



DATE	August 2023
JOB CODE	
FLSA	NON-EXEMPT
EEO	

JOB TITLE: Police Commander
 DEPARTMENT/DIVISION: Police
 REPORTS TO: Assistant Police Chief

SUMMARY: The position of Police Commander provides leadership, direction, and management for the Patrol Operations, Criminal Investigations, Administrative, and Intelligence Division as well as administrative management for Jail Operations of the Carrollton Police department. This position is a managerial level position. The Police Commander position is responsible for managing all activities as required in the assigned division. This position is also responsible for providing input and managing the division budget allocation, overseeing both sworn and civilian staff, developing strategic goals and objectives for the assigned division, and serving on boards and committees both internal and external to the City. As a division manager this position is key in the development of policies and procedures for the department. This position also performs administrative tasks, special assignments and other related work as assigned.

ESSENTIAL JOB FUNCTIONS:

- Supervises Sergeants engaged in enforcement and regulatory, and administrative activities; may supervise officers and civilians
- Conducts roll call/and or staff meetings to inform subordinates
- Makes assignments and performs other administrative duties
- Supervises and participates in public relations efforts
- Prepares correspondence and reports, and performs administrative tasks in support of assigned area
- Monitors work activities of subordinates through observation, monitoring radio traffic, reading subordinates reports and discussions with subordinates
- Evaluates subordinates formally, according to Departmental policies and procedures
- Maintains knowledge and understanding of the Department’s Mission Statement and applies it during execution of daily duties
- Counsels privately with subordinates regarding work and/or non-work related problems
- Assumes management responsibility for all services and activities, and prioritizes work in assigned area.
- Manages and participates in the development and implementation of goals, objectives, policies and priorities for assigned watch or division
- Recommends appropriate service and staffing levels
- Recommends and enforces administrative directives
- Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedure

- Assesses and monitors workload, administrative and support systems and internal reporting relationships; identifies opportunities for improvement and review with the Assistant Chief of Police; implements improvements
- Trains, motivates and evaluates police personnel; counsels employees as necessary
- Works with employees to correct deficiencies, and implements discipline and termination procedure.
- Prepares performance appraisals of assigned staff and designates employee assignments
- Plans, directs, coordinates and reviews the work plan for the Police Department
- Meets with staff to identify and resolve problems.
- Assigns work activities, projects, and programs and monitors work flow.
- Reviews and evaluates work products, methods, and procedures.
- Assists in the development and administration of the bureau budget
- Directs the forecast of funds needed for staffing, equipment, materials and supplies.
- Conducts monitoring of and approves expenditures
- Conducts visual inspections of facilities, equipment, and personnel
- Is familiar with NIMS standards and assumes overall command of major incidents
- May perform the duties of Assistant Chief of Police in his/her absence, as directed

SUPERVISORY/BUDGET RESPONSIBILITIES:

- Assists with preparation of bureau budgets

WORKING CONDITIONS:

- Operates department computer equipment to review records, inquire about different activities/programs and input various data
- Operates patrol car, handgun, shotgun, baton, radar units, radios, computer, printer, etc.
- Works under stress and uses good judgment in emergency situations
- Performs a variety of physically demanding maneuvers and activities while involved in law enforcement and rescue operations, including running, walking, stooping, bending, rolling, crawling, climbing, jumping, lifting, carrying, dragging, and safely operating assigned equipment and vehicles
- Works under a variety of unfavorable conditions including exposure to gunfire, harsh weather, poor or no lighting, exposure to hazardous chemicals and smoke, extremes in temperatures, all types of weather conditions, electrical hazards, armed and dangerous persons, communicable diseases, etc.
- Works irregular hours including weekends, holidays, and extended hours in emergency, disaster or other situations influenced by workload, staffing difficulties or equipment related repair problems

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of operational characteristics, services and activities of a comprehensive law enforcement program.
- Knowledge of administrative directives, policies and procedures of both the

City of Carrollton and the Police Department.

- Knowledge of pertinent Federal, State, and local laws, codes and regulations; interprets and applies as necessary.
- Knowledge of technical aspects of crime prevention and law enforcement including investigation and identification, patrol, traffic control, records management, and care and custody of persons and property.
- Knowledge of the geography of the city and the surrounding vicinity.
- Knowledge of the safe use of firearms and other modern police equipment.
- Knowledge of advanced law enforcement principles and the criminal justice system.
- Knowledge of operational characteristics, services, and activities of various police operations and programs.
- Skill in communicating clearly and concisely, both oral and written.
- Skill in planning, organizing, and managing time effectively.
- Skill in resolving a variety of situations characterized by conflict or danger.
- Ability to work independently in the absence of supervision.

PREFERENCES:

- Graduate of the Institute for Law Enforcement Administration School of Police Supervision or equivalent.
- Bachelors degree in Criminal Justice or related field from an accredited University of higher education.

MINIMUM QUALIFICATIONS:

- Minimum two years experience as a Police Sergeant
- Must meet all experience and certification requirements in accordance with Chapter 143 of the Texas Local Government Code and City of Carrollton Civil Service Local Rules
- High school diploma or GED certificate
- Possess a valid Texas Class C Driver's License
- Must read, write and speak English
- Must have a Basic Peace Officer Proficiency Certificate from the Texas Commission on Law Enforcement Standards and Education (TCLEOSE)

CONDITIONS OF EMPLOYMENT:

- Must pass Motor Vehicle record check
- Must qualify with firearm (both day and night), baton, and arrest tactics on an annual basis
- Must maintain necessary physical condition to carry out all essential functions of rank/assignment
- Must meet insurance requirements/ policies
- Must maintain Texas Class C Driver's License
- Must maintain Basic Peace Officer Proficiency Certificate from the Texas Commission on Law Enforcement Standards and Education (TCLEOSE)