baytown encompasses an area of approximately 40 square miles and boasts a rich environment and a strong historical and economic heritage.

The City's strategic location has encouraged a successful and diverse blend of employment opportunities and recreational activities centered on the area's waterways. The City has 56 parks on approximately 1,000 acres of land, providing a large assortment of outdoor activities.

Located in the Texas Independence Trail region, Baytown is rich in history. General Sam Houston was an early resident, and the area played a significant role in the Battle of San Jacinto in 1836. The region was also home to the Karankawa Indians, and their artifacts can still be found at the Baytown Nature Center.

Originally three separate towns, the City of Baytown combined Goose Creek (dating back to before 1850) and oil boom-towns Pelly (established in the late 1910s) and East Baytown (early 1920s) when it incorporated in 1948.

Major employers include ExxonMobil, Goose Creek Consolidated Independent School District, and Houston Methodist Baytown Hospital. With a booming economy, Baytown is experiencing unprecedented growth in industry, retail, and housing. The City has maintained a high quality of life while becoming a major center for economic growth in the Sugarland-Houston-Baytown metropolitan area.

The City remains committed to smart growth, city-wide innovation, infrastructure improvements, and increased investments in public safety to ensure Baytown will continue to be a quality community of choice.

THE ORGANIZATION

The City of Baytown is a Home-Rule city operating under a Council-Manager form of government. The City Council is comprised of six elected Council members, one from each respective district, and one Mayoral position elected "at-large." Council Members and the Mayor are each elected to a term of three years, with staggered elections.

The City of Baytown's purpose is to enrich lives and build community. Core Values include: Caring, Innovation, Collaboration, Leadership, and Stewardship.



The City is a full-service city supported by 930 FTEs. The City's total budget for FY2021 is \$218 million, of which \$118 million is the General Fund. In addition, the City has a Capital Improvement Program Fund of \$11.2 million. The City is financially stable and maintains strong bond ratings.

City departments include the City Clerk, Economic Development, Finance, Fire, Human Resources, Information Technology Services, Legal Services, Library, Municipal Court, Parks & Recreation, Planning & Development Services, Police, Public Works & Engineering, Public Affairs, and Public Health.

The City Manager is the chief executive and administrative officer of the City and is responsible for general administration of the City's affairs and oversees the operations of all City departments. The City Manager is assisted by two Assistant City Managers, who have several departments that report directly to them.

THE DEPARTMENT

The Police Department has 252 FTEs and a \$30.7 million departmental budget. The City has begun construction on a state-of-the-art, 100,000 square foot public safety facility with an estimated completion date of March 2023. When complete, this facility will house nearly all Police operations, as well as Fire Department administration. The project is being funded through a Chapter 212 authorized economic development agreement and will cost \$66 million.

The Police Department is comprised of the Logistics Bureau, Planning Bureau, and Operations Bureau, each of which is led by an Assistant Police Chief. The Logistics Bureau consists of the Jail Division; Crime Prevention Division; Records Division; Community Services Officers (CSO's); and the Property Division. The Planning Bureau includes the Support Services Division; Budget; Quartermaster; Garage; Training Division; Family Violence Unit; Analysis Unit; and Personnel Division. The Operations Bureau includes the Patrol Division and the Investigation Division.

The Police Department's mission is to enhance the quality of life in the City of Baytown by working cooperatively with the citizens. The Department accomplishes this by educating the public, preserving the peace, reducing citizen apprehension, and providing a safe environment for the community.

Some of the goals and objectives for the Police Department include:

- Protect the lives and property of all citizens equally.

- Provide a more secure environment for the Citizens of Baytown, enhancing the quality of life in the City.
- Strive to enhance good public relations by exhibiting the heart of a servant to the public whom the Police have sworn: "To serve and protect."
- Respond appropriately and professionally to all calls for police services.
- Continue to improve the Department's relationship and image within the community.
- Proactively solicit information and ideas from the public.
- Encourage closer relationships with the public through crime prevention programs, education in schools, and neighborhood programs.
- Interface with the community and encourage the various community organizations to participate in the Department's efforts to reduce crime.
- Promote community involvement in the Citizens Police Academy and Alumni programs.
- Formulate an executive board whose responsibilities will be to ensure integration, cooperation, and communication throughout the Department and interact with other agencies, city departments, and community members.
- Patrol the City with a positive attitude and a determined focus toward detecting and deterring crimes.
- Make the delivery of police services and crime control in Baytown a model statewide.
- Work toward a drug-free society through planning, education, and enforcement actions.
- Review the Department's mission, goals, and objectives annually to ensure it continues to meet community and departmental needs.
- Utilize and be receptive to new techniques and methods of investigation by encouraging innovative and proactive thinking.
- Initiate effective enforcement by actively identifying behaviors that challenge the community's safety and develop a plan to address those behaviors early on.
- Improve officer career paths and academic performance, while reducing attrition.
- Establish fundamentals for implementing and maintaining the wellness of employees.
- Reduce the fear of crime, assisted by all officers in the Department.

THE POSITION

Under the direction of the City Manager, the Chief of Police is responsible for planning, directing, and leading activities of the Police Department. The Chief assumes management responsibility for all Police Department services and activities including enforcement of laws, statutes, and ordinances; crime prevention, criminal investigation, and emergency communications; and other related law enforcement activity. The Chief of Police ensures efficient and cost-effective police services to the citizens of Baytown and collaborates with Federal-Local Law Enforcement agencies in preventing, investigating, and prosecuting crime.



Specific duties and responsibilities of the Chief of Police include, but are not limited to, the following:

- In cooperation with the City's strategic plan, coordinates, plans and implements departmental strategies and initiatives to achieve goals and objectives. Discusses with and advises staff in the preparation and implementation of new programs and coordinates the preparation of various operating and administrative reports.
- Conducts staff meetings with the command staff of the Police Department. Attends employee meetings, City Council meetings, public hearings, and related proceedings to represent the Police Department.
- Develops, maintains, and monitors the administration of the Police Department's budget.
- Responds to citizen complaints and requests, channels these requests as appropriate, and follows up on corrective actions to ensure that inquiries are addressed. Coordinates and speaks with civic groups.
- Provides coaching/counseling to Police Department staff. Prepares and assigns police related tasks to Assistant Chiefs, Lieutenants, etc. Reviews department program goals and determines training needs for department managers and staff.
- Directs and reviews all internal affairs investigations and administers all discipline in the department.
 - Performs personnel related duties including hiring, training, coaching, performance evaluations, and discipline.
 - Formulates policy and writes special orders. Reads and implements changes in procedures of State, Federal, and local laws. Prepares for and testifies in court.
 - Performs all other related duties as assigned.

The Police Department has been a well functioning department with effective leadership and a good reputation among the majority of citizens. The community has enjoyed growth in recent years and is now home to many diverse ethnicities and cultures. As such, an approachable, collaborative leader who is transparent, inclusive, and able to foster a strong connection with the community is essential. The Police Chief must create and influence relationships which will bolster community involvement and trust. The Chief must be politically astute while remaining apolitical. Exceptional interpersonal and communication skills are a must.

Requirements include a Bachelor's degree from an accredited college or university in Police Administration, Criminal Justice, Law Enforcement or related field; Master's degree is preferred. Must be eligible for and obtain intermediate certification under Texas Commission on Law Enforcement (T.C.O.L.E.) requirements within 12 months. Candidates must have at least ten (10) years in municipal law enforcement and ten (10) years of progressive management experience, with at least five (5) of these years being in a command level position at the Lieutenant level or above. An equivalent combination of education, experience, certificates, and licenses that will result in a candidate successfully performing the essential functions of the job can be substituted in applicable areas.

Preferred qualifications include graduation from the National FBI Academy and/or the Law Enforcement Management Institute of Texas Leadership Command College or another similar academy. Experience in a unionized environment working with bargaining/labor groups and/or with Texas Local Government Code Chapter 143 Civil Service is beneficial. Bilingual in Spanish and English is a plus.

The Chief of Police provides services or performs duties for the benefit of the general public during emergency situations. These may include services or duties different from those performed in the job's usual course and scope. In the event of an evacuation, the incumbent may be required to remain to perform needed services.



COMPENSATION

The salary range is \$131,726 to \$171,244. Starting salary will be competitive and negotiable based on the qualifications and experience of the individual selected. Texas has no state-level income tax.

TO APPLY

If interested in this opportunity, visit www.srnsearch.com and apply online. The first review of applications will occur on June 14, 2021; position is open until filled. Resumes will be screened according to the qualifications outlined above. Screening interviews with the most qualified applicants will be conducted by S. Renée Narloch & Associates to determine a select group of finalist candidates who will be asked to provide references; references will be contacted only following candidate consent. Final interviews will be held with the City of Baytown. Candidates will be advised of the status of the recruitment following the selection of the Chief of Police. Questions regarding this recruitment should be directed to:

Ms. S. Renée Narloch
S. Renée Narloch & Associates
info@srnsearch.com | 850.391.0000

The City of Baytown is an Equal Opportunity Employer. In accordance with Texas Open Records laws, applications and resumes are subject to public disclosure.



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