



JOB DESCRIPTION

JOB TITLE:	Police Chief
DEPARTMENT:	Police
CLASS TYPE:	Official / Administrator
REPORTS TO:	City Manager
FLSA STATUS:	Regular / Full-time; Exempt

JOB SUMMARY

Under the general direction of the City Manager, the Police Chief manages all operations of the Police Department including law enforcement, crime prevention, investigations, training, and community relations. Work requires preparation of departmental operating budget; request including personnel service, maintenance service and capital outlays and the effective management thereof. Work requires the provision of adequate personnel and equipment necessary in maintaining a 24 hour per day effective police performance in keeping the peace, protection of life and property, prevention of crime, apprehension of criminals, and the enforcement of all applicable city, state, and federal laws and ordinances. Work carries the responsibility to employ suitable personnel, provide adequate training and retraining, and monitor the performance of such personnel.

ESSENTIAL JOB FUNCTIONS:

Duties include but are not limited to the following:

- Works under the general guidance and direction of the City Manager. Maintains an effective communication process with the City Manager.
- Performs a variety of complex administrative, managerial and professional work in planning, coordinating and directing the activities of the Police Department.
- Provides effective leadership insuring that all functions within the Police Department are focused within an environment that is conducive to recognizing the creative attributes of all officers and civilians.
- Ensures that the department offers and maintains an effective and positive Community Oriented Policing Philosophy for the purpose of maintaining the highest possible credibility level within the City of Forest Hill.
- Manages and leads Police Department staff, including administration, operations, civilian operations directly or through subordinate supervisors
- Develops, implements, monitors, and adjusts an effective communication system throughout the police department.
- Plans, coordinates, manages and evaluates police department operations.

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- Develops policies and procedures for the Department in order to implement directives from the City Manager.
- Ensures compliance with changing requirements in local, state and federal laws.
- Reviews Police Department's performance and effectiveness, and formulate programs or policies to reduce deficiencies.
- Develops and manages the Police Department's budget; plans for and reviews specifications and needs for additional personnel and equipment.
- Ensures adequate training and development of Police Department personnel.
- Handles grievances, maintains Departmental discipline and the conduct and general behavior of assigned personnel.
- Prepares and submits status and/or the City's crime reports to the City Manager.
- Meets with elected or appointed officials, other law enforcement officials, community and business representatives, and the public on all aspects of the Police Department's activities.
- Attends conferences and meetings to keep abreast of current trends in the field; represents the City and the Police Department in a variety of local, county, state and other meetings.
- Cooperates with County, State and Federal law enforcement officers as appropriate where activities of the police department are involved.
- Ensures that laws and ordinances are enforced and that the public peace and safety is maintained.
- Performs other duties as assigned.

MINIMUM EDUCATION & EXPERIENCE

Education, training, experience:

Education:

Bachelor's degree in Police Science or Public Administration, or related field; knowledge of Civil Service Laws; Posses TCLEOSE Master Certificate; broad background of specialty skill training and certifications; or combination of certifications, schooling, and work experience in lieu of above.

Experience:

Ten (10) years increasingly responsible law enforcement experience, minimum of five (5) years command level experience; experience in media relations, planning and organizational analysis, and policy development.

KNOWLEDGE, SKILLS & ABILITIES

- Thorough knowledge of modern law enforcement principles, procedures, techniques, and equipment; considerable knowledge of applicable laws, ordinances, and department rules and regulations.
- Thorough knowledge of modern management and leadership principles.
- Ability to train and supervise subordinate personnel; Ability to communicate effectively orally and in writing; Ability to establish and maintain effective working relationships with subordinates, peers and supervisors; Ability to exercise

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sound judgment in evaluating situations and in making decisions; Ability to give verbal and written instructions;

- Ability to meet and maintain a level of fitness consistent with the Department's physical fitness standards, including an annual physical examination.
- Ability to operate the following: police car, police radio, handgun and other weapons as required, pager, personal computer including word processing software.
- Geography of the City, including locations of streets, hydrants, sprinkler and standpipe hookups, and alarm panels.
- Radio codes and protocols.
- Applicable Federal, State and local laws, codes, and ordinances.
- Modern office practices, methods, computer equipment and computer applications.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors and City s

SPECIAL REQUIREMENTS LICENSES AND CERTIFICATIONS

- Valid Texas driver's license with a good driving record

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; mobility, physical strength and stamina to respond to emergency situations. The employee is frequently required to sit and talk or hear. The employee is frequently required to stand, walk, run, use hands to finger, handle, or operate objects, controls, or tools listed above. The employee is occasionally required to reach with hands and arms, climb or balance, stoop, kneel, crouch or crawl, and taste or smell. The employee may occasionally be required to physically subdue combative subjects and must maintain a level of physical ability accordingly.

The employee must occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.