



Henderson Police Department

800 Lake Forest Parkway

Henderson, Texas 75652

Phone: 903-657-3512 Fax: 903-657-3345

Integrity ° Accountability ° Professionalism ° Service

Job Description

Job Title: Deputy Chief of Police
Reports to: Chief of Police
Classification: Exempt

Position Overview

The Deputy Chief of Police is a sworn peace officer responsible for high-level administrative, managerial, and technical duties within the Henderson Police Department. This leadership role supports the Chief of Police and collaborates with city officials, staff, and the community. The Deputy Chief may assume command of the department and represent the Chief during their absence.

The position demands substantial initiative, independent judgment, and strategic leadership. The Deputy Chief works closely with the Chief of Police, department personnel, and community stakeholders to support a proactive, community-oriented policing approach. The role oversees both sworn officers and civilian personnel, including Lieutenants, Sergeants, Corporals and support staff.

This is an "at-will" executive role reporting directly to the Chief of Police. It is exempt under the Fair Labor Standards Act, and as such, may require work beyond standard hours, including nights, weekends, and holidays, without additional compensation or accrual of compensatory time.

Essential Duties

- Participate in developing and executing departmental policies, goals, objectives, procedures, and performance standards.
- Oversee functions including Training & Recruiting, Community Engagement, Public Information, Accreditation, and Professional Standards.
- Assist in annual budget preparation and management.
- Promote employee productivity, morale, and professionalism.
- Monitor payroll, overtime, leave usage, and training-related travel in the Chief's absence.
- Serve as acting Chief of Police when required.
- Attend work consistently and reliably to perform required duties.
- Supervise and evaluate both sworn and civilian personnel.
- Foster positive community relationships to enhance departmental responsiveness and transparency.
- Provide exemplary customer service and uphold values of integrity, innovation, and fiscal responsibility.
- Participate in criminal investigations, case preparation, and court testimony when necessary.

- Direct emergency response resource deployment.
 - Manage record-keeping and operational documentation systems.
 - Address staff grievances and maintain discipline.
 - Provide clear instructions, assign tasks, and review completed work for accuracy and policy adherence.
 - Prepare and deliver periodic activity reports and internal documentation.
 - Ensure compliance with internal and external regulations and recommend procedural improvements.
 - Represent the department at local, regional, and national meetings and conferences.
 - Collaborate with law enforcement agencies at all levels.
 - Support law enforcement efforts and community safety initiatives.
 - Maintain proficiency with department-issued equipment and weapons.
 - Evaluate department performance and develop solutions to address deficiencies.
 - Assign personnel based on operational needs and special assignments.
 - Coordinate the budget and procurement of equipment in assigned areas.
 - Provide training, mentorship, and performance evaluations for personnel.
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Additional Responsibilities

- Perform duties of subordinates as needed.
 - Identify and recommend facility and equipment enhancements.
 - Lead public speaking engagements related to law enforcement and community engagement.
 - Coordinate activities with other city departments and law enforcement agencies.
 - Conduct meetings, attend mandatory training, and ensure health and safety standards are upheld.
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Work Expectations

- Follow leadership directives and uphold professional conduct.
 - Foster respectful relationships with colleagues, supervisors, and the public.
 - Adhere to scheduled hours and fulfill job responsibilities with diligence.
 - Demonstrate initiative and attention to detail.
 - Communicate clearly and effectively.
 - Ensure proper use and care of equipment and maintain confidentiality.
 - Operate city vehicles responsibly and maintain insurability.
 - Perform tasks in line with standard procedures and policies.
 - Carry out additional duties as assigned.
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Qualifications

Drug and Alcohol Policy

This position is subject to pre-employment, random, post-accident, and other applicable drug and alcohol testing in accordance with City policy.

Minimum Requirements

- Minimum of ten (10) years of commissioned law enforcement experience, including command responsibilities.
- At least three (3) years of Command Staff experience at a Texas law enforcement agency.
- Certification from the Texas Commission on Law Enforcement.
- Valid Texas Driver's License

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- Demonstrated experience in personnel management, policy development, and legal matters related to Texas law enforcement.
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Knowledge, Skills, and Abilities

Knowledge of:

- Modern policing methods, techniques, and applicable legal standards.
- Police administrative practices, labor agreements, and regulatory compliance.
- Local, state, and federal criminal laws and procedures.
- Community dynamics and departmental operations.

Skills in:

- Strategic leadership, decision-making, and personnel supervision.
- Emergency response coordination and program planning.
- Public speaking, report writing, and interpersonal communication.
- Use of modern technology, information systems, and data analysis.
- Budgeting, cost control, and fiscal planning.

Ability to:

- Maintain high ethical and professional standards.
 - Demonstrate service excellence and mentor others.
 - Collaborate with internal and external stakeholders.
 - Lead, train, and evaluate staff effectively.
 - Analyze complex situations and implement sound decisions.
 - Communicate with clarity, both orally and in writing.
 - Understand community needs and social conditions.
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Equipment Operated

Police vehicles, radios, firearms, handcuffs, first aid kits, cellular phones, and standard office equipment including computers and software.

Certifications

- Valid state-issued driver's license.
 - CPR/First Aid Certification (or ability to obtain within six months of hire).
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Reporting Structure

Reports to: Chief of Police

Supervises: Direct oversight of supervisors and indirect oversight of assigned personnel.

Salary and Benefits

Salary Range is \$90,682.76 - \$97,655.41 commensurate with experience and education.

- 40 Hours PTO after 3 Months of Service; then 5.2 hours PTO per pay period
 - Additional 40 Hours of time off starting day one
 - Paid Holidays - 13
 - TRMS Retirement 2:1 7%
 - 20 Years Retirement – 5 Year vesting
 - 100% paid Employee Health/Dental/Vision Insurance
 - Take Home Vehicle (if within the required residency area)
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Qualified applicants will send their resume to Chief Chad Taylor at ctaylor@hendersontx.us

The City of Henderson is an Equal Opportunity Employer and a Drug/Smoke-Free Workplace.