

CITY OF WALLER JOB DESCRIPTION

Job Title: Chief of Police

Exempt

Reports To: Mayor & City Council

Department: Police

JOB SUMMARY

Administers control and direction over the Police Department; ensures efficient and cost-effective police services to the citizens of Waller.

Being a communitarian is an essential function of this position. The City reserves the right to require an employee in this position to work more than 40 hours a week. This position provides services or performs duties for the benefit of the general public. These may include services or duties different from those performed in the usual course and scope of your job. In the event of an evacuation, the incumbent in this position may be required to remain to perform needed services and serve as the city's Emergency Management Coordinator.

DUTIES AND RESPONSIBILITIES

The duties described below are indicative of what a Chief of Police may be asked to perform; other duties may be assigned:

- Formulates Departmental and Emergency Management policies and regulations.
- Prepares budget estimates and reports.
- Maintains liaison with other state and federal law enforcement agencies.
- Conducts public relations activities.
- Prepares requests for grants and acts as project officer.
- Meets with special project commissions and can act or work in conjunction and under the authority of the police Department or the Emergency Management Division.
- Ensures arrest and search warrants are prepared and conducted.
- Performs tasks on own initiative and is expected to show the highest level of professional judgment.
- Responds to citizen complaints. Coordinates and speaks for civic groups. Administers grievance procedures for civilians and sworn personnel.
- Prepares and assigns police related tasks to supervisory personnel, etc.
- Prepares for and testifies in court.
- Formulates policy and writes special orders. Reads and implements changes in procedures of State, Federal, and local laws.
- Directs and reviews all internal affairs investigations and administers all discipline in the department. Performs personnel related duties including hiring, training coaching, performance evaluations, and discipline.
- Performs all other duties as assigned.

QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required at the time of hire or for the continuation of employment.

EDUCATION AND/OR EXPERIENCE

- Bachelor's degree from an accredited college or university in Law Enforcement or related field.
- Advanced certification from TCLEOSE.
- Valid Texas driver's license with acceptable driving record.
- Ten years progressive management experience with at least five of these years being progressive police administration/management experience.
- Certification from Texas Leadership Command College preferred.
- Equivalent combination of education and experience can be substituted in applicable areas.

SKILLS AND ABILITIES

- Knowledge of Texas Code of Criminal Procedure and Penal Code, and other applicable Federal and State regulations governing police procedures.
- Basic working knowledge of office equipment, computers, computer software (i.e. Microsoft Word, Excel, PowerPoint, Access, Outlook, etc.) and Internet search tools.
- Knowledge of budgetary procedures and city personnel guidelines. Ability to get along appropriately with co-workers and the public.
- Exhibits desirable and appropriate behavior including integrity, ability to get along with others, "team player," industriousness, intelligence, sense of urgency and independent judgment to provide for a cohesive, productive unit.
- Ability to perform multiple tasks simultaneously, accurately and efficiently.
- Ability to maintain a professional and polished manner and a pleasant tone of voice when dealing with the public.

LANGUAGE SKILLS

- Ability to communicate effectively with elected officials, staff, and the public.
- Ability to communicate effectively in both written and verbal form.

ANALYTICAL SKILLS

- Ability to calculate basic mathematical calculations without aid of a calculator.

REASONING ABILITY

- Ability to define problems and deal with a variety of situations.
- Ability to think quickly, maintains self-control, and adapts to stressful situations.
- Ability to use good judgement and effectively solve problems.
- Ability to plan work and establish priorities.

Physical Environment

- The duties of this job include physical activities such as sitting, stooping, kneeling, standing, walking, lifting, running, reaching, fine dexterity skills, grasping, handling, talking, hearing/listening, seeing/observing, and repetitive motions.
- Specific vision abilities required by this job include close, distance, and peripheral vision; depth perception, and the ability to adjust focus.
- This job is performed mainly in an office environment but may occasionally require police work out in the field such as apprehending criminals and making arrest.
- Must be able to lift up to 100 pounds occasionally and 25-50 pounds frequently.

Work Environment

The work environment may include some or all of the following:

- Repetitive activities.
- High volume workdays.
- Noise distractions (telephone calls, equipment, conversations with customers, etc.).
- Unpleasant social situations (dealing with upset or irate individuals).
- Adverse weather conditions, heat, cold, wet, unsanitary, potential exposure to infectious diseases.