



Chief of Police

DIRECT SUPERVISOR: City Manager

COMPENSATION: \$85,000 - \$96,000 – FSLA Exempt Positions

APPLICATION PROCEDURES: Interested individuals should complete an application

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Assumes full management responsibility for all Police Department services and activities.
- Plans, organizes and directs the activities of the Police Department, providing general law enforcement, criminal investigation, and public safety dispatch services.
- Oversees the hiring, supervision, training, evaluation, and discipline of all department employees.
- Ensures all local, State and Federal laws and ordinances are properly enforced.
- Develops long term plans to improve departmental operations. Evaluates pending legislation and statutes and responds to changing regulations and technology regarding law enforcement through review of technical materials and professional education.
- Provides staff assistance to the City Manager and Town Council; prepares and presents staff reports and other necessary correspondence; attends Town Council and other meetings as required.
- Represents the Police Department to other departments, elected officials, and outside agencies; coordinates assigned activities with those of other departments and outside agencies and organizations.
- Responds to and resolves difficult and sensitive citizen inquiries and complaints; explains, justifies, and defends department programs, policies, and activities; negotiates and resolves sensitive and controversial issues.
- Participates, when necessary, on a variety of boards, commissions, and committees; serves as the Town's representatives to committees and community organizations concerned with improvements in law enforcement.
- Attends and participates in professional group meetings; maintains awareness of new trends and developments in the field of law enforcement, crime prevention, and related support services; incorporates new developments as appropriate.

OTHER DUTIES AND RESPONSIBILITIES

- Keeps the City Manager informed of Departmental operations and developments that he/she will need to know to effectively coordinate the management of the Town.
- Performs patrol duties as a supplement to activities of the police officers.
- Performs other duties and assumes other responsibilities as apparent or assigned.

MINIMUM TRAINING AND EXPERIENCE

- Bachelor's degree or equivalent from an accredited college or university with major course work in criminal justice, business administration, or public administration, or a related field.
- Certification from the Texas Commission on Law Enforcement as a Master Peace Officer
- Ten (10) years of progressive law enforcement experience
- Five (5) years supervisory experience.

PERFORMANCE APTITUDES

- Knowledge of pertinent federal, state and local laws, codes and regulations; advanced law enforcement principles and the criminal justice system; use of firearms and other modern police equipment; personnel management policies and procedures; principles and practices of budget preparation and administration; restraint and arrest tactics and self defense tactics; safe work practices and procedures; fingerprint collection procedures; the geography of the Town and surrounding area; modern office procedures, methods and computer equipment; English usage, spelling, grammar and punctuation; procedures for detecting, collecting and preserving evidence.
- Skilled in problem resolution and diplomacy; administering first aid and CPR; operating assigned equipment; handling, storing, cleaning and discharging firearms; surveillance, investigation, interrogation and tactical techniques and procedures.
- Ability to use good judgment in all situations; respond to requests and inquiries from the general public; establish and maintain cooperative working relationships with those contacted in the course of work; select, train, supervise and evaluate staff; delegate authority and responsibility; communicate clearly and concisely, both orally and in writing; interpret and explain town and department policies and procedures; plan, organize and manage time effectively; evaluate training needs for individuals; resolve a variety of situations characterized by conflict or danger; recommend and administer goals, objectives and procedures for providing effective and efficient law enforcement services; interpret and apply federal, state and local policies, procedures, laws and regulations; work extended hours in emergency, disaster or other situations influenced by workload or staffing difficulties; pass a medical physical, psychological, and polygraph examinations; meet the Town's driving standards.

ADA COMPLIANCE

Physical Ability: Tasks involve the ability to exert heavy physical effort in heavy work, with greater emphasis on climbing and balancing, but typically also involving some combination of stooping, kneeling, crouching, and crawling, and the lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-50 pounds); may occasionally involve heavier objects and materials (up to 200 pounds or more).

Sensory Requirements: Tasks require the ability to perceive and discriminate colors or shades of colors. Tasks require the ability to perceive and discriminate sounds. Tasks require the ability to perceive and discriminate depths. Tasks require visual perception and discrimination. Tasks require oral communications ability.

Environmental Factors: Tasks are regularly performed with exposure to adverse environmental conditions, such as dirt, dust, fumes, smoke, toxic agents, temperature and noise extremes, traffic hazards, disease, violence, and/or pathogenic substances.

APPLY TO:

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