

HEWITT TEXAS

Job Title: Chief of Police
Department: Police Department
Location: Public Safety Facility
Reports to: City Manager
Date: 2/15/2018

Grade: 19	Type of Position: <input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Seasonal <input type="checkbox"/> Intern	Classification: <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt	Safety Sensitive: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
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Job Summary: The Chief of Police is the Chief Executive Officer of the department and performs a variety of complex administrative, supervisory, and professional work in planning, coordinating, and directing the activities of the Police Department to ensure laws and ordinances are enforced and public peace and safety are maintained.

Essential Functions: Assume full management responsibility for all department services and activities including patrol, traffic, criminal investigations, special operations, records and communications, internal affairs, and law enforcement.

Develop and implement department goals, objectives, policies, and procedures in alignment with directives from the City Council and City Manager, as well as in compliance with local, State, and Federal laws.

Select, evaluate, and promote department personnel. Provide or coordinate training and development. Assign officers to special investigations as the needs arises. Review work conditions and take necessary steps to improve police operations. Handle grievances and maintain the conduct and general behavior of personnel. Review disciplinary cases, initiate internal investigations when appropriate, and provide corrective action as needed.

Plan and implement a law enforcement program. Monitor and evaluate the department's efficiency and effectiveness and identify opportunities for improvement. Formulate programs or policies to alleviate deficiencies. Prepare and submit periodic reports.

Evaluate evidence, witnesses, and suspects in serial criminal cases to correlate all aspects and to assess for trends, similarities, or for associations with other cases. Direct investigation of major crime scenes. Cooperate with county, state, and federal law

<p>enforcement officers as appropriate where activities of the police department are involved.</p> <p>Manage and participate in the development and administration of the department budget. Estimate funds needed for staffing, equipment, materials, and supplies.</p> <p>Meet with elected or appointed officials, other law enforcement officials, community and business representatives, and the public on all aspects of the department's activities. Respond to media inquiries as they relate to the community.</p> <p>Attend City Council meetings and take necessary action regarding Council agenda items. Attend conferences and meetings to stay abreast of current trends. Perform other related duties as assigned by the City Manager. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</p>				
<p>Competencies: Knowledge of pertinent Federal, State, and local laws, ordinances, statutes, and regulations. Knowledge of technical and administrative phases of crime prevention and law enforcement. Ability to identify, analyze, and resolve problems. Ability to provide professional administration and professional leadership. Skill in operating a personal computer.</p>				
<p>Required Education, Experience, and Qualifications: Bachelor's degree from an accredited college or university with major coursework in Criminal Justice, Public or Business Administration, or a related field. Ten (10) years of increasingly responsible professional experience in municipal police work, including five (5) years of supervisory experience. Or an equivalent combination of education and experience. Must meet all requirements for appointment as a peace officer as set in the State and local statutes, ordinances, and regulations. Texas Peace Officer License from TCOLE along with Advanced Peace Officer certification. Must meet the department's physical fitness standards.</p>				
<p>Preferred Education, Experience, and Qualifications: Master Peace Officer certification preferred.</p>				
<p>Physical Requirements: Overall Strength Demands: The following describes the overall strength demand of the functions performed by the incumbent during a typical workday.</p>				
<p>Sedentary <input type="checkbox"/></p>	<p>Light <input type="checkbox"/></p>	<p>Medium <input checked="" type="checkbox"/></p>	<p>Heavy <input type="checkbox"/></p>	<p>Very Heavy <input type="checkbox"/></p>
<p>Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.</p>	<p>Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR</p>	<p>Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.</p>	<p>Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10 to 20 lbs. constantly.</p>	<p>Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.</p>

		requires walking or standing to a significant degree.			
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Physical Demand Codes: The following describe if the incumbent is expected to exert the following physical demands during a typical workday and the overall frequency.

While performing the duties of this job, the employee is frequently required to sit, talk and hear. The employee is occasionally required to stand; walk; use hands to finger, handle, or operate objects, controls, or tools listed above; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.

Machines, Tools, and Equipment: Police car, police radio, radar gun, handgun and other weapons as required, side handle baton, handcuffs, pager, first aid equipment, personal computer including word processing software.

Expected Hours of Work: Days and hours of work are Monday through Friday, 8 a.m. to 5 p.m. Occasional evening and weekend work may be required as job duties demand, including City Council meetings which are the 1st and 3rd Monday of every month.

Work Conditions/Environmental Factors: Typically works in a climate-controlled office environment. On occasion, may work outside under a variety of unfavorable conditions including exposure to gunfire, harsh weather, poor or no lighting, exposure to hazardous chemicals and smoke, extremes in temperatures, electrical hazards, armed and dangerous persons, and communicable diseases.

This job description is not an employment agreement, contract agreement, or contract. Management has exclusive right to alter this job description at any time without notice

Employee Print Name: _____ Date: _____

Employee Signature: _____