

POLICE CHIEF

Department: POLICE

FLSA Status: Exempt

General Purpose:

The Chief holds top-level responsibility for the planning and direction and is the chief administrative officer of the Police Department. The Chief performs tasks on his own initiative and is expected to show the highest level of professional judgement. To manage the personnel and activities of the Police Department to provide a safe environment for the citizens of Giddings. This is accomplished by planning and managing Police Department activities, supervising personnel, and setting a high standard for ethics and adherence to law enforcement protocol and principles. Other duties include developing and maintaining positive public relations, performing other duties as assigned, and coordinating activities of the Police Department with those of other departments

Supervision Received:

Work is performed under the general direction of the City Manager.

Supervision Exercised:

Exercises supervision over all police department employees either directly or through subordinate supervisors

Essential Duties and Responsibilities:

1. Manages department activities by developing, implementing, and reviewing policies and procedures; preparing short and long-range strategic plans; determining programs, activities, training, and resource needs; planning and implementing the budget; writing reports on department activities; reading daily activity logs, citations, and case summaries; reviewing officer productivity reports; and communicating with officer and staff regarding problems and expectations.
2. Ability to plan, direct and establish guidelines for animal control operations and support functions such as animal adoption programs for impounded animals.
3. Supervises personnel by evaluating performance; addressing internal and external complaints; taking appropriate disciplinary action as approved by the City Manager; making hiring and firing decisions; and providing leadership for department personnel.
4. Ability to provide leadership and opportunities for development of police managers by delegating responsibility and authority for oversight of assigned segments and encouraging cooperative efforts with other City departments, other criminal justice agencies, community groups and the news media.
5. 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.

6. Coordinates activities with other departments and agencies by attending various planning meetings; assisting in the negotiation of mutual aid and other interlocal agreements and overseeing their implementation; determining needs of the department; and addressing common issues affecting the department, other City departments, other jurisdictions, and the public.
7. Occasionally preforms patrol duties by answering calls for service; investigating criminal offenses and traffic accidents; engaging in routine criminal law enforcement and crime prevention duties; making arrests; and assisting area law enforcement and health and safety agencies as needed.
8. Subject to on-call status after normal working hours for assistance with calls and should have a response time of no more than 30 minutes.

PERIPHERAL DUTIES

1. Attends professional development workshops and conferences. Travels to various destinations in and out of the City and may require overnight stay.
2. Prepares and submits to the council such reports as may be required by that body or as the City Manager requires.
3. Maintain harmony among workers and resolves grievances.

Other Job Functions:

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job related instructions and to perform any other job related duties requested by their supervisor. Such tasks shall be capable of being performed with reasonable accommodation, if necessary, that does not impair a business necessity or impose an undue business hardship and without presenting a direct threat to the safety of the applicant or others.

Minimum Qualifications:

Knowledge, skills, and abilities required:

1. Must have an extensive working knowledge of the principles, theories, and practices of law enforcement, crime prevention, investigation, and other policing operations.
2. Must have excellent managerial, leadership, organizational, customer and public relations, personnel management, and budgetary skills.
3. Must be able to maintain a professional and pleasant demeanor at all times.
4. Must be able to manage multiple projects, meet deadlines, prioritize, and organize work assignments, work well under pressure and stress, and make competent decisions.
5. May work extensive hours, as needed, to attend board, council and other related meetings
6. Must be able to maintain confidentiality with criminal and investigative information.

7. Ability to read literature, books, reviews, scientific or technical journals, abstracts, financial reports, and/or legal documents.
8. Ability to apply fundamental concepts of theories, work with advanced mathematical operations methods, and functions of real and complex variables
9. Ability to write editorials, journals, speeches, manuals, or critiques.
10. Receives administrative directions: Within this job, the employee normally performs the duty assignment within broad parameters defined by general organizational requirements and accepted practices. Total end results determine effectiveness of job performance.
11. Has responsibility for final approval of at least one departmental budget and presents budget(s) to Senior Management. Is authorized to approve budgeted expenditures up to the amount that requires approval of Senior Management.
12. Work requires managing and monitoring work performance of a department including evaluation individuals as well as program/work objectives and effectiveness, establishing broad organizational goals and realigning work and staffing assignments for the department as needed.
13. Final decisions regarding policy development and implementation are made and/or recommended. Interaction with other outside the City requires exercising participative management skills that support team efforts and quality processes.
14. Ability to perform a variety of physical skills including, but not limited to carrying, seeing, driving and walking. Be able to lift or exert forces equivalent to lifting up to 200 pounds on an infrequent basis. Also work occasionally in an outdoor environment.

Qualifying Education and Experience:

- A. A high school diploma is required, and a bachelor's degree from an accredited university in police science, law enforcement, criminal justice, public or business administration or a closely related field is preferred.
- B. Applicant must have five or more years of experience as a Police Chief, Assistant Police Chief, Captain, or Lieutenant or a combination of five or more years in two or more of those positions. Comparable county, state, or federal experience may be considered.
- C. Valid Texas Class C Driver's License. Master Police Officer Certification from TCOLE or from an equivalent certification in another state of the federal government is needed. If certification is from an equivalent state or federal certification authority, TCOLE certification must be obtained within twelve months of employment.
- D. Must have completed ICS 100, ICS 200, ICS 700, and ICS 800. Must complete ICS 300 and ICS 400 within twelve months of appointment.
- E. Completion of advanced law enforcement management training such as the FBI National Academy or the LEMIT Leadership and Command College is desired.

The salary will be starting at \$80,000.00 + Benefits, but will be negotiable depending on qualifications.

Anyone interested in applying for this position please go the City of Giddings website @ www.giddings.net and in the Employment Opportunities section fill out and return the City of Giddings General Application and the Personal History Statement – TCOLE.

These items along with any other information that you would like to submit in order to be considered for this position may be emailed to hr@giddings.net or mailed to:

City of Giddings

ATTN: Human Resources

118 E. Richmond St.

Giddings, TX 78942