

# CITY OF OVERTON

## JOB DESCRIPTION

JOB TITLE: **Chief of Police (FT)**

PAY GRADE: **10**

DEPARTMENT: **Police**

FLSA STATUS: **Exempt**

### **POSITION SUMMARY:**

Plans, coordinates, manages, and directs the operations and activities of the City's Police Department; provides oversight for the Department's field and administrative support functions; oversees the City's public safety communications function; develops, administers, and coordinates the delivery of law enforcement programming; responds to law enforcement inquiries and complaints; serves as a member of the City's management team; and supervises assigned personnel.

### **SUPERVISION RECEIVED AND EXERCISED**

This position is hired by the Mayor and City Council and receives supervision from the City Manager. This position is responsible for the supervision of the Police Captain, Police Officers, Code Enforcement Officer, Animal Control Officer, Dispatchers and Municipal Court Clerk.

### **WORKING RELATIONSHIPS:**

Relationships with coworkers shall be guided by the following tenets: The incumbent is cooperative and, when appropriate, assists others. Works to promote teamwork within the City in general. Shares information with peers when relative. Resolves conflict through the use of tact and diplomacy. Accepts responsibility and works well when given responsibility. Accepts and is eager to learn new duties. Offers suggestions to improve the activities and the operation of the City in general. Continually strives to improve the proficiency of their job performance and provide a safe work environment. Is a self-starter. Exhibits a positive image and outlook when interacting with coworkers and/or the public. Serves as a positive role model for others.

### **ESSENTIAL DUTIES:**

*Duties include but are not limited to the following:*

1. Oversees and directs the day-to-day operations of the Police Department including law enforcement, criminal investigations, crime prevention, public safety communications, and administrative support services.
2. Facilitates the delivery of high quality law enforcement services and programs to the community.
3. Directs and participates in the development, implementation, and administration of Police Department policies and procedures; establishes departmental goals, objectives, and priorities.
4. Develops and administers departmental budgets; monitors and authorizes expenditures; approves the allocation of funds for equipment, supplies, and employee training.
5. Hires, trains, supervises, and evaluates the performance of assigned personnel; monitors and ensures staff compliance with departmental policies, procedures, and regulatory requirements.
6. Assesses and evaluates departmental workloads and administrative/support systems; identifies opportunities for improvement; directs and implements operational changes.
7. Provides oversight for the Department's field operations including patrol, crime prevention, investigations, traffic enforcement, and school services.
8. Oversees the Department's administrative/operations support functions including dispatch and records management.
9. Develops, organizes, administers, and oversees the implementation of law enforcement and/or other departmental programs.

10. Coordinates law enforcement activities with other City departments and outside agencies.
11. Attends and participates in meetings with the Mayor, City Council, City Manager, departmental staff, other law enforcement agencies, community organizations, and citizens.
12. Responds to various types of law enforcement inquiries; facilitates the timely and effective resolution of citizen concerns and complaints.
13. Serves as a member of the City Manager's management team; provides staff support to the City Manager and City Council.
14. Performs other related duties as assigned or required.

**Patrol Officer Duties:**

1. Provides for the protection of life and property within the community and the enforcement of local, State, and Federal laws, regulations, codes, and ordinances.
2. Conducts a variety of law enforcement duties including patrol, traffic enforcement, criminal investigations, identifies moving violations, initiates traffic stops, and issues citations accordingly; investigates DWI's and traffic accidents; directs traffic and/or special details.
3. Patrols assigned areas of the City including residential, commercial, and industrial areas; conducts security checks of homes and businesses.
4. Detects and deters criminal activity within the community including but not limited to burglary, theft, robbery, and narcotic trafficking
5. Conducts surveillance/undercover work as assigned.
6. Participates in criminal investigations; processes crime scenes; documents, collects, and preserves evidence, interviews victims and witnesses; interviews suspects.
7. Responds to calls for police service involving criminal activity, accidents, or other incidents; assists the Fire Department, EMS, and outside agencies in response efforts.
8. Apprehends and/or arrests offenders; transports individuals to jail facilities; books prisoners.
9. Interacts with and provides assistance to citizens and the general public; responds to inquiries regarding a variety of law enforcement matters.
10. Prepares and maintains various types of law enforcement documentation including but not limited to offense reports, arrest documents, and probable cause sheets.
11. Cleans and maintains assigned law enforcement vehicles and equipment.
12. Attends and participates in a variety of meetings and in-service training sessions. Performs other related duties as assigned or required.
13. Assist Animal Control Officer on daily operations of animal control and any of the Animal Control Officers duties when assigned or dispatched.
14. Assist Code Enforcement Officer on daily operations of Code Enforcement when assigned or dispatched.
15. Any essential duties of a dispatcher if scheduled or assigned to work the dispatch desk.
16. Other duties as assigned.

**When assigned to a specialized function or area of responsibility:**

1. Participates in specialized law enforcement activities for area of assignment including traffic, criminal investigation, special investigation/apprehension, community policing, school resource services, and/or training and recruiting.
2. Provides for the delivery of high quality law enforcement services to the local community.
3. May serve as Traffic Officer; directs traffic; provides vehicle escorts; enforces traffic laws and promotes safe driving practices; identifies traffic violations and issues citations accordingly.
4. Investigates motor vehicle accidents and hit and run cases; files criminal charges as required.
5. May serve as Detective; investigates various types of criminal cases relative to area of assignment including general, juvenile, and/or cyber-crimes. Reviews offense reports and follows up on initial complaints filed by the public; locates, contacts, and interviews crime victims and witnesses.

6. May staff the Special Investigations and Apprehension Unit (SIA); conducts specialized investigations; performs surveillance/undercover work; develops and cultivates informants.
7. Compiles information on suspects; executes search/arrest warrants; apprehends and arrests suspects, wanted subjects, and/or fugitives.
8. Processes/views crime scenes; documents, collects, preserves, and analyzes physical evidence; obtains and examines latent fingerprints; performs forensic computer examinations.
9. Submits criminal cases to the District Attorney's Office for prosecution; attends and participates in court proceedings; provides legal testimony; serves as Expert Witness as required.
10. Serves as Police Area Representative (PAR) and implements a variety of community policing initiatives; acts as a liaison between the Police Department and citizens.
11. Establishes and maintains Neighborhood Crime Watch programs for area of responsibility; educates the public regarding crime prevention techniques.
12. Formulates plans to resolve neighborhood issues and improve the quality of life for citizens.
13. Patrols assigned beat and/or participates in responding to calls for police service as required.
14. Mentors and counsels students/parents; provides information regarding criminal justice processes and victims' rights; educates youth regarding alcohol awareness, drug abuse, and bullying.
15. May serve as Training and Recruiting Specialist; attends job fairs; identifies and recruits law enforcement applicants; conducts background investigations for job applicants.
16. Coordinates training activities for law enforcement personnel; creates and updates training lesson plans; delivers employee training on a variety of law enforcement topics.
17. Prepares and maintains a variety of law enforcement records and documentation. Performs other routine or specialized duties relative to area of assignment as required.

### **KNOWLEDGE/ABILITIES/SKILLS:**

#### **Knowledge of:**

- Familiar with Texas Penal Code, Texas Code of Criminal Procedures, Texas transportation Code and Texas Family Code
- Relevant federal and state laws, criminal and traffic codes, juvenile law, search and seizure laws and city ordinances
- Warrant writing (arrest, search subpoenas)
- Evidence safekeeping and handling
- Judicial system and court procedures
- Safety and security precautions to work performed and work supervised.

#### **Ability to:**

- Comprehend and learn City of Overton Police Department rules and regulations, City of Overton employee policies and procedures and City of Overton Code of Ordinances
- Maintain proper staffing with minimal amount of overtime.
- Comprehend and learn City, and Overton Police Department safety policies and procedures
- Learn the geography and streets of the City of Overton
- Support the functions and goals of the Overton Police Department
- Direct and motivate subordinate employees
- Plan, organize, direct and coordinate the work of multiple subordinates with various shifts and across assigned units
- Effectively communicate verbal and written instructions to subordinates under normal and high stress conditions
- Effectively take command and act in a calm and effective manner in emergency and disaster situations
- Train others in law enforcement, regulatory and investigative methods and procedures

- Maintain and exemplify that one possess a high degree of integrity, moral character and personal behavior
- Fostering positive employee relationships through modeling of appropriate behaviors

**Skilled in:**

- Operating a computer and police software
- Operating police vehicles, firearms and emergency equipment
- Operating radios and communications equipment
- Operating radar equipment
- Evidence packaging
- Restraining persons without causing physical harm
- Decision making
- Incident report writing
- Controlled substance field testing
- Communicating and dealing with the public in various situations
- Oral and written communication
- Microsoft Office Suite (Microsoft Word and Excel) is preferred not required

**EDUCATION AND EXPERIENCE:**

Possess and maintain the following Licenses /Certifications during course of employment:

- High School diploma or General Education Degree
- Bachelor's Degree in Criminal Justice or related field
- Experience in Law Enforcement Telecommunications
- Five (5) years' law enforcement experience, including two (2) years working in a supervisory role OR an equivalent combination of education and experience.

**LICENSE/CERTIFICATE:**

- Valid Class C Texas drivers' license
- TCOLE approved Telecommunications Operators Certification or the ability to obtain said certification.
- Intermediate Texas Peace Officer License is required
- Master Texas Peace Officer License is preferred, but not required.

**EDUCATION AND EXPERIENCE**

Possess and maintain the following Licenses /Certifications during course of employment:

- High School diploma or General Education Degree
- Experience in Law Enforcement Telecommunications
- Bachelor's Degree in Criminal Justice or related field
- Five (5) years' experience managing municipal law enforcement operations; or an equivalent combination of education n and experience.
- Microsoft Office Suite (Microsoft Word and Excel) is preferred not required
- Minimum of four (4) years' experience as a licensed peace officer

**LICENSE/CERTIFICATE**

- Valid Class C Texas drivers' license
- TCOLE approved Telecommunications Operators Certification or the ability to obtain said certification.

- Intermediate or Master Texas Peace Officer License is preferred
- Basic Texas Peace Officer License is required.

**PHYSICAL REQUIREMENTS:**

Positions in this class typically require: Ability to read, write and comprehend the English language. Ability to demonstrate effective communication of ideas both verbally and in written form using the English language. Ability to communicate in the English language under strained circumstances. Work is performed in and around law enforcement facilities and in the field. Subject to sitting, standing, walking, bending, reaching, kneeling, driving, interacting with suspects, and lifting of objects up to 50 pounds. Exposure to variable weather conditions, natural/man-made disasters, general driving hazards, crime scenes, firearms, hazardous chemicals, and infectious diseases is involved. Ability to develop and maintain a positive working relationship with the general public. Ability to understand and follow City/Departmental policies, rules, and regulations. Ability to identify and distinguish between primary colors. Ability to pass background investigation by the City of Overton Police Department. Ability to pass a medical examination polygraph and/or drug screen if required by the City of Overton and/or State of Texas. Ability to pass psychological examination. Ability to demonstrate basic mathematical ability in addition, subtraction, multiplication and division.

The City of Overton is an Equal Opportunity Employer. In compliance with Disabilities Act (ADA), the City of Overton will provide reasonable accommodations to qualified individuals with disabilities.

**I have read and understand the duties and responsibilities of this job description**

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Employee's Signature

\_\_\_\_\_  
Date

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Supervisor's Signature

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Date