

City of Olmos Park, Texas

Chief of Police

Department:	Police	Date Created:	09-2023
Salary Range:	DOQ	Date(s) Modified:	
FLSA Status:	Exempt		

Position Summary

Appointed by the City Manager, subject to approval by the City Council. Effectively directs and oversees public safety operations and responses to crime prevention needs of the community. This is accomplished by monitoring legislative issues related to public safety, meeting with command staff, senior and executive leadership, and public officials, directing budget preparation and daily operations, and coordinating with other law enforcement agencies.

The Chief of Police reports directly to the City Manager and is responsible to the Mayor, City Council and citizens of Olmos Park for all functions of the Police Department.

Job Responsibilities

Essential Functions: -- Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. Essential duties and responsibilities may include, but are not limited to, the following:

- Plans, directs, supervises, and performs public safety operations and staff to include enforcement, and crime prevention, and community-oriented policing.
- Directs department operations by holding and attending regular meetings; provides guidance setting goals and objectives; issues written directives; works with department staff to prepare budgets and allocate staff and resources effectively.
- Reviews and evaluates the efficiency of department operations and identifies areas of improvement.
- Ensures achievement of public safety goals by coordinating with City and command staff; oversees compliance with training requirements; mentors police staff for career development; attends regularly and special called meetings, evaluates and formulates policies and procedures; assists staff with assignments as warranted
- Manages the development and administration of the Police Department's annual budget; forecasts needs for equipment, materials and supplies; estimates funds needed for staffing, works within an approved budget and recommend, where appropriate, reductions and efficiencies to manage the budget; monitors and approves expenditures.
- Responds to and resolves sensitive inquiries and complaints from both internal and external sources.
- Responds to major incidents to ensure personnel are following emergency management protocol; assumes command of incidents as needed for the situation.

- Reviews disciplinary cases; initiates internal investigations and/or criminal investigations of personal conduct when appropriate; and provides corrective action as needed.
- Ensures the police department and its members are in compliance with the rules, regulations, licensing standards and laws of the Texas Commission on Law Enforcement (TCOLE) and other laws and statutes specific to the employment of police personnel.
- Ensures the police department and its members are in compliance with the rules, regulations and laws of the Texas Law Enforcement Telecommunications System (TLETS), Texas Crime Information Center (TCIC), National Crime Information Center (NCIC), and the Texas Department of Public Safety Criminal Justice Information Systems (CJIS).
- Maintains an inventory of vehicles, equipment and supplies and ensures the maintenance standards are met to ensure a safer response to public safety concerns in furtherance of the police department mission.
- Attends City Council meetings and takes necessary action regarding council agenda items.
- Works closely with the City Manager and other City departments in developing and implementing programs for the Police Department.
- Performs other duties as required or assigned.
- Understands and has experience with writing and implementing contemporary police policy and understands the importance of training police personnel on policies.
- Supports and recognizes the importance of police accreditation and has at least a basic understanding of how to meet best practice standards with the Texas Police Chiefs Association.

Job Requirements

Knowledge of –

- Police Department rules, regulations, policies, and procedures.
- Techniques and practices for effective and efficient management of allocated resources, including personnel administration, labor law, accounting, and budgeting.
- Modern law enforcement management principles, techniques, and practices.
- State criminal justice systems and criminal justice records management procedures.
- Law enforcement methods, practices, and procedures including case laws governing arrest, rules of evidence, use of force, probable cause, and search and seizure.
- Local community issues and regional community resources available to citizens.
- Pertinent Federal, State, and local laws, codes, and safety regulations.
- Record keeping, report preparation, filing methods, and records.
- General office policies and procedures; computers and general office equipment.

Skill in –

- Analyzing Police issues, evaluating alternatives, and recommending solutions based on findings.
- Assuming command level responsibilities and making appropriate decisions.
- Analyzing City needs and developing police programs to meet law enforcement strategies.
- Using initiative and independent judgment within established procedural guidelines.
- Exercising controlled discretion and mediating difficult situations.
- Organizing work and setting priorities to meet deadlines.
- Effectively leading, supervising, training and developing assigned staff.
- Preparing accurate and thorough reports and statements.
- Establishing and maintaining strong working relationships both inside the City of Olmos Park and with outside stakeholders.
- Operating a computer and related software.
- Effectively communicates both in writing and orally.
- Cultivates effective and professional work relationships with local media.
- Embraces and enthusiastically supports an effective community policing philosophy.

Education and Experience:

Required - Bachelor's degree in Criminal Justice or related field and ten (10) years of progressively responsible law enforcement experience which includes five (5) years of senior command; OR an equivalent combination of education, training, and experience.

Preferred – Master's degree and / or successful completion of a long-term continuing education program for law enforcement professionals, such as, the FBINA, LCC, LECOP, DUCA, etc.

Licenses, Certifications, and Equipment:

Must possess a Texas Commission on Law Enforcement (TCOLE) Master Peace Officer certification.

A valid State driver's license is required.

SIGNATURE – REVIEW AND COMMENTS:

I have reviewed this description and understand the requirements and responsibilities of the position.

Signature of Employee

Date

Job Title of Supervisor

Signature of Supervisor

Date

Job Title of Department Head

Signature of Department Head

Date

Comments: _____

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required. This description is subject to modification as the needs and requirements of the position change.