



Police Chief

Department: Police Chief

Supervisor: City Manager

FLSA Status: Non-Exempt

JOB SUMMARY

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; assisting City Manager in developing departmental budget and controlling expenditures; managing subordinate staff; and providing information and assistance to the general public.

MAJOR DUTIES

- Assume management responsibility for all Police Department services and activities, including enforcement of laws, statutes and ordinances, crime prevention, criminal investigation, emergency communications, and other related law enforcement activities.
- Establish rules and procedures to be followed by the Police Department as may be necessary for proper law enforcement and criminal apprehension.
- Recommend the appointment and removal of officers and reserve officers within the Police Department within such limits and bounds as prescribed by statutes and City Personnel Rules and Regulations. Final approval must be gained from City Manager.
- Respond to emergency situations, direct the department's Emergency Management functions in coordination with the Emergency Management Coordinator.
- Plan and implement Police Department goals and objectives and develop and administer programs, policies and procedures, including positive community relationships.
- Oversee establishment, planning, and supervision of the police training to include all necessary training to keep the department in compliance with TCOLE requirements.
- Monitor compliance with state requirements, including advising on police personnel matters within its jurisdiction and conferring with departmental staff and employees on personnel related issues.

- Initiate internal investigations when appropriate and directs corrective action as needed.
- Work with outside agencies and other departments to explain and justify Police Department programs, policies, and activities and to negotiate and resolve sensitive issues.
- Attend civic, professional, service, and community group meetings at schools, churches, and other places of public gathering to explain the activities and functions of the Police Department and promote positive public relations.
- Work with a variety of boards and commissions, including attending and participating in professional groups and committees and staying abreast of new trends and innovations in the field of law enforcement.

Minimum Requirements

- Possess TCOLE Advanced Certificate, must be TCOLE Certified.
- Broad background of specialty skill training and certifications.
- Must have served as a commissioned law enforcement officer full time for at least ten consecutive years (or combination of certifications, schooling, and work experience).
- Must complete required police chief training courses within first 12 months of employment in this position, if necessary.
- Bachelor's Degree in Criminal Justice, Public Administration, or related field, Master's Degree is favorable.
- Minimum of five (5) years supervisory/command level experience.
- Experience with policy development and enforcement is highly desirable.

SUPERVISORY CONTROLS

The Police Chief assigns work in terms of department goals and objectives. The supervisor reviews work through conferences, reports, and observation of department activities.

GUIDELINES

Guidelines include Texas local government codes, city ordinances, national building codes, and state and federal environmental regulations. These guidelines require judgment, selection, and interpretation

in application. This position develops department guidelines.

COMPLEXITY / SCOPE OF WORK

- The work consists of varied administrative, supervisory, and management duties. The variety of tasks to be managed contributes to the complexity of the work.

CONTACTS

- Contacts are typically with co-workers, vendors, suppliers, other city employees, state and local government officials, elected and appointed officials, community leaders, business leaders, and the general public.
- Contacts are typically to exchange information, motivate persons, negotiate matters, resolve problems, and provide services.

PHYSICAL DEMANDS / WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, or stooping. The employee occasionally lifts light and heavy objects, distinguishes between shades of color, and utilizes the sense of smell.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

This position has direct supervision over The Police Department.

ACKNOWLEDGMENT

Job description statements are intended to describe the general nature and level of work being performed by employees assigned to this job title. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required.

As evidence by my signature below, I have read my job description and have fully understood my duties and responsibilities related to my employment with the City of Kenedy. I also acknowledge that I am qualified to perform these duties and, with or without reasonable accommodation, can perform the essential functions of this position as described. Further, I understand that if, at any time, I am unclear as to what my job duties and responsibilities are, or what to expect of me, I will notify management immediately to interpret these duties and expectations.

Employee Signature

Date

Employee Printed Name