The City of Humble is currently accepting applications from qualified individuals for the position of Chief of Police. Humble has approximately 15,000 permanent residents throughout 10 square miles and an estimated day time population in excess of 100,000. The city is a home rule government and operates under the Council/Manager form of government. The Police Department has a total of 97 employees, 66 of whom are sworn, and includes dispatch, patrol, criminal investigation, administrative and Red Light Camera staff; the department is not under civil service.

**Position Summary:** The Chief of Police, as the chief administrative officer of the Humble Police Department, shall possess final authority in all matters of policy, operations, and discipline. The Chief of Police shall also be responsible for the efficient allocation of resources of personnel and materials provided to the department by the Humble City Council through the budgetary process. He/She shall exercise all the lawful powers of office in assuring that these responsibilities are met, and shall issue such orders as are necessary to ensure the effective performance of the department.

As an experienced, confident and capable leader the qualified candidate will be one who can bring together the various elements of the department to develop a vision and strong goals for the future of the Department. He/She will have demonstrated ability to supervise crime prevention, criminal investigations, and neighborhood relations while providing leadership, maintaining discipline and morale with high performance in the Police Department, in addition to working in coordination with other related agencies. In summary, it shall be the responsibility of the Chief of Police, as the executive director of the department, to lead the officers and staff of the Humble Police Department by example, thereby nurturing and teaching the organization’s values, beliefs and guiding principles into its members.

**Duties and Responsibilities:**

- Through the Chief of Police, the department is responsible for the enforcement of all laws coming within its legal jurisdiction.
- Establishes departmental policies, procedures and regulations, and ensures proper enforcement to maintain a modern, effective police department.
- Responsible for the department’s continued and efficient operation; for the enforcement of all rules, regulations and general orders within the department, and for the completion and forwarding of such reports as may be required by proper authority.
- Shall be responsible for the department’s relations with local citizens, the local government, and all other related agencies, both public and private.
- Shall have general charge of the police headquarters and all other property of the Humble Police Department, and shall be accountable to the City Council and City Manager for the administration of the department.
- Directs development of the departmental budget and ensures budget adherence through the year.
• Performs administrative-level duties including selection, promotion, performance review, mentoring, counseling, and discipline to ensure subordinates are prepared and motivated, productive and challenged in their work assignments to ensure maximum performance and directs continuing professional education to maintain a state of continued preparedness.
• Act with the Humble City Council in an advisory capacity, without vote and as appropriate, make recommendations for the adoption of new city ordinances or, as needed, amendment to the existing municipal code.
• Confers with public officials and citizen groups to enlist cooperation and explain department policies, procedures and actions and promotes effective police/community relations, including media relations.
• Prepare periodic and special reports, and ensure that adequate, accurate records are maintained for all departmental activities.
• Liaison and cooperate with other law enforcement executives in the detection, apprehension and detention of wanted persons as well as with other agencies as appropriate.
• Ensure that all complaints from citizens are properly received and investigated.
• Assists Emergency Management Director and Emergency Management Coordinator by assuming Emergency Operations Center responsibilities as directed and for the City during large-scale emergencies or disasters.
• Maintains a working knowledge of federal, state and local laws. Initiates necessary changes within the Police Department.
• Keeps informed of departmental affairs, ensuring that the duties and responsibilities of all members of the department are properly discharged via the established chain-of-command.
• Maintain the internal affairs and disciplinary records of the department.
• Assume responsibility for the overall discipline of the department and for disposition of all disciplinary matters up to and including suspensions and terminations.
• Attends and participates in various meetings including City Council meetings, staff meetings, professional association meetings, and other meetings as necessary and responds to inquiries regarding the City’s law enforcement functions as well as makes presentations when requested.
• Contribute to team effort by performing other related duties as assigned by the City Manager.

Knowledge, Skills, and Abilities:
• Knowledge of the equipment, training techniques, principles, methods and practices of professional law enforcement management as well as knowledge of modern philosophies, trends and operations.
• Knowledge of the geography of the city including major streets, buildings and landmarks and knowledge of the city’s emergency operations command center.
• Knowledge of budget preparation and administration; knowledge of departmental strategic planning process; as well as knowledge of City codes and ordinances, and the municipal government organization and functions.
• Knowledge of applicable laws, rules, regulations, ordinances and codes pertaining to law enforcement and investigation standards
• Knowledge of the principles, practices, methods, and techniques of law enforcement and investigation activities, and the ability to write reports, policies and procedures, training materials and correspondence.
• Knowledge of public sector budgeting, purchasing, and personnel practices.
• Knowledge and experience in the techniques of writing plans and procedures.
• Must possess skill in supervision, leadership, and interpersonal relations; in observing and evaluating subordinates; in problem solving and decision making; in presenting ideas, facts, technical information, opinions and/or perceptions accurately, thoroughly, persuasively and in a manner easily understood by the intended audience.
• Must possess administrative skills relating to large-scale department management, budgets and financial practices.
• Skilled in performing effectively in interpersonal situations and execution of managerial responsibilities; interact positively with others; demonstrate tact and courtesy in communications and work cooperatively.
• Skilled in effective communication both orally and in writing.
• Skilled in effective time management and resource utilization.
• Skilled in the uses of work aides, such as a personal computer, ten-key calculator, telephone.
• Skilled in a variety of computer software applications in word processing, spreadsheets, database and presentation software, such as MS Word, Excel, Access, PowerPoint.
• Skilled in establishing a rapport and eliciting cooperation from co-workers, team members, and citizens.
• Ability to lead and motivate a strong, capable, well equipped and adequately trained workforce.
• Ability to use sound judgment and react calmly under emergency conditions; ability to plan, assign, direct, review and supervise large-scale operations of Police Department equipment and personnel under emergency conditions.
• Ability to establish and maintain an effective working relationship with the public, special interest groups, civic/volunteer groups, other law enforcement agencies, and supervise subordinate operational and supervisory personnel. Knowledge of conflict management, goal setting techniques and team building techniques.
• Ability to direct departmental programs. Must possess qualities of leadership, initiative, and the abilities to make decisions, inspire others, and communicate both verbally and in written form.
• Ability to establish and maintain effective working relationships and utilize interpersonal skills necessary to deal with all kinds of people in stressful situations.
• Ability to actively listen and demonstrate competence and interest to the general public, citizens, and co-workers, and capable of working full-time.
• Ability to confront potentially dangerous situations without displaying fear and to maintain a calm composure during emergency situations.
• Ability to make sound, independent judgments.
• Ability to research and present information in a logical manner to facilitate learning; ability to analyze experience data; ability to interpret and apply code and ordinances.
• Ability to write correspondence, instructions, plans and announcements in a logical manner to convey ideas and facilitate learning; as well as the ability to write code revisions, ordinances, reports, recommendations, evaluations, performance evaluations, and correspondence.
• Ability to read and understand written instructions, ordinances, regulations, technical manuals, and reports.
• Ability to communicate ideas in a manner that facilitates understanding.
• Ability to use of formulas, graphs and charts for calculating water flow and pump discharge; for performing hydrant flow tests; calculating budgets and expenditures projections; statistical reporting.
• Ability to hear and understand oral communications both in person and by telephone and radio.
• Ability to present a positive image of the City at all times.

Minimum Requirements:
• Must be a United States citizen.
• Minimum age requirement – 21 years of age.
• Must possess a valid Texas Driver’s License.
• Bachelor’s degree from an accredited college or university in Criminal Justice, Public Administration, Business Management, or a related field. Completion of FBI National Academy, Law Enforcement Management Institute of Texas programs, and/or equivalent working experience may be considered in lieu of Bachelor’s Degree.
Ten years of experience in police work with at least five years of supervisory experience showing demonstrated knowledge of and proficiency in police department administration and organization and leadership/management capabilities are required.

Prior experience as a police chief, or deputy/assistant chief, or a command level officer in a community similar in nature and size (or larger) is preferred.

Master’s degree is preferred, as is executive leadership training experience such as the FBI National Academy, the Southern Police Institute, Southwest Legal Command Management College, or similar program.

Must have demonstrated a positive past work history with a good attendance record and be punctual.

Must possess and maintain a good credit history and financial record.

Must be able to pass a background check.

Must be able to pass a drug and alcohol screening, physical and physical abilities test.

**Essential Position:**
This is a position that is essential to the provision of emergency services during and/or following a disaster. Employees in this position may be required to remain on duty during a man-made or natural disaster despite a general evacuation order for the area. Such employees are also expected to remain available for their normal shifts and for recall to emergency duty unless specifically released by City Management to evacuate. Employees in this position are specifically advised to plan accordingly for these circumstances and that any failure to adhere to these requirements may result in disciplinary action up to and including termination.

**Physical Demands/Working Conditions:**
In carrying out the duties of the Chief of Police, one could expect to routinely encounter the following approximations with regard to exposure and conditions:

- Routine work indoors 90% of the job.
- Routine work outdoors 05% of the job.
- Routine work in vehicles 05% of the job.

The statements contained in this job description reflect general details to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility. It should not be considered an all-inclusive list of work requirements. Individuals may perform other duties as assigned, including work in other divisional areas to cover for absences, to equalize work during peak periods and/or otherwise balance workload.

*Resumes are not accepted in lieu of an application.* Applications may be downloaded at [www.cityofhumble.com](http://www.cityofhumble.com), under Links select Employment. Once the application is completed it should emailed to [careers@cityofhumble.net](mailto:careers@cityofhumble.net). Please be sure to include the Job Number in the Subject line on all emails.

The City of Humble is an AT-WILL-EMPLOYER and only accepts applications for positions that are currently posted. Applications will be reviewed by Human Resources and then forwarded to the hiring department to contact the selected applicants for interviews. Only applicants selected for interviews will be contacted.