
City of Vidor
Job Description**Job Title:** **Chief of Police****Reports to:** **City Manager****Location:** **Police Department****Exempt: Yes**

Summary: The Chief of Police has top-level responsibility for supporting the protection of life and property, the prevention of crimes, the apprehension of criminals, and the enforcement of laws. The Police Chief performs a variety of complex administrative, supervisory, technical, and professional duties in planning, directing, and controlling all police functions and operations within the City of Vidor.

Essential Duties and Responsibilities: Below are the key duties and responsibilities, but it does not include all the duties and responsibilities that may be required or assigned.

- **Exercises leadership** for the department by managing human and fiscal resources to achieve goals within available resources; preparing, justifying, and administering the departmental budget; meeting with various supervisors as necessary; assisting with problem solving; conducting field inspections; researching and evaluating programs for effectiveness; formulating programs and policies to correct deficiencies; providing management direction to Police Department service functions such as internal security, department reports, statistics, training, equipment, and records storage and retrieval; and ensuring enforcement of department policies and procedures.
- **Develops and implements** a mission or missions for the law enforcement services of the City by interpreting the City Council's and/or City Manager's vision to staff; providing broad direction and strategic planning for the Police Department; monitoring changes in local, state, and federal legislation to plan for impact on the organization; designing long and short range goals for employee development, risk minimization, service delivery, public relations, and compliance with multiple legal mandates; and enhancing the value of the department's public safety services by setting and achieving performance goals.
- **Facilitates** the provision of services to citizens and other departments by coordinating police work with other City departments and/or other municipalities or jurisdictions; conferring with public officials and citizen groups to enlist cooperation and explain departmental policy, procedures and actions; negotiating resolutions to conflicts; analyzing changes in types of requests for service and adjusting law enforcement service delivery accordingly; developing strategies for meeting anticipated needs for service; making presentations to public and private groups to discuss police services; and attending meetings as a department representative.
- **Advises** the City Manager, City Council, boards, committees, and commissions regarding the impact of proposals and law enforcement operations by analyzing

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options or reviewing analysis prepared by staff, preparing or reviewing written reports, and making verbal presentations.

- **Preserves and enhances** the quality of life for the Citizens of Vidor, Texas, by observing the City's guiding principles.
- **Performs other duties as assigned.**

Qualification Requirements: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and ability required.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Formal Education: Bachelor's Degree in criminal justice or related field required; an advanced degree or graduate work in administration preferred.

Experience: Five or more years in law enforcement with progressively greater managerial responsibilities; experience in human resources and budgeting preferred.

Certifications, Licenses, and Registration: Must have a valid Texas Driver's License with acceptable driving record;

Advance Certification from the Texas Commission on Law Enforcement (TCOLE) required; a Masters preferred;

Graduate of the Texas Police Chief Leadership Series (TPCLS) offered by the Law Enforcement Management Institute of Texas (LEMIT) or graduate within two years of the date of employment.

Language Skills: Ability to read, analyze, and interpret laws and ordinances, legal opinions, technical reports, manuals, memos, office communications, law enforcement reports and journals, financial reports, budgetary documents, policies and procedures.

Ability to present information effectively and respond to questions from staff, citizens, news media, and other agencies concerning a variety of issues, including those of a volatile or emotional nature.

Frequently deals with matters requiring sensitivity, tact, and confidentiality. Composure and decision making skills in emergency situations required.

Mathematical Skills: Budget development and review; review and analysis of financial statement and information.

Reasoning Ability: Constantly makes decisions, provides strategic planning for the department; analyzes, synthesizes, and acts on a wide variety of sources and types of information on a daily basis.

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Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, sit, use hands to do paperwork, use a computer, use communications equipment (telephone and two way radio) and use firearms; reach with hands and arms, stoop, kneel, crouch, or crawl, talk or hear, and taste or smell. The employee is occasionally required to climb or balance. The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee works mostly in climate controlled office environment (depending upon activity). May be exposed to extreme temperatures including heat, humidity, and cold while working outside; exposed to risk of physical abuse and wounds; communicable diseases, noise during firearms training.

Managerial: Responsible for overall management of the Police Department; administration of policy and procedures; development of strategic plans, oversight of financial management activities of the department; prioritization of needs and allocation of resources, management of special projects.

Interpersonal: Highly effective interpersonal skills required to interact with groups and individuals having diverse backgrounds and skill levels. Must have an ability to communicate effectively (written and oral) with staff, citizens, news media, and other agencies concerning a variety of issues including those of a volatile or emotional nature. Frequently deals with matters requiring sensitivity, tact, and confidentiality. Composure and decision making skills in emergency situations required.

SIGNATURES – REVIEW AND COMMENT (Please use blue ink only!)

I have reviewed this job analysis and its attachments and find it to be a fair description of the demands of this job.

Signature of Employee

Date

Signature of City Manager

Date

Comments: _____

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel classified in this position. This job description is subject to change by the City as the needs of the City and requirements of the job change.

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