

JOB TITLE: Chief of Police
REPORTS TO: Mayor
JOB SUMMARY

1. Top level responsibility for planning, directing and controlling all Police Department activities within the municipality.
2. Directs and manages the Police Department operations in carrying out departmental policy.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Establishes department policies, procedures and regulations and ensures proper enforcement to maintain a modern and effective Police Department.
2. Directs and manages the Police Department operations in carrying out Departmental policy.
3. Provides management direction to Police Department service functions such as internal security, department reports, department statistics, training, equipment, records storage and retrieval, etc.
4. Directs development of the Departmental budget and ensures budget adherence through the year.
5. Makes field inspection of Police Department activities and evaluates reports and recommendations.
6. Confers with public officials and citizen groups to enlist cooperation and explain department policy, procedures and actions.
7. Coordinates police work with other police municipalities and law enforcement agencies.
8. Maintains a working knowledge of Federal, State and local laws. Informs department personnel of necessary changes.
9. Insures the enforcement of the Abandoned Motor Vehicle, Sign and Recreational Vehicle Ordinances.
10. Performs other duties as assigned by Mayor.

DESIRABLE EXPERIENCE AND EDUCATIONAL QUALIFICATIONS

1. Bachelor's degree in law enforcement, criminology, business administration or related field, or advanced state certification in law enforcement.
2. Seven to ten years of progressively responsible managerial experience in law enforcement work.
3. Hold a Master Peace Officer Certificate
4. 20 years of Texas Law Enforcement including 10 years of supervisory experience
5. Working knowledge of budgets, patrol, CID and the ability to work well with City Administration, City Council and other departments
6. Must be in good standing with TCOLE