

Police Chief Job Description

Essential Job Functions:

Ability to plan, direct and establish guidelines for patrol, traffic, crime prevention, tactical operations, criminal enforcement, narcotics, investigations, and support functions such as records and property/evidence storage, training, data processing system operation, budgeting, planning, research and personnel-related tasks.

This position will be responsible for enforcing federal, state, and local laws related to the protection of life and property; directing and controlling traffic; promoting crime prevention and community relations; investigating disturbances and criminal activity; and arresting violators.

Ability to formulate policies and regulations to assure adequacy and legality of public safety/police practices while maintaining high standards of employee conduct.

Ability to provide leadership and opportunities for development of police officers by delegating responsibility and authority for oversight of assigned segments and encouraging cooperative efforts with other City departments, other criminal justice agencies and community groups.

Ability to exercise final authority over submission of budgeted funds requests and ensures expenditures of budgeted funds and forfeited equipment and funds are made in compliance with established procedures and in keeping with department mission.

Ability to select, monitor and evaluate the performance of direct subordinates.

Regular and timely attendance is required.

Ability to regularly perform patrol and field operations.

Maintains the integrity, professionalism, values, and goals of the Department by assuring that all rules and regulations are followed, and that accountability and public trust are preserved.

Performs other duties as assigned or required.

Job Requirements

Knowledge of:

- Principles of public administration.
- Management philosophies, trends, methods and procedures.
- Purchasing methods and procedures.
- Scope and limitations of policy authority.
- Principles, practices and methods of law enforcement.
- Penal Code, Code of Criminal Procedures and other related laws.
- Criminal justice system and procedures.
- Police investigation techniques, current procedures and forensic science.
- Civil rights, legal issues in law enforcement, personnel actions, Public Information Act.

Skills and Ability to:

- Knowledge of modern police principles, methods and practices, including local, state and federal criminal and juvenile law/statutes.
- Ability to maintain good communication with personnel and citizens.
- Organizing data and in identifying and using potential sources of data.
- Make independent judgments.
- Analyze statistical information.
- Compose and deliver oral presentations.
- Prepare and management budget. Determine appropriate expenditures for budgeted funds to meet objectives and goals.
- Determine training needs of subordinate employees and in developing and implementing training activities to meet these needs.
- Set clear performance standards for subordinate employees.
- Perform function of patrol and investigation. Investigates crimes and accidents; secures and processes crime and accident scenes, and identifies and collects evidence within scope of authority. Arrests law violators; transports and processes suspects, victims and prisoners.
- Completes detailed reports and required paperwork.
- Assists and coordinates with other emergency services personnel, outside organizations and businesses, and Federal, state and local law enforcement organizations.
- Develop and apply criteria to evaluate alternative proposals, recommendations, and plans.
- Analyze and evaluate major programs, policies, procedures, services and facilities in order to develop recommendations for improvements.
- Formulate program objectives and identifying appropriate activities to meet these objectives.
- Formulate department objectives and identifying appropriate activities to meet these objectives.
- Communicate with other city employees and the public by oral and written means.
- Access and retrieve information from computer systems.
- Plan, organize, direct and monitor subordinates in Police operations and maintain discipline and morale.
- Perform a variety of physical skills including, but not limited to, carrying, seeing, driving, walking, running and arresting violators.
- Operate a variety of office equipment including but not limited to personal computer, telephone, calculator and two-way radio system.
- Operate a motorized vehicle.
- Work in an outdoor environment

Other qualities the candidate must possess are good interview and interrogation skills, research skills, communication skills, reading/writing skills, data entry skills, investigative skills, and a sense of working independently and at times in a teamwork environment.

Qualifying Education and Experience:

Experience as a peace officer, including command level.

Hold TCOLE certification, Advanced Level or higher.

Possession of a valid Texas Operator's License, Class C and a safe driving record.

City of Whitewright is an Equal Opportunity Employer and does not unlawfully discriminate based on race, sex, color, religion, national origin, veteran status, age, or disability in hiring, conditions, or termination of employment. Final applicants for employment are subject to background check, polygraph, psychological and drug testing.

The police department provides 24-hour coverage for the city. Under nominal direction, the Chief of Police is responsible for the planning, direction, and control of all activities of the Police Department, Code Enforcement, and Animal Control.

The following items are required to apply:

- Cover Letter
- Resume
- Personal History Statement
- Release of Information Form
- TCOLE Training Report, Length of Service and Licenses

Application packets may be picked up at City Hall, at 206 W. Grand, Whitewright, TX 75491, or by contacting:

City of Whitewright
Attn: Gwyn Jordan
Interim City Secretary
cityclerk@whitewright.com
903-364-2219