

<b>CITY OF THE COLONY</b> Status: Exempt Supervised By: City Manager	<b>Police Chief</b>	<b>Police Department</b>  Revised: April 2014
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<b>JOB SUMMARY</b>
<p>Under the supervision of the City Manager, provides administrative direction, planning, training, evaluation, budgeting, and overall management of the Police Department. Responsibilities include providing professional expertise in developing and implementing programs and services to enhance public safety. As the leader of the Police Department has primary responsibility for emphasizing importance of customer service in Department, monitoring customer service to ensure quality service delivery, and providing a high level of service in personal interaction with customers.</p>

<b>ESSENTIAL DUTIES AND RESPONSIBILITIES</b>
<ol style="list-style-type: none"> <li>1. Administers, plans, and oversees all Police Department programs, services and facilities.</li> <li>2. Coordinates and evaluates the functions and duties of staff and leads them in planning, establishing and achieving the goals of the department and the City to include providing excellent customer service.</li> <li>3. Establishes, maintains, and enforces Department policies, procedures and standards ensuring compliance with State and local laws and case law.</li> <li>4. Plans and administers Department's annual operating budget and capital improvement program. Ensures proper purchasing procedures are followed in department.</li> <li>5. Provides critical incident planning and management.</li> <li>6. Researches and provides/presents information to City Manager, City Council, staff, and to the public as necessary. Ability to handle confidential documents and issues appropriately.</li> <li>7. Communicates effectively and courteously with customers, City Council members, public, vendors, contractors, media, and staff in person, in writing, via email and the Internet, and by phone.</li> <li>8. Responds to and resolves customer complaints in a timely, effective, and professional manner.</li> <li>9. Establishes and plans for future needs and goals for the Department and provides needed training and direction to accomplish them.</li> <li>10. Sits and works at computer for extended periods of time.</li> <li>11. Works extended days and flexible hours including evenings and weekends for meetings and special events and available on-call. Will be expected to attend a wide array of city functions and events.</li> <li>12. Will encourage department to be involved with other city events and activities.</li> <li>13. May be required to perform other duties as assigned.</li> </ol>

<b>KNOWLEDGE, SKILLS, AND ABILITIES</b>
<p>Knowledge of Texas Penal Code, Code of Criminal Procedure, Family Code, NCIC/TCIC regulations, local ordinances and occupational hazards involved in law enforcement and the proper safety precautions for safe performance of the job. Ability to meet requirements of being a certified police officer. Ability to express ideas effectively, verbally and in writing, to groups and individuals. Ability to maintain effective working relationships with subordinates and fellow employees.</p>

<b>EDUCATION, EXPERIENCE AND CERTIFICATION</b>	
Minimum of ten years law enforcement experience with a minimum of five years direct supervisory experience. Bachelor's Degree in Criminal Justice or a related field desired. Advanced degree and prior experience as a Police Chief preferred. Must possess a valid Texas Driver's License at time of appointment.	
<b>CERTIFICATION</b> Certification as a Texas Peace Officer as provided by Texas Commission on Law Enforcement (TCOLE) and Advanced Level Certification as provided by TCOLE or another states equivalent. After employment must continue to meet all TCOLE requirements.	
Employee Signature:	Date Signed:
Immediate Supervisor and/or Department Head:	Date Signed: