



DATE	August 2022
JOB CODE	
FLSA	EXEMPT EXECUTIVE
EEO	

JOB TITLE: Police Chief
 DEPARTMENT/DIVISION: Police
 REPORTS TO: Executive Director of Public Safety

SUMMARY: The Chief plans, directs, manages and oversees the activities and operations of the Police Department including administration, records, investigations, patrol and all special assignments. The ideal candidate for this position will have a strong management profile gained as a leader in a fast-paced, demanding and rapidly changing environment. This highly visible position will require a person with superb management, operations, communications and administrative skills.

ESSENTIAL JOB FUNCTIONS:

This job description is intended to provide a representative summary of the major duties and responsibilities performed by incumbents of this position. Additional job-related tasks may be required.

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- Directs the activities of the Police Department which includes planning, coordinating, administering, and evaluating programs, projects, processes, procedures, systems, standards, and service offerings while ensuring compliance with federal, state, and local laws, regulations, codes, and /or standards.
- Plans, coordinates, supervises, and evaluates police operations.
- Directs the preparation and submittal of the police budget, capital improvement proposals, and multi-year financial plans. Monitors expenditures of budget.
- Serves on boards and advisory committees as directed by the City Manager, on the North Texas Emergency Communications Center (NTECC) Operations Advisory Committee (OAC), and others as assigned.
- Directs and manages the development and implementation of goals, objectives, and deliverables as part of the department’s strategic business plan.
- Recruits, appoints and promotes all personnel of the department according to the policies and procedures of the department.
- Meets with the media and performs public relations functions through community organizations, business groups, and citizens to discuss current problems and activities; confers with City officials and representatives of the criminal justice system of other jurisdictions on matters of mutual interest. Maintains current knowledge of applicable laws and statutes, pending legislation, and conducts research to address new issues and their impact.

- Ensures that laws and ordinances are enforced and that the public peace and safety is maintained.
- Defines the organizational structure of the Police Department; analyzes and evaluates City needs to determine future police services, expansion of facilities, staffing levels and resources.
- Works collaboratively with other executives to evaluate and prioritize community needs and initiatives.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of:

- Knowledge of public administration and governmental operations
- Knowledge of public relations principals, especially in regard to managing change and sensitive topics

Skill in:

- Skilled in analyzing and developing policies and procedures
- Skilled in identifying complex problems and solutions
- Skilled in projecting consequences of proposed actions
- Skilled in implementing recommendations in support of goals
- Skilled in mediating and resolving conflict
- Skilled in reading, interpreting, applying, and explaining laws, codes, ordinances, rules, regulations, policies, and procedures
- Skilled in operating a computer and related software applications

Ability to:

- Ability to maintain sensitive and confidential information
- Ability to prepare and maintain budgets
- Ability to prepare clear and concise reports, including oral, written and audio/visual presentations

MINIMUM QUALIFICATIONS:

- Bachelor's Degree in Criminal Justice, Public Administration or related field
- Ten years of progressively responsible experience in police supervision
- Five years of experience in a command rank position of a law enforcement agency
- Master Peace Officer Certification
- Possess or ability to obtain a valid Class C Texas driver's license
- Possess or ability to obtain TCOLE certification within one year of employment

PREFERRED QUALIFICATIONS:

- Master's Degree in Criminal Justice or related field
- Command rank experience at a law enforcement agency of over 100 or more employees
- Experience with Texas Local Government Code, Chapter 143, Municipal Civil Service for Fire Fighters and Police Officers
- Graduate of the FBI National Academy, LEMIT Command College, ILEA School of Executive Leadership or similar program.

WORKING CONDITIONS:

- Frequent sitting, talking, seeing, hearing, and manual dexterity.
- Occasional lifting and carrying up to 10 pounds.
- Work is typically performed in a standard office environment.
- Depending on area of assignment, may work in an outdoor environment, with potential exposure to adverse weather conditions.
- Depending on area of assignment, may occasionally work near moving mechanical parts.
- Depending on area of assignment, may occasionally be exposed to risk of electrical shock, vibration, fumes, airborne particles, infectious diseases, criminal suspects, and/or prison inmates.

CONDITIONS OF EMPLOYMENT:

- Must pass pre-employment drug test.
- Must pass criminal history check.
- Must pass motor vehicle records check.
- Must reside in Carrollton within one year of employment.