JOB OVERVIEW

<table>
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<th>Job Title</th>
<th>Police Chief</th>
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<tr>
<td>Department</td>
<td>Police</td>
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<td>Location</td>
<td>Public Safety Building</td>
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<tr>
<td>Reports To</td>
<td>City Administrator</td>
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<tr>
<td>FLSA Category</td>
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<td>EEOC Category</td>
<td>Officials and Administrators</td>
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<tr>
<td>Pay Group</td>
<td>43</td>
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<td>Pay Range</td>
<td>$125,078 - $180,825</td>
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GENERAL JOB DESCRIPTION

To plan, organize, and direct all activities and operations of the Police Department. Evaluates effectiveness of law enforcement activities and develops and implements plans for improved operations. Develops, reviews, appeals, and enforces departmental rules, regulations, and standard operating procedures. Prepares and manages annual department budget. Monitors grant opportunities and oversees grant compliance. Meets with and responds to questions from the Council, other city officials, community organizations, and the public when necessary. Responds to crime scenes and assists with investigations. Provides guidance on search warrants, subpoenas, and law enforcement resources.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

Develops plans for accomplishing departmental objectives; participates in the city's process of establishing goals and setting objectives.

Organizes the department by establishing the formal lines of authority within the department.

Identifies and documents staffing needs; administers personnel functions of the department, including hiring, promoting, appointing, and terminating employment as required.

Conducts audits of the department’s criminal case files, evidence room, patrol activity, and supervisory functions.

Establishes and communicates general and specific departmental rules, regulations, policies, and procedures.

Establishes and oversees procedures for maintaining discipline within the department.
Acts as the department’s direct representative before the city government and the community.

Prepares a variety of analytical/statistical reports, projects, proposals, and related documentation for presentation to the City Administrator, City Council, and others.

Administers the development and implementation of the departmental budget; monitors fiscal operations to ensure efficient use of resources.

Administers grants awarded to the department.

Maintains current knowledge of changes in laws, new methods of enforcement, and other trends and developments in law enforcement.

Plans, develops, and implements various projects and programs relevant to municipal law enforcement functions.

Administers an effective records management function, ensuring adherence to established official and public records regulatory guidelines concerning retention, destruction, etc.

Meets with citizen groups and establishes effective relationships with the community.

Responds to crime scenes and assists with investigations as needed.

Provides guidance on search warrants, subpoenas, and law enforcement resources.

Perform all other duties as assigned.

**EDUCATION & EXPERIENCE**

Bachelor’s degree in criminal justice or a related field.

Ten (10) years of management and supervisory experience in law enforcement, or an equivalent combination of education, training, and experience.

**LICENSES & CERTIFICATES**

Possession of valid driver’s license

Master Certification, Instructor Certification, and Field Training Officer Certification from the Texas Commission on Law Enforcement (TCOLE).

*Failure to obtain appropriate certification will result in non-disciplinary termination.*

**KNOWLEDGE, SKILLS & ABILITIES**

Knowledge of:

Principles and practices of program development and administration.

Principles of supervision, training, and performance evaluation.
Pertinent federal, state, and local laws, codes, and regulations.
Principles and practices of public administration, including personnel, employee relations, and budgetary control.

Development and implementation of crisis management plans.

Best management practices in crisis management.

Processes and procedures for interaction with professional leadership team during emergencies.

**Skill in:**

Organization and time management.

Strategic and critical thinking.

Identifying problems and reviewing related information to develop and evaluate options and implement solutions.

Assembling and preparing data for report presentations.

Troubleshooting and problem solving related to police services.

Motivating, developing, and directing people as they work, and identifying the best people for the job.

**Ability to:**

Communicate clearly and effectively, both orally and in writing.

Manage and direct a police department.

Develop and administer department goals, objectives, and procedures.

Prepare clear and concise administrative reports.

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Interpret and apply federal, state, and local policies, laws, and regulations.

Establish and maintain effective working relationships with the public, co-workers, elected and appointed officials and members of diverse cultural and linguistic backgrounds, regardless of race, color, religion, gender, national origin, age, marital status, political affiliation, familial status, disability, sexual orientation, pregnancy, or gender identity and expression.
The City of Hutchins, Texas is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City of Hutchins, Texas will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with Human Resources.