



City of Freeport Announces POLICE CHIEF Opportunity

Ideally situated on the central Gulf Coast, the City of Freeport, Texas, is approximately 60 miles south of Houston and 45 miles southwest of Galveston in Brazoria County. Freeport is home to over 12,000 residents who enjoy beautiful beaches, outstanding offshore fishing, and a welcoming, small-town atmosphere. Freeport is part of the Brazosport, Southern Brazoria County area, and is in Brazosport ISD, an award-winning school district.

The City of Freeport offers a competitive salary and excellent benefits, including free health insurance for employees and a 40% contribution to dependent coverage; free dental, vision, life & LTD insurance for employees; TMRS Retirement with a 2:1 City match; and a voluntary 457 Plan and optional legal and identity theft services. We also offer education and certification pay to encourage employee development. Employees enjoy thirteen paid holidays, paid vacation and sick time, and longevity pay.

POSITION TITLE: Police Chief
DEPARTMENT: Police Department
RATE CLASS: Exempt
REPORTS TO: City Manager
SHIFT: 8AM-5PM, M-F (May be changed at the discretion of the City of Freeport)

JOB SUMMARY:

This position is responsible to direct, plan, and manage all functions and operations of the Police Department in the enforcement of laws and ordinances, the prevention of crime, and protection of life and property. Responsible for the full range of supervisory activities including selection, training, evaluation, counseling, and employment recommendations of all department employees. Coordinates assigned activities with other departments and outside agencies, and provides highly responsible and complex administrative support to the City Manager. Exercises direct supervision over management, professional, technical, and clerical staff.

DUTIES & RESPONSIBILITIES:

- Assumes full management responsibility for all department services and activities, including patrol, traffic, animal control, criminal investigations, special operations, records and communications, internal affairs, and law enforcement; and recommends and administers policies and procedures
- Manages the development and implementation of department goals, objectives, policies, and priorities for each assigned Service area; within city policy, appropriate services and staffing levels; and allocates resources accordingly
- Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors work load, administrative and support systems, and internal reporting relationships; and identifies opportunities for improvement, and directs the implementation of change





Brooks Bass
Mayor

Tim Keltly
City Manager

- Acts as official departmental representative to other City departments, City Manager's Office, elected officials, and outside agencies; explains, justifies, and defends department programs, policies and activities; and negotiates and resolves sensitive, significant, and controversial issues
- Selects, motivates, and evaluates department staff; provides or coordinates training and works with employees to correct deficiencies; and implements and administers disciplinary and termination procedures as per City policies
- Plans, directs, and coordinates, through subordinate-level staff, the department work plan; meets with management staff to identify and resolve problems; assigns projects and programmatic areas of responsibility; and reviews and evaluates work methods and procedures
- Manages and participates in the development and administration of the department budget; estimates funds needed for equipment, materials, and supplies; directs the monitoring and approval of expenditures; and directs the preparation and implementation of budgetary adjustments as approved
- Coordinates departmental activities with those of other departments and outside agencies and organizations; provides staff assistance to the City Manager; and prepares and presents staff reports and other necessary communications
- Responds to and resolves sensitive inquiries and complaints from both internal and external sources
- Reviews and signs all higher-level department communication
- Attends City Council meetings and takes necessary action regarding council agenda items
- Manages, directs, and oversees maintenance of law and order, protection of life and property, regulation of traffic, apprehension, arrest, and detention of law violators, and maintenance of police records
- Manages, directs, and oversees maintenance of departmental facilities and equipment
- Provides staff support to a variety of boards and commissions; attends and participates in professional group meetings; and stays abreast of new trends and innovations in the field of law enforcement
- Confers with citizens and city officials on law enforcement problems; assist in the development of innovative municipal law enforcement policies; and confers with civic and business groups on police and management policies relating to department philosophy
- Responds to media inquiries on police issues and policies as they relate to the community and ensures responsive, and appropriate service delivery by conferring with civic professional, service, fraternal and other community groups
- Reviews disciplinary cases; initiates internal investigations when appropriate; and provides corrective action as needed
- Reviews and analyzes reports, legislation, court cases, and related matters and prepares the responses for legal actions
- Performs related duties and fulfills responsibilities as required
- Develop and implement required physical standards
- Ensure department compliance with Texas Police Chief Association (TPCA) recognition program and maintain certification.



OTHER DUTIES:

This job description is intended to describe the general nature of work performed by the Police Chief and is not intended to be all-inclusive. All employees are expected to perform tasks as assigned by their supervisor.

Application can be found at City of Freeport Jobs: https://www.freeport.tx.us/page/hr_employment. First review of applications will begin at 12 noon on Monday, August 1, 2022

Qualifications and Requirements:

EDUCATION:

- Bachelor degree in Criminal Justice or closely related field with Master TCOLE Certification; or extensive experience in administration and modern police work with Master TCOLE Certification. Continuing education is required.

Special Skills:

Proficient use of office equipment and PCs. Excellent interpersonal communications skills as well as highly skilled writing and phone etiquette abilities are required. Must have a demonstrated ability to work well with the public and be able to maintain confidentiality. Must have a demonstrated ability in personnel supervision. Knowledge of accepted management principles and police administration practices; of statutes and regulations relating to the police function including the rights of persons, rules of evidence and search and seizure; of the relation between the police, the courts, other law enforcement agencies, and other city departments.

PHYSICAL/MENTAL REQUIREMENTS:

Physical: Must be able to pass a physical examination and drug screen. Must be able to operate a motor vehicle and travel. Must be able to maintain departmental physical fitness standard. Must also be able to stand, sit, type, and/or write for extended periods of time Must be able to lift a minimum of 50 lbs., bend, squat, twist, etc. The ability to work in a variety of weather conditions is required.

Mental: Must maintain the ability to work well with others as well as the general public in a variety of situations. Must be able to multi-task, work under time constraints, problem solve, and prioritize. Must also be able to maintain confidentiality and resolve conflicts This position requires the ability to make independent and sound judgments in both emergency and no-emergency conditions

All municipal employees will be expected to show and maintain a high level of initiative, enthusiasm, and motivation towards the improvement of ALL aspects of the Freeport community. Employees will also be expected to be available for work, to report to work in a dependable and timely fashion, and to be physically and mentally fit to do their assigned work.

