

Job Title: Chief of Police

Reports To: City Administrator

Job Summary: The Chief of Police is responsible for the overall management of the Police Department, including developing policies and procedures, strategic planning, and financial oversight. This role requires effective communication with staff, the public, the media, the City Council, and other agencies, particularly in emergency situations along with strong leadership skills. This is a working Chief position expected to respond to calls, patrol and be a public servant to the community.

Job Qualifications and Education:

- Master Peace Officer license from the Texas Commission on Law Enforcement (TCOLE).
- Ten (10) years as a paid, full-time Peace Officer with a minimum of five years in progressive supervisory roles, or an equivalent combination of education and experience.
- Valid Texas Driver's License without restrictions, except "A."
- Must be a U.S. Citizen.

Essential Duties and Responsibilities:

- Maintain up-to-date and thorough knowledge of departmental rules and regulations, as well as state, federal, and local laws. Understand law enforcement techniques and court procedures. Demonstrate effective communication skills and the proper use and care of vehicles, firearms, and specialized equipment.
- Direct and coordinate the work of all personnel in the Police Department, addressing personnel issues, disciplinary actions, citizen complaints, manpower needs, departmental challenges, funding requests, and policy development.
- Organize daily operations; review and approve timesheets, material and cash requisitions, and other documentation; respond to correspondence and inquiries.
- Perform regular patrols to prevent crimes, respond to emergency calls and routine complaints, direct traffic, conduct investigations of traffic accidents and criminal offenses, question witnesses, complainants, victims, and suspects for statements, serve warrants, make arrests, and engage in police-community relations activities.
- Develop plans to achieve departmental objectives and participate in setting city-wide goals and objectives.
- Identify staffing needs; oversee personnel functions, including hiring; recommend promotions, appointments, and terminations to the City Administrator.
- Establish and communicate departmental rules, regulations, policies, and procedures.
- Resolve major administrative and operational deficiencies, including intra- and interdepartmental conflicts.
- Communicate matters of importance to the City Administrator; respond to operational and administrative inquiries.
- Prepare analytical and statistical reports, projects, and proposals for presentation to the City Administrator, Mayor and City Council, at request.
- Administer the departmental budget and monitor fiscal operations for efficient resource use.
- Confer with citizens and City officials on law enforcement issues, assisting in the development of innovative municipal law enforcement policies.

- Meet with officials, law enforcement representatives, community leaders, and the public regarding departmental activities.
- Attend police conferences to stay current on trends and legal developments in the field.
- Ensure all officers in the department have proper training.
- Direct investigations and operations for events.
- Perform other duties as assigned by the City Administrator.

Knowledge, Skills, and Abilities:

- Thorough knowledge of modern law enforcement principles, practices, procedures, and techniques of police administration and organization.
- Familiarity with applicable laws, ordinances, and regulations affecting the work of the department.
- Proficient in Microsoft Office Suite; Word, Excel, PowerPoint.
- Strong reasoning abilities to solve practical problems and handle various concrete variables in situations with limited standardization.
- Ability to read, analyze, and interpret business and technical documents; to write reports and correspondence; and to effectively present information and respond to inquiries from various stakeholders.

Salary and Benefits:

- Exempt salary - \$60,000 - \$75,000
- Take home vehicle program.
- Employer paid TML health insurance, HRA, dental insurance, vision insurance and basic life insurance.
- TMRS retirement with a 2:1 city match plus supplemental death benefit.

The Mayor and City Council of the City of Emory reserve the right to choose whom they deem to be the most qualified candidate to fill the open position of Chief of Police based upon abilities and characteristics they feel will most fit the needs of the City and the citizens of Emory. This position shall remain open until filled.