

JOB TITLE: Police Chief

FSLA: Exempt

POSITION REPORTS TO: City Manager

SALARY: up to \$114,000

THE COMMUNITY

The City of Castle Hills is a vibrant suburb centrally located in the San Antonio area with a population of over 4,400 residents. The City of Castle Hills is a General Law Type A municipality and provides a wide variety of services to citizens and visitors in the Castle Hills area.

GOVERNMENT

Castle Hills operates under the council-manager form of government. The Castle Hills City Council consists of a Mayor and five at-large Council positions. All of these elected positions are volunteer. The City Manager is appointed by the City Council and serves as the Chief Administrative Officer for the City. The current City Manager was appointed in 2018.

THE DEPARTMENT

The Castle Hills Police Department is home to 25 sworn law enforcement and 9 non-sworn (civilian) employees. Each sworn member of the Department has a rank: Chief, Assistant Chief, Lieutenant, Sergeant, Corporal and Officer and are assigned to divisions including: Patrol, Criminal Investigations, Traffic, Training, Records, Dispatch/Communications. The City of Castle Hills has a dedicated 24/7 dispatch (PSAP) for police, fire and EMS.

THE POLICE CHIEF

The Police Chief protects the city's residents, property and enforces laws and ordinances by providing ethical leadership, supervision and management of the Police Department and its resources. The Police Chief plans, coordinates, and directs the activities of the department; promotes engagement with the community regarding safety issues; and serves on the City Manager's Executive Leadership Team.

SUMMARY

The Police Chief plans, directs and manages the activities, employees and operations of the Police Department. Coordinates assigned activities with other departments and outside agencies. Provides highly responsible and complex administrative support to the City Manager.

ESSENTIAL FUNCTIONS: -- *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodation will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to, the following:*

Assumes management responsibility for all Police Department services and activities, including enforcement of laws, statutes and ordinances, crime prevention, criminal investigation, emergency communications, animal control, and other related law enforcement activities.

- Responsible for the hiring, training, and evaluations of personnel within the Police Department.
- Establishes rules and procedures to be followed by the Police Department as may be necessary for proper law enforcement and criminal apprehension.
- Prepares the Police Department's budget annually and submit the budget to the City Manager for review and inclusion in the total city budget; responsible for its efficient administration after adoption.
- Prepares and submits to the City Manager a monthly report of activities for the Police Department.
- Responds in emergency situations. Directs the department's Emergency Management functions in coordination with the Emergency Management Coordinator.
- Provides timely, accurate and thorough performance evaluations for Police Department employees.
- Assists officers at the scene of a crime when necessary; ensures appropriate command presence during emergencies.
- Works cooperatively to ensure coordination of department activities, special events, and tasks with city departments and other law enforcement agencies.
- Promotes community engagement and assesses community needs related to safety and law enforcement.
- Confers with citizens and City officials on law enforcement activities.
- Plans and implements Police Department goals and objectives and develops and administers programs, policies and procedures.
- Coordinates Police Department programs, services, and administrative matters with the City Manager, including attending meetings with administrative staff and keeping the City Manager informed of key needs, issues, and support requirements.
- Manages and renews the Law Enforcement Agency Best Practices Recognition Program.
- Prepares and coordinates City Council agenda items and work session items, including reviewing agenda material with the City Manager and attending City Council meetings, public hearings, and related proceedings to represent the Police Department.
- Delegates work assignments, projects, and programs. Reviews and evaluates work products, methods and procedures.
- Initiates internal investigations when appropriate and directs corrective action as needed.

- Works with outside agencies and other departments to explain Police Department programs, policies, and activities and to negotiate and resolve sensitive issues.
- Attends civic, professional, service, and community group meetings at schools, churches, and other places of public gathering to discuss activities and functions of the Police Department and promote positive public relations.
- Works with a variety of boards and commissions, including attending and participating in professional groups and committees while staying abreast of new trends and innovations in the field of law enforcement; Serve as liaison to the City's Crime Control Prevention District.
- Performs additional duties as assigned.

MINIMUM QUALIFICATIONS

Education, Training and Experience Guidelines

Bachelor's Degree in Criminal Justice, Business or Public Administration OR an equivalent combination of education, training and experience; Seven years of law enforcement management experience. Minimum of seven (7) years command level experience, including at least three (3) years as a police chief, deputy, or assistant chief or in a significant administrative staff position. A valid Texas Driver's License, or the ability to obtain one within six months of hire, with acceptable driving record is required. A Master's Degree and/or graduation from the FBI Academy is preferred. Comprehensive knowledge of Texas Administrative Codes, as well as other federal, state and local rules and regulations relating to Police; and be able to demonstrate this by meeting all federal, state and locally mandated monitoring and reporting requirements.

Knowledge, Skills and Abilities:

Experience with financial management, budget development, budget monitoring, revenue forecasting, and grant acquisition/management.

- Experience with media relations.
- Experience in strategic planning, organizational analysis and policy development.
- Innovative, demonstrated by very progressive management philosophies and techniques.
- Knowledgeable of human resources concerns/issues, performance evaluations.
- Ability to articulate thought and observations through written communication.
- Confident leadership style that is participatory and team oriented.
- Ability to build and maintain inter-governmental cooperation, both internal and external to the City of Castle Hills.
- Capability to work and interface with elected officials.
- Broad knowledge of legal aspects and implications of law enforcement services.

- Ability to make independent decisions dealing with the equitable application of law enforcement.
- Broad knowledge of field operations, contemporary incident management principles, tactical and investigative decision making.

LICENSE AND CERTIFICATION REQUIREMENTS

Must have a valid Texas driver's license with an acceptable driving record.

Master Peace Officers License and certification (TCOLE) required.

Training certification from the FBI National Academy for law enforcement leaders or the Law Enforcement Management Institute of Texas (LEMIT) is preferred.

Must be able to pass background investigation, psychological evaluation, physical examination and drug screening.

SUPERVISORY RESPONSIBILITIES

This job has supervisory responsibilities.

PHYSICAL REQUIREMENTS/WORKING ENVIRONMENT

The work environment and physical demands characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Indoor and outdoor work. Level of physical activity is moderate to heavy, dealing with uncooperative and combative individuals, and assisting occupants in vehicle accidents. Other hazards include possible exposure to diseases, rabid or vicious animals, bomb threats, dangerous machinery, electrical lines, hostile situations, speeding motorists, various driving conditions and violent individuals endangering life. Factors such as emergency calls, extra hours, and irregular hours.

Will submit to a bi-annual physical fitness evaluation (Concept T2 Rower)

Ability to bend, stoop, walk, run, crouch, crawl, sit, and stand. Ability to drive a vehicle to and from various sites. Employee will be exposed to seasonal temperatures and adverse weather while performing duties and may be exposed to mechanical and chemical hazards. Ability to lift materials weighing up to 30 pounds frequently and 50 lbs. occasionally.

The City of Castle Hills is offering a competitive salary commensurate with experience and a comprehensive benefits package. • Employer paid (employee only) medical, dental, and vision • Paid vacation and sick leave • Retirement 7% 2:1 match with TMRS • Certification Pay • Relocation assistance