



7019 Pleasant Ridge Road * Coffee City, TX 75763 * Phone: (903) 876-3414 * Fax: (903) 873-2433

DESCRIPTION:

The city of Coffee City, Texas is currently accepting applications for the position of Chief of Police. The City of Coffee City is a growing community located on Lake Palestine, approximately 20 miles from Tyler, Texas on Hwy 155.

POSITION SUMMARY:

This position serves as the Chief of the Police Department and oversees all police functions within the city. Carries out supervisory responsibilities in accordance with departmental policies and procedures and applicable laws.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Oversees all police functions, including but not limited to: community-oriented policing, patrol, crime prevention, investigations, traffic enforcement, communications and records.
- Develops, reviews, and implements all Policy and Procedures to meet legal requirements and the City of Coffee City's needs.
- Plans and directs the implementation of the department's short, and long, term goals, objectives and strategies.
- Administers all disciplinary actions within the department.
- Performs all internal investigations (IA) within the department.
- Presents budget estimates, controls expenditures of departmental appropriations, and establishes operational standards for the department.
- Ensure total adherence to the policies, rules, and regulations of the department by all personnel.
- Ensure that all personnel are continuously trained
- Ensure good public relations with various community agencies and citizens
- Seek sources of funding for departmental programs and equipment by writing grants, etc.
- Responsible for the documentation and accounting of all activities of the department
- Carry out administrative duties such as responding to inquiries, attendance of meetings, completion of various reports, revision of reports and statistics, and approval of invoices and departmental payroll
- Prepare period reports concerning activities of the department for the Police Commissioners and the Town Manager, as well as various other reports like the yearly report of departmental activities
- Responsible for interviewing and hiring employees, as well as providing the needed training.
- Appraise employees' work performance and reward or discipline employees appropriately



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REQUIRED QUALIFICATIONS:

- 10 years of police experience.
- Command level experience
- TCOLE certified Texas peace officer with advanced peace officers' license
- Strong ability to enforce rules and adhere to established guidelines and protocols
- Knowledge of all relevant laws, including City, State, and Federal laws for efficient and effective enforcement.
- The applicant must reside within a reasonable distance of Coffee City.

PREFERRED EDUCATION AND EXPERIENCE:

- Bachelor's or Master's degree preferred.
- Completion of an advanced command training course, such as the FBI National Academy (FBINA), Leadership Command College (LCC), or a similar program.
- Master peace officers license

KNOWLEDGE, SKILLS, AND ABILITIES:

- Ability to serve the public and fellow employees with honesty and integrity.
- Knowledge of federal, state and local laws, statutes, regulations, codes, and standards related to the area of responsibility.
- Ability to communicate and interact effectively with members of the public and co-workers.
- Effective oral and written communication.
- Ability to exercise sound judgment in making critical decisions.
- Ability to analyze, organize and prioritize work while meeting multiple deadlines.
- Ability to process and handle confidential information with discretion.
- Ability to establish and maintain effective working relationships with the general public, co-workers, elected and appointed officials and members of diverse cultural and linguistic backgrounds, regardless of race, color, religion, gender, national origin, age, marital status, political affiliation, familial status, disability, sexual orientation, pregnancy, or gender identity and expression.
- Knowledge in criminal, civil and traffic laws of the State of Texas

APPLICATION PROCEDURES: Interested individuals who meet the minimum requirements should apply by sending their resume to citysecretary@cityofcoffeecity.com. No phone calls please.