

## Police Chief Job Description

To manage the personnel and activities of the Police Department in order to provide a safe environment for the citizens of Jarrell. This is accomplished by planning and managing Police Department activities, supervising personnel, and setting a high standard for ethics and adherence to law enforcement protocol and principles. Other duties include developing and maintaining positive public relations, performing other duties as assigned, and coordinating activities of the Police Department with other departments. This job description is intended to describe the general nature and level of work being performed by individuals assigned to this position. It is not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so assigned to this position. This job description is subject to change as the needs and requirements of the job change.

### SUPERVISION RECEIVED

Works under the direct supervision of the City Administrator.

### SUPERVISION EXERCISED

Exercises supervision over all police department employees either directly or through subordinate supervisors.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Manages department activities by developing, implementing and reviewing policies and procedures; preparing short and long-range strategic plans; determining programs, activities, training and resource needs; planning and implementing the budget; writing reports on department activities; reading daily activity logs, citations, and case summaries; reviewing officer productivity reports; and communicating with officers and staff regarding problems and expectations.
- Supervises personnel by evaluating performance; addressing internal complaints; taking appropriate disciplinary action as needed; making recommendations for hiring and firing decisions; and providing leadership for department personnel.
- Develops and maintains positive public relations by meeting with citizens; making educational presentations to various groups; and communicating with the community leaders and the media.
- Coordinates activities with other departments and agencies by attending various planning meetings; assisting in the negotiation of mutual aid agreements and overseeing their implementation; determining needs of the department; and addressing common issues affecting the department, other City departments, other jurisdictions, and the public.
- Occasionally performs patrol duties by answering calls for service; investigating criminal offenses and traffic accidents; engaging in routine criminal law enforcement and crime prevention duties; making arrests; and assisting area law enforcement and health and safety agencies as needed.

### PERIPHERAL DUTIES

- Attends professional development workshops and conferences. Travels to various destinations in and out of the City and may require overnight stay.

- Prepares and submits to the council such reports as may be required by that body or as administrator may deem it advisable to submit.
- Maintains harmony among workers and resolves grievances.
- Ability to work overtime as needed.

**DESIRED MINIMUM QUALIFICATIONS**

Education and Experience:

- (A) Work requires a Bachelor’s degree from an accredited university in police science, law enforcement, criminal justice, public or business administration or a closely related field or equivalent.
- (B) Applicant must five or more years experience in law enforcement. Managerial/Supervisory experience a plus.
- (C) Intermediate, Advanced or Master Police Officer Certification from TCOLE or from an equivalent state certification authority in another state. If certification is from an equivalent state certification authority, TCOLE certification must be obtained within twelve months of employment.

Necessary Knowledge, Skills and Abilities:

|  |  |
|--|--|
| Managerial                             | Receives administrative direction: Within this job, the employee normally performs the duty assignment within broad parameters defined by general organizational requirements and accepted practices. Total end results determine effectiveness of job performance.              |
| Budget Responsibility                  | Has final responsibility for at least one departmental budget and presents budget(s) to City Manager. Is authorized to approve budgeted expenditures up to the amount approved in the budget.  |
| Supervisory / Organizational Control   | Work requires managing and monitoring work performance of a department including evaluating individuals as well as program/work objectives and effectiveness, establishing broad organizational goals and realigning work and staffing assignments for the department as needed. |
| Interpersonal / Human Relations Skills | Final decisions regarding policy development and implementation are recommended to City Manager. Interaction with others outside the City requires exercising participative management skills that support team efforts and quality processes.                                   |

**SPECIAL REQUIREMENTS**

Must be bondable.

## Overall Physical Strength Demands

|   |          |   |   |   |  |
|---|----------|---|---|---|--|
| Sedentary   | <b>X</b> | Light   | Medium  | Heavy   | Very Heavy   |
| Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time. |          | Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly <b>OR</b> requires walking or standing to a significant degree. | Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. two-thirds or more of the time. | Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. two-thirds or more of the time. | Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. two-thirds or more of the time. |

### Physical Demands

|  |  |  |                                       |                            |
|--|--|--|---------------------------------------|----------------------------|
| C = Continuously<br>2/3 or more of the time. | F = Frequently<br>From 1/3 to 2/3 of the time. | O = Occasionally<br>Up to 1/3 of the time. | R=Rarely<br>Less than 1 hour per week | N = Never<br>Never occurs. |
|--|--|--|---------------------------------------|----------------------------|

| Physical Demands | Frequency | Description  |
|------------------|-----------|--|
| Standing         | O         | Making copies  |
| Sitting          | F         | Desk work, meetings                                    |
| Walking          | O         | To different departments                               |
| Lifting          | R         | Boxes, files and supplies                              |
| Carrying         | R         | Boxes, files and supplies                              |
| Pushing/Pulling  | R         | Office equipment and supplies                          |
| Reaching         | O         | For supplies and books                                 |
| Handling         | F         | Paper work and mail                                    |
| Fine Dexterity   | F         | Computer keyboard                                      |
| Kneeling         | R         | Retrieving items from lower shelves                    |
| Crouching        | R         | To reach low file drawers                              |
| Crawling         | N         |  |
| Bending          | R         | Retrieving items from lower shelves                    |
| Twisting         | R         | From computer to telephone                             |
| Climbing         | R         | Step stool, stairs                                     |
| Balancing        | R         | On step stool  |
| Vision           | C         | Reading, computer screen, driving                      |
| Hearing          | C         | Communicating with co-workers, public and on telephone |
| Talking          | C         | Communicating with co-workers, public and on telephone |
| Foot Controls    | R         | driving  |

|                 |  |  |
|-----------------|--|--|
| Other (Specify) |  |  |
|-----------------|--|--|

### Machines, Tools, Equipment, and Work Aids

Copier, fax machine, telephone, calculator, binding machine, tape recorder, type writer, general office equipment, computer, printer, and related software programs including, but not limited to Microsoft Word, Excel, and Office 365 and PowerPoint.

### Protective Equipment Required

No protective equipment is required for this position.

### Environmental Factors

|         |                             |                              |              |         |
|---------|-----------------------------|------------------------------|--------------|---------|
| D=Daily | W=Several Times<br>Per Week | M=Several Times<br>Per Month | S=Seasonally | N=Never |
|---------|-----------------------------|------------------------------|--------------|---------|

| Health And Safety        |   | Environmental Factors |   | Primary Work Location |   |
|--------------------------|---|-----------------------|---|-----------------------|---|
| Mechanical Hazards       | N | Respiratory Hazards   | N | Office Environment    | X |
| Chemical Hazards         | N | Extreme Temperatures  | N | Warehouse             |   |
| Electrical Hazards       | N | Noise and Vibration   | N | Shop                  |   |
| Fire Hazards             | N | Wetness/Humidity      | N | Vehicle               |   |
| Explosives               | N | Physical Hazards      | N | Outdoors              |   |
| Communicable Diseases    | N |                       |   |                       |   |
| Physical Danger or Abuse | N |                       |   |                       |   |

### Non-Physical Demands

|  |  |  |  |                         |
|--|--|--|--|-------------------------|
| C=Continuously<br>2/3 or more of the<br>time | F=Frequently<br>From 1/3 to 2/3 of the<br>time | O=Occasionally<br>Up to 1/3 of the<br>time | R=Rarely<br>Less than 1 hour per<br>week | N=Never<br>Never occurs |
|--|--|--|--|-------------------------|

| Non-Physical Demands                          | Frequency Code |
|---|----------------|
| Time Pressure                                 | F              |
| Emergency Situation                           | R              |
| Frequent Change of Tasks                      | F              |
| Irregular Work Schedule/Overtime              | R              |
| Performing Multiple Tasks Simultaneously      | O              |
| Working Closely with Others as Part of a Team | F              |

|                               |   |
|-------------------------------|---|
| Tedious or Exacting Work      | O |
| Noisy/Distracting Environment | O |

## Signature – Review And Comments

I have reviewed this job description and find it to be an accurate description of the demands of this position.

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Job Title of Supervisor

\_\_\_\_\_  
Signature of Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Job Title of Department Head

\_\_\_\_\_  
Signature of Department Head

\_\_\_\_\_  
Date

Comments: \_\_\_\_\_  
\_\_\_\_\_