

[Police Chief](#)

Job Type - Full-Time

Job Duration -Indefinite

Salary - DOQ

Min Experience – 5 preferred

Min Education - BA/BS/Undergraduate preferred

Required Travel - 10-25%

Description

JOB APPLICATION INFORMATION

- **Application Supplemental Items Required:**
 - Resume
 - College Transcript(s)
 - Copy of TCOLE or current licensing agency's training records.
 - Three (3) letters of recommendation
- **All candidates must submit each of the above items to be considered for the position. Items may be attached to the application or emailed to the City Secretary. Applications will not be considered complete until all items are submitted.**

JOB DESCRIPTION

JOB SUMMARY:

Operating with a high degree of autonomy, the Police Chief performs complex supervisory, professional, and administrative duties. This role is responsible for leading, planning, and coordinating all facets of Police Department operations to ensure the safety of the public. This position is required to work effectively with other law enforcement agency representatives, City Secretary, staff, elected officials, community groups and organizations, and other members of the public to meet the changing needs of the Department and citizens of Garrison. The Police Chief carries out all responsibilities in accordance with the organization's policies and applicable federal, state, and local statutes, ordinances, laws and regulations, and animal control. This position reports directly to the Mayor and is responsible for the supervision of Police Department personnel, effective management of the department's operating budget, and the consistent exercise of sound, independent decision-making.

ESSENTIAL JOB FUNCTIONS:

- Develops and implements policies and procedures for department activities and operations.
- Enforces and maintains compliance with all codes, ordinances, laws, and regulations.
- Enforces animal control compliance within the city.

- Enforces observance for all staff of high ethical standards in conduct and performance.
- Supervises, directs, and evaluates staff, handling employee concerns and problems, assigning work, and recommending disciplinary and other personnel actions.
- Responsible for overseeing police department personnel selection, training, and development.
- Responsible for scheduling all Police personnel duties including shifts, training, and court appearances.
- Responsible for all department operations including planning, administration, and coordination of all activities for the agency.
- Identifies and develops short-term and long-term planning for department staffing and needs.
- Researches and recommends the type of equipment, supplies, services and/or contracts the department should engage.
- Prepares bid specifications for equipment and projects.
- Receives complaints and investigates, or assigns someone to investigate, employee matters and ensures adequate resolution.
- May be called upon to direct operations at major occurrences involving automobile accidents, misdemeanors and felonies; may supervise and participate in general police officer duties.
- Advises and assists staff in non-routine investigations.
- Defines and monitors staff performance, productivity, and compliance with departmental mission, goals, objectives, policies, and procedures to ensure all work meets the required expectations.
- Establishes short and long-term goals for department operations and leads organizational and process improvement by producing, gathering, and analyzing data.
- Receives and/or prepares various reports, forms, invoices, correspondence, and other documentation as needed for organizational efficiency and maintains files and logs.
- Reviews all departmental expenditures for accuracy and justification
- Prepares the department's annual budget in coordination with the City Secretary and City Council.
- Cooperates with County, State and Federal Officers in apprehension and detention of wanted persons; cooperates with other agencies involving police department activities.
- Responds to questions, complaints and requests for information/assistance by telephone or in person from the general public, news media, court personnel, employees, officials or other people. Maintains positive public relations with new media and civic groups; interacts with media on police related matters, special activities, public education, crime prevention etc.

- Represents the City's best interests related to the Police Department when speaking to citizen groups and/or other interested groups.
- Maintains communication between the department and other governmental areas.
- Answers citizen inquiries and resolves problems and complaints regarding the Police Department.
- Attends City Council meetings and takes necessary action regarding Council agenda items.
- Takes steps to improve police operations; plans/supervises enforcement of regulations.
- Plan and supervise crime prevention and detection programs.
- Regular and punctual attendance is required.
- Must demonstrate high ethical conduct and integrity at all times.
- Performs other duties as assigned.

PHYSICAL/WORKING CONDITIONS:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals to perform the essential functions.

Work is performed in indoor and outdoor environments to complete both field and office related work. Employees are regularly required to sit, stand, and walk for extended periods of time. This position requires the ability to regularly exert up to ten (10) pounds of force. Heavy weight force, 100 or more pounds may occasionally be required during the scope of emergency response duties. This position requires a significant amount of manual dexterity to type and create reports or presentations, operate firearms, equipment, tools, and controls. The employee must be able to see, hear, and talk.

While performing the duties of this job, the employee regularly works in outside-weather conditions, including rain, wind, and extreme heat and cold temperatures. The employee may occasionally be exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, and potential interactions with violent criminals. The noise level in the work environment is usually quiet in an office setting but may be loud during emergency response duties. This position may be required to work weekends, nights, and holidays when needed to ensure proper management of department resources during special events and/or emergent situations.

Requirements

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of and ability to interpret and enforce applicable federal, state, and local laws, regulations, and ordinances.
- Knowledge of and ability to apply City personnel policies and procedures.
- Knowledge of Texas Police Chief's Best Practices Accreditation program and ability to achieve and maintain the designation.

- Knowledge of operations, services, and activities of the Police Department.
- Knowledge of principles, practices, and methods of crime prevention, law enforcement, traffic control, and patrol services.
- Knowledge of principles and practices of organizational development and administration.
- Knowledge of principles and procedures of financial reporting.
- Knowledge of principles of supervision, training and performance evaluation.
- Ability to develop, plan, and administer organizational and department goals and objectives.
- Ability to strategically plan department initiatives and programs to meet organizational goals.
- Ability to effectively manage resources to successfully respond to crisis and critical incidents.
- Ability to communicate clearly and concisely, both orally and in writing.
- Ability to manage and direct a comprehensive law enforcement and prevention program.
- Ability to analyze data and information; draw conclusions; propose responsive actions.
- Ability to identify and address sensitive community and organizational concerns and needs.
- Ability to plan, organize, direct and evaluate the work of assigned staff.
- Ability to train, develop, and promote professional growth of department personnel.
- Ability to delegate authority and responsibility.
- Ability to analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Ability to research, analyze, and evaluate new service delivery methods and techniques.
- Ability to prepare clear and concise administrative and financial reports.
- Ability to administer large and complex budgets.
- Ability to use office equipment including computers/laptops, tablets, copiers, and phones.
- Ability to use various software programs, including Microsoft Office and applications applicable to the duties of the position for reporting, data collection, and other programs.
- Ability to maintain confidentiality and exercise discretion when sharing job-related information.
- Ability to establish and maintain effective working relationships in all interactions for work duties.
- Ability to safely operate department vehicles and equipment both administratively and tactically.

- Ability to use the City of Garrison Police Department protective and specialty equipment including guns, bulletproof vests, radios, batons, tasers, duty belt and other related or necessary items.
- Ability to make arrests and conduct investigations within the applicable laws while protecting the constitutional rights of everyone involved
- Ability to maintain a positive working environment for the department.
- Ability to effectively and professionally present to City Council and the public.

MINIMUM EDUCATION, CERTIFICATIONS, AND EXPERIENCE:

- Bachelor's degree from an accredited college in Business Management, Public Administration, Criminal Justice, or a related field preferred but not required.
- 5 years of Law Enforcement experience preferred.
- Any equivalent combination of experience and training which provides the required knowledge, skills, and abilities and satisfies state statutes may be substituted for the requirements above.
- Must be licensed by and meet all Texas Commission on Law Enforcement (TCOLE) and local ordinance requirements.
- Must hold a Master Peace Officer Certificate issued by TCOLE or out of state equivalent. Must be able to obtain the TCOLE certification within one year of hire date.
- Have and maintain a valid Texas Class C or higher driver's license and an insurable driving record.
- Must maintain qualification in firearms, first aid, and maintain a working knowledge of the current laws and department issued policies, procedures and rules.
- Must be able to pass a background investigation and drug screen prior to employment.