

# CITY OF BROWNWOOD - JOB DESCRIPTION

**Job Assignment:** CHIEF OF POLICE  
**Job Number:** 06-0750  
**Department:** 06-Police  
**Pay:** Depending on Qualifications  
Salaried/ Overtime Exempt  
**Title of Immediate Supervisor:** City Manager

## GENERAL DESCRIPTION:

The Police Chief reports to the City Manager for the proper operation of the Police Department. Performs administrative, managerial and technical functions associated with overseeing the activities of the Police Department, enforcing and supervising the enforcement of all City statutes/ordinances and State laws/regulations for which the Police Department is accountable. Duties and responsibilities include planning, coordinating and directing all aspects of department operations; responding to and directing major calls/occurrences; formulating orders/regulations; developing departmental budget and controlling expenditures; supervising assigned employees; maintaining collaborative relationships with external law enforcement and related agencies; and providing information and assistance to the general public.

## EXAMPLES OF SPECIFIC WORK PERFORMED:

1. 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;
2. Establish rules and procedures to be followed by the Police Department as may be necessary for proper law enforcement and criminal apprehension;
3. Recommend the appointment and removal of officers and employees within the Police Department within such limits and bounds as prescribed by the Civil Service statutes and City Personnel Rules and Regulations;
4. Prepare 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;
5. Prepare and submit to the City Manager a report of activities of the Police Department, and other reports as requested;
6. Responds in emergency situations; directs the department's Emergency Management functions in coordination with the Emergency Management Coordinator;
7. Provides timely, accurate and thorough performance evaluations for Police Department employees;
8. Confer with citizens and City officials on law enforcement activities;
9. Plans and implements Police Department goals and objectives and develops and administers programs, policies and procedures;
10. 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;
11. Maintains and renews the "Law Enforcement Agency Best Practices Recognition Program," first achieved in 2013 and re-recognized in 2018;
12. 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;
13. Delegates work assignments, projects, and programs; monitors work flow; and reviews and evaluates work products, methods and procedures;
14. Oversees establishment, planning, and supervision of the police training;
15. Monitors compliance with State Civil Service requirements, including advising Civil Service Commission on police personnel matters within its jurisdiction and conferring with departmental staff and employees on personnel related issues;

16. Initiates internal investigations when appropriate and directs corrective action as needed.
17. Works with outside agencies and other departments to explain Police Department programs, policies, and activities and to negotiate and resolve sensitive issues;
18. 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; participates in National Night Out;
19. 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; and
20. Other duties as assigned by the City Manager.

**POSITIONS SUPERVISED:**

*Directly:* Assistant Chief of Police and Police Lieutenants

*Indirectly:* Supervises all other Police Department personnel, including Communications Department

**PHYSICAL AND ENVIRONMENTAL CONDITIONS:**

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; inconvenience factors such as emergency calls, extra hours, and irregular hours. 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 pounds occasionally. Ability to walk over sloped & uneven terrain. Work could involve getting dirty and wet. Employee will be exposed to dirt, dust, noises, fumes, poor light, and odors.

**CONTACT WITH OTHERS:**

Daily contact with City employees, the general public, elected officials, state and local officials, and news media.

**EDUCATION:**

- a. Bachelor's Degree in Criminal Justice, or related field;
- b. Possess Texas Commission on Law Enforcement (TCOLE) Master Certificate;
- c. Broad background of specialty skills training and certifications.
- d. Prefer graduation from the Law Enforcement Management Institute of Texas Leadership Command College, or other similar academy.
- e. Prefer graduation from the FBI National Academy.
- f. If no d or e, prefer graduation from a comparable, comprehensive executive leadership program.
- g. Must have served as a bona fide law enforcement officer for at least ten (10) years.
- h. Or combination of certifications, education, and work experience in lieu of above. (a – f)

**MANAGEMENT EXPERIENCE:**

- a. Minimum of five (5) years command level experience (Lieutenant and above or comparable rank). (Managing other supervisors);
- b. Experience with financial management, budget development, budget monitoring, revenue forecasting, and grant acquisition/management;
- c. Experience with media relations;
- d. Experience in strategic planning and organizational analysis; and
- e. Experience with policy development.

**PROFESSIONAL KNOWLEDGE:**

- a. Innovative, demonstrated by very progressive management philosophies and techniques;
- b. Motivational and servant leadership skills, demonstrated by significant interaction with employees / staff on a regular basis;
- c. Knowledgeable of human resources issues, performance evaluations;
- d. Knowledgeable of performance management principles;
- e. Knowledgeable of contemporary management functions that support decentralized decision making;
- f. Flexible management style, responsive to emerging circumstances;
- g. Ability to articulate thought and observations through written communication; and
- h. Experience with Local Government Code Chapter 143 (Civil Service).

**SKILLS AND ABILITIES:**

- a. Ability to exemplify the City of Brownwood Core Values, I SERVE;
- b. Confident leadership style that is participatory and team oriented;
- c. Team player with other city departments and their staff;
- d. Ability to continue mutual partnerships and programs in the community;
- e. Ability to build and maintain inter-governmental cooperation, both internal and external to the City of Brownwood; and
- f. Demonstrated ability to build consensus among work groups.

**SENIOR LEVEL KNOWLEDGE AND EXPERIENCE:**

- a. Capability to work and interface with elected officials;
- b. Understanding of political relationships and sensitivities;
- c. Capable of dealing with forceful personalities;
- d. Broad knowledge of legal aspects and implications of law enforcement services;
- e. Broad knowledge of field operations, contemporary incident management principles, tactical and investigative decision making; and
- f. Ability to make independent decisions dealing with the equitable application of law enforcement.

**REQUIRED LICENSES AND CERTIFICATES:**

- a. Must possess a Texas Peace Officer's License prior to first day of employment.
- b. Must successfully complete IS-100, ICS-200, ICS-300, ICS-400, IS-700, and IS-800 courses within first 12 months of employment;
- c. Must possess a valid Texas Driver License.

**RESIDENCY REQUIREMENT**

- a. Must comply with City's residency requirement of living within the City Limits of the City of Brownwood as soon as possible, but not to exceed six (6) months from date of hire. May not live outside the City Limits unless expressed written consent is given by the City Manager and upon vote by majority of City Council.

**CONTACT INFORMATION**

Please apply by going to [City of Brownwood Job Opportunities](#) and filling out the application. Also please submit copies of all required educational and professional certifications.

If you have any questions at all please contact David Dalleh – Director of HR & Civil Services. [ddalleh@brownwoodtexas.gov](mailto:ddalleh@brownwoodtexas.gov) Phone 325-643-8180