

Police Chief

Department

Police Department

Position Summary

The Police Chief serves as the chief law enforcement officer of the City and is responsible for the overall leadership, administration, and operation of the Police Department. The Police Chief ensures the protection of life and property, preservation of public peace, and enforcement of federal, state, and local laws. This position provides strategic direction, policy development, and operational oversight while fostering community trust and professional policing standards.

Essential Duties and Responsibilities

- Plans, directs, manages, and evaluates all operations and activities of the Police Department.
- Enforces federal, state, and local laws, ordinances, and regulations within the City.
- Develops, implements, and updates departmental policies, procedures, and rules consistent with best practices and applicable laws.
- Prepares and administers the Police Department budget; monitors expenditures and ensures fiscal responsibility.
- Recruits, trains, supervises, and evaluates sworn and civilian police personnel.
- Establishes and maintains effective community policing strategies and public relations.
- Coordinates law enforcement activities with other local, state, and federal agencies.
- Ensures compliance with Texas Commission on Law Enforcement (TCOLE) standards and requirements.
- Oversees internal investigations, disciplinary actions, and professional standards in accordance with City policy and applicable law.
- Responds to critical incidents, emergencies, and disasters; participates in emergency management operations.
- Provides regular reports and recommendations to the City Manager and/or City Commission/Council, as applicable.
- Attends City Commission/Council meetings and provides professional law enforcement guidance.
- Ensures proper maintenance and use of police facilities, vehicles, weapons, and equipment.
- Performs other related duties as assigned.

Knowledge, Skills, and Abilities

- Thorough knowledge of modern law enforcement principles, practices, and procedures.

- Knowledge of Texas criminal law, municipal ordinances, and court procedures.
- Strong leadership, supervisory, and organizational management skills.
- Ability to develop policies, manage budgets, and implement strategic initiatives.
- Ability to communicate effectively with elected officials, staff, community members, and media.
- Ability to exercise sound judgment under pressure and in emergency situations.
- Commitment to ethical conduct, accountability, and professional standards.

Minimum Qualifications

- High school diploma or GED required; bachelor's degree in criminal justice, public administration, or a related field preferred.
- Minimum of seven (7) years of progressively responsible law enforcement experience, including supervisory and command-level experience.
- Texas Peace Officer license in good standing.

Licenses and Certifications

- Must meet and maintain Texas Commission on Law Enforcement (TCOLE) certification requirements.
- Valid Texas driver's license required.

Physical Demands and Work Environment

- Work is performed in office, field, and emergency response environments.
- Requires availability for on-call duty, evenings, weekends, holidays, and emergency situations.
- Must meet physical and mental standards required for law enforcement leadership.

FLSA Status

Exempt