

Chief of Police
City of Enchanted Oaks, Texas

The City of Enchanted Oaks, a residential community of approximately 300 homes, is seeking a Chief of Police to provide the sole law and code enforcement for the City in coordination with the Henderson County Sheriff's department.

The Police Chief is responsible for professional, supervisory, and administrative duties that include leading, planning, and coordinating the Enchanted Oaks's Police Department operations to ensure a safe environment for citizens and the public. This position will work effectively with other law enforcement agencies, City Administrator, City Secretary, City Council, community groups, Enchanted Oaks citizens, and other members of the public to meet the needs of Enchanted Oaks and promote the interests of the City in proper law enforcement. The Police Chief carries out all responsibilities in accordance with Enchanted Oaks's policies and applicable federal, state, and local statutes, ordinances, laws and regulations. This position is responsible for the supervision of Police Department personnel, effective management of the department's operating budget, and the consistent exercise of sound, independent decision-making. The Police Chief reports directly to the Mayor or to the City Administrator as the Mayor's designee.

The Police Chief of Enchanted Oaks is required to work 32 hours per week, salary range from \$36,000 to \$42,000 annually. Hours and salary are negotiable depending on your qualifications and experience. The job requires the detection and investigation of crimes, general patrol, the enforcement of laws, and the administration of the police functions of the City. Holiday and weekend coverage are mandatory. Vacation time, sick time, and workers compensation insurance are provided. A police vehicle is provided by the Town, including fuel and maintenance. Other necessary equipment is also provided, but the successful candidate will be required to provide a suitable weapon on which the candidate has been recently and successfully qualified.

Primary Responsibilities:

- Coordinate with Henderson County Sheriff.
- Patrol town.
- Respond to 911 calls.
- Perform wellness checks and general community caretaking functions.
- Enforce traffic and other State laws and Town Codes (property maintenance, parking, noise, etc.).

- Perform police investigations, including preparation of affidavits, citations, and reports.
- Coordinate, assist, and cooperate with other law enforcement agencies and the Town Attorney as required.
- Assist with Emergency Management programs.
- Maintain all applicable certifications.
- Provide Police Department budget information
- Maintain the police vehicle and police-related equipment and files to applicable standards.
- Provide expertise to the Mayor and Town Council in support of town security and code enforcement.
- Attend each monthly City Council meeting and make a monthly report of activities for the previous month.

Qualifications

- Intermediate Peace Officer Certification issued by TCOLE.
- Minimum 5 years of law enforcement experience
- Strong communication, public relations, organizational, and interpersonal skills.
- Knowledge of criminal investigations, police report writing, criminal procedure (including lawful arrest, search, and seizure), and criminal and civil rights laws applicable to peace officers.
- Knowledge of overall operations of a police department.
- Training and ability to properly cite, detain, arrest, and assist in the prosecution of offenders.

For consideration, please submit resume to EnchantedOaks@enchantedoaks.org.

**Background check and drug test will be required.*