



POSITION: Police Captain

The City of Richland Hills, Texas (pop. 8,000) is seeking a Police Captain dedicated to supervising field operations including working patrol when necessary for shift coverage; mentoring, training and coaching of shift supervisors; respond to critical incidents to ensure personnel are following proper policies and protocols; assume command of incidents as needed; Coordinates and establishes staff schedules; including monitoring overtime usage; locating officers/staff to cover last minute shift shortages; managing off duty employment requests; Review and analyze work and crime statistics developing plans to prioritize and implement procedures and responses for identifying and containing emerging criminal trends; Respond to and resolve difficult and sensitive citizen inquiries and complaints by conducting investigations in accordance with established departmental policies; including internal affairs investigations of formal and informal complaints against sworn personnel; and establish and maintain effective relationships with coworkers, public, other city departments, in the course of the daily work. The ideal candidate must be ethical and trustworthy, interested in serving the public and working as part of a team.

THE CITY: The City of Richland Hills is a small community in the Dallas/Fort Worth metropolitan region, it is an organization deeply committed to providing quality police services through partnerships with the community, protecting constitutional rights through ethical decision-making and providing leadership to the police profession.

JOB REQUIREMENTS: This position requires a Bachelor's degree from an accredited college or university in law enforcement, criminology, business administration, or current enrollment in a Bachelor's degree program with at least 60 credit hours; in addition, this position requires eight years experience in law enforcement with five years at the rank of sergeant or above with progressively responsible managerial law enforcement experience. Must be licensed as a Peace Officer through TCOLE and possession of or ability to obtain a TCOLE advanced certification is required, master's certification is preferred. Completion of advanced police officer training such as: FBI academy, Police Executive Research Forum, Bill Blackwood Law Enforcement Management Institute of Texas, ILEA Command College or similar training.

The successful candidate must demonstrate intrinsic motivation, high ethical and moral standards, and excellent written and verbal communication skills including the ability to take effective action in emergency situations, exhibit emotional stability and courage to perform potentially dangerous law enforcement duties under stress, exhibit a thorough knowledge of state and local laws and ordinances, represent department in a professional manner and provide a positive role model on and off duty. Must be able to successfully clear an oral board, psychological, polygraph, physical, and background check.

COMPENSATION: Starting annual is \$72,879 to \$84,137 DOQ (Annual Salary Range is \$72,879 to 92,102). Member of TMRS - 7% match 2 to 1. Medical, dental, life insurance and long-term disability provided to employee at no cost, in addition the city provides optional 457 deferred compensation, flexible spending, tuition reimbursement, and provides vacation and sick leave, and 11 paid holidays.

TO APPLY: Please submit application to Kelly Cooper, Human Resources Manager, 3200 Diana Drive, Richland Hills, TX 76118 or email to: kcooper@richlandhills.com; or fax 817.616.3803. The application is available on the website www.richlandhills.com.

EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

The City of Richland Hills does not discriminate on the basis of race, color, national origin, sex, religion, age, veteran and/or disability status in employment or provisions of service.



CITY OF RICHLAND HILLS, TEXAS
JOB DESCRIPTION

POSITION TITLE: Police Captain
FLSA CATEGORY: Exempt

DEPARTMENT: Police
PAY CLASS: 251

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

SUMMARY

Under general direction of the Police Chief, assist with managing general police operations both field operations and support services. Develops policies and practices which encourage and promote partnership and trust between the police department and the community.

DUTIES and RESPONSIBILITIES

Essential and other important responsibilities and duties may include, but are not limited to, the following:

Essential Functions:

1. Acts on behalf of the Police Chief's absence as designated.
2. Supervise field operations; including assigning tasks and monitoring outputs and effectiveness. This includes holding supervisors accountable for subordinate's results and work behavior, setting the context for tasks, sharing the managerial leader's frame of reference, building and sustaining an effective team, maintaining regular communication; mentoring, coaching, and guiding the development of employees including the coordination of training needs; monitoring performance and effectiveness, providing performance evaluations, and initiating proper discipline of employees when needed.
3. Coordinates and establishes staff schedules; including monitoring overtime usage; locating officers/staff to cover last minute shift shortages; managing off duty employment requests, and manages uniform and equipment requests.
4. Review and analyze work and crime statistics developing plans to prioritize and implement procedures and responses for identifying and containing emerging criminal trends, crimes and anti-social behavior, ensure efficient allocation of police staffing and equipment needs, and maximize utilization of resources to achieve the highest possible productivity, recommending performance measures to assess

departmental goals and objectives, recommending safety guidelines and standards for the protection of the public and Richland Hills police officers.

5. Identify procedural and administrative problems and recommend policy and procedure changes to improve effectiveness of assigned operations, to resolve problems, streamline work processes and encourage and promote partnerships and trust within the community including receiving and responding to citizen complaints and conducting internal investigations as necessary.
6. Respond to and resolve difficult and sensitive citizen inquiries and complaints by conducting investigations in accordance with established departmental policies; including internal affairs investigations of formal and informal complaints against sworn personnel.
7. Must be able to handle a great deal of stress.
8. Establish and maintain working relationships with city departments, Tarrant County District Attorney's Office, community organizations, state and federal agencies, area police departments, coworkers, the public, and others to develop trust and collaborative working relationships.
9. Assist in the preparation of the annual department operating budget including researching equipment and personnel needs; forecasting funds needed for staffing, equipment, materials, and supplies; monitoring and approving designated expenditures.
10. Manages the hiring process for new police personnel; participates in the selection, training and professional development of employees.
11. Stay current on laws, trends and innovations within municipal policing; participates in the development and implementation of goals, objectives, policies, and priorities for assigned programs; Interpret and apply departmental rules, policies and procedures.
12. Must be able to meet all job functions of a police officer including the ability to maintain physical requirements of a police officer.
13. Represent the department in a professional manner including making reports/presentations to City Council or other meetings, represents the city on various committees as needed, serves as liaison with the community, professional groups, the media and other external contacts and resources for the city; and provide a positive role model on and off duty.
14. Will be required to work patrol when necessary for shift coverage; work hours will overlap with field operation personnel for direct mentoring, training and coaching of shift supervisors; respond to critical incidents to ensure personnel are following proper policies and protocols; assume command of incidents as needed; as

assigned, assume command of the department in the absence of the Police Chief as designated.

Marginal Functions:

1. Perform additional related duties or special assignments as assigned.
2. May be required to work with and/or assist disabled persons.

QUALIFICATIONS**Knowledge of:**

- State laws, local laws and ordinances
- Principles and practices of law enforcement administration, organization, and management and law enforcement theory
- Principles and practices of community law enforcement and crime prevention including investigation, patrol, traffic control, juvenile programs, records management, search and seizure, care and custody of persons and property, and crime prevention
- Principles of public administration with reference to departmental programs and personnel administration
- Supervisory principles and practices
- Principles of business writing and report preparation
- Principles and procedures of budgeting
- Policies and procedures of assigned department

Ability to:

- Communicate clearly and concisely, both orally and in writing
- Maintain a strong command presence, taking effective action in emergency situations
- Provide effective leadership building trust and teamwork
- Operate motorized equipment and assigned vehicles
- Discharge a firearm
- Maintain all skills, knowledge, training and physical requirements of a police officer to adequately and safely perform law enforcement duties
- Effectively take offensive and/or defensive action during physical confrontations
- Work independently with minimal supervision
- Work well in a team environment
- Resolve problems with sensitivity for the feelings of others
- Command respect and maintain discipline
- Apply common sense in pressure situations
- Maintain professional behavior in troublesome situations
- Plan, organize, coordinate, supervise, control and evaluate the performance of subordinates in both routine and emergency situations
- Provide effective leadership building trust and teamwork
- Maintain confidentiality

- Establish and maintain effective relationships with coworkers, public, other city departments, and others in the course of the daily work
- Exhibit emotional stability and courage to perform potentially dangerous law enforcement duties under stress, responding quickly and calmly in emergencies
- Maintain mental capacity that permits making sound judgments regarding work in challenging situations and when dealing with potentially explosive situations
- Use independent thinking in complex environments
- Demonstrate intrinsic motivation, high ethical and moral standards
- Effectively use necessary software, databases and social media
- Plan, initiate and carry out long term programs within the department
- Clear a post-offer physical, drug test, polygraph, psychological, criminal background and other appropriate testing and requirements.

EXPERIENCE and TRAINING GUIDELINES

Any equivalent combination of education, training and experience that would likely provide the required knowledge, skills and abilities to successfully perform the essential functions of the job is qualifying. A typical way to obtain the knowledge and abilities would be:

Education and/or Experience:

This position requires a Bachelor's degree from an accredited college or university in law enforcement, criminology, business administration, or current enrollment in a Bachelor's degree program with at least 60 credit hours; in addition, this position requires eight years experience in law enforcement with five years at the rank of sergeant or above with progressively responsible managerial law enforcement experience.

License or Certificate:

Possession of an appropriate, valid Texas driver's license

Must be licensed as a Peace Officer through TCOLE and possession of or ability to obtain a TCOLE advanced certification is required, master's certification is preferred.

Completion of advanced police officer training such as: FBI academy, Police Executive Research Forum, Bill Blackwood Law Enforcement Management Institute of Texas, ILEA Command College or similar training.

SUPERVISION RECEIVED and EXERCISED

Receives direction from the Police Chief

Exercises supervision over police operations

WORKING CONDITIONS

Environmental Conditions:

Generally work is performed in a normal office environment which is generally sedentary with exposure to computer screens and required frequent phone and personal contact with the public and those in and outside the department is required; Frequent exposure to physical and verbal abuse; exposure to dangerous situations. In addition, there will be exposure to outside environmental conditions on a regular basis and will

include all weather conditions sometimes extreme. This includes being subject to hazardous or dangerous conditions and call situations through exposure to vehicle traffic, and emergency situations with a variety of safety hazards, noise, slippery or uneven surfaces, contact with prisoners or mental patients. May also be exposed to dust, fumes, and outdoor elements hot and cold, and may have to lift and/or carry various objects or people. Frequent overtime, often without or with little advance notice requiring flexible work hours involving evenings, weekends and holidays are required.

Physical Conditions:

While performing the essential and marginal functions the employee may be required to maintain physical condition necessary for adequate physical performance abilities including moderate and heavy lifting; bending, stooping, kneeling, crawling, climbing; sitting for prolonged periods of time to active engagement of a suspect; both hands and both arms, the use of legs; running, walking, standing; finger/manual dexterity is essential; required to drive within and outside the city. May be required to take offensive and/or defensive action during physical confrontations; adequate speech, hearing and eyesight required; carry, push, pull, drag or hold moderate to heavy weighted objects; visual acuity and ability to distinguish color, wearing and using proscribed safety gear and following all department safety regulations and policies. When not engaged in emergency operations, works under station and office conditions.

THE CITY RESERVES THE RIGHT TO CHANGE OR REVISE JOB DUTIES AND RESPONSIBILITIES AS THE NEED ARISES. THIS JOB DESCRIPTION DOES NOT CONSTITUTE A WRITTEN OR IMPLIED CONTRACT OF EMPLOYMENT.

Employee Signature

Date