

Job Title: **Chief of Police**

Classification: **Exempt-Executive**

Department: Police



Supervisor: City Manager

Effective: 12/06/2021

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## **I. JOB SUMMARY:**

The individual is responsible for planning, directing, and controlling all police department activities within the municipality: public safety, enforcement and prevention activities designed to protect life and property. Will provide overall direction for police department staff and activities. Will direct activities of personnel engaged in preparing budget proposals, maintaining police records, and recruiting individuals. Establish rules and regulations for the department as delegated by municipal code. May assist one or more subordinates in investigation or apprehension of offenders. Requires a thorough working knowledge of police policies and procedures. Has daily contact with the general public and may address various groups to inform public of goals and operations of the department. The City of Mission Police Department falls under Chapter 143 and is a Civil Service municipality. This position has supervisory responsibilities. Individual will be performing other duties assigned by the City Manager/City Council when needed.

## **II. EDUCATION & EXPERIENCE REQUIREMENTS:**

- Graduation from an accredited four (4) year college or university with major coursework in Law Enforcement, Police Administration, Criminal Justice. Experience with ten (10) years of extensive schooling at State or National Training Centers/Academies for Law Enforcement and Police Management level programs may be considered. Masters Degree preferred.
- Graduate of the FBI National Academy; Southern Police Institute – University of Louisville, KY, LSU Law Enforcement Management Institute; University of Texas Police Management Institute; LEMIT Management Institute or equivalent management program.
- Advanced level Texas Peace Officers Certification and Instructors Certificate from the Texas Commission on Law Enforcement.
- Minimum of 10 years continuous law enforcement experience, five (5) years must be at mid-management level or higher.
- Must have at least five (5) years' experience as a Police Chief or Assistant Chief for a medium size city Police Department, with a minimum of 50 plus personnel for a city of 50,000 population or larger; preferred.
- Requires a working knowledge of law enforcement policies and procedures.
- Requires a working knowledge of Chapter 143 Civil Service polices and procedures.
- Must be a U.S. Citizen.
- Must be free of criminal charges/convictions.
- Must be computer literate.
- Applicant will be the subject of a complete background investigation. Incomplete, inaccurate and/or failure to report information will cause the applicant rejection from consideration.

- Applicant must take and pass a drug, physical, pre-placement, and Psychologist screening administered by the City of Mission doctor at the City's expense.
- Applicant must maintain a professional appearance, no beard, mustache will not extend below the lip line, hair style in a professional manner, not longer than shirt collar.
- Must be able to communicate proficiently in the Spanish and English language.
- Must have management and supervisory skills.
- Individual must be able to communicate effectively and be responsive to the needs of the general public.
- Must have a current valid class "C" Texas driver license from the department of Public Safety with no more than two (2) moving violations within the past two (2) years.
- Applicant must meet all other department and City employment standards.

### **III. SKILL ABILITY REQUIREMENTS:**

- Ability to conduct initial investigation of crimes and incidents, collect and preserve evidence, secure crime scene, interview victims, complainants, witnesses and suspects in a professional courteous, concise accurate manner in accordance with established order and accepted police practices.
- Ability to read and interpret documents such as safety and procedural laws.
- Ability to write routine reports and correspondence.
- Ability to work effectively before groups and on a one-on-one basis.
- Ability to apply police practices and resources.
- Ability to effectively present information to subordinates and citizens, orally and in writing.
- Ability to utilize computerized information systems and possess computer literacy.
- Knowledge of police communication procedures.
- Ability to define problems, correct data, establish facts, and draw valid conclusions.
- Ability to make decisions based on Laws and Regulations and on verifiable criteria.
- Ability to perform a wide variety of different types of tasks without the variety itself causing a loss of efficiency.
- Ability to speak and hear clearly to communicate over a 2-way communication system.
- Ability to react quickly in emergencies; be physically fit.
- Ability to deal with people and maintain a courteous, effective relationship with supervisors, peers, and the public.
- Ability to employ clear, concise professional oral and written communication skills.
- Ability to speak the English and Spanish language fluently.
- Ability to work with people under stress, hazardous conditions, and avoid confrontations.

**IV. ESSENTIAL JOB FUNCTIONS:**

- Maintain direction, management, administration and control of the police department consisting of two hundred and fifteen (215) sworn and civilian personnel.
- Establish policy, procedures, general and special orders and insure departmental adherence to the above.
- Coordinates internal investigations of members of department for alleged wrong doing; suspends, demotes or indefinitely suspends members of department for infractions of rules or inefficiency.
- Directs the development of the departmental budget and approves all expenditures following city and state purchasing policies.
- Responsible to achieve and maintain accreditation through the Texas Chiefs of Police Association.
- Adheres to state and federal mandates with regards to the reporting of crime to the State of Texas and the Federal Bureau of Investigations through the National Incident Based Reporting System.
- Conducts, manages and prosecutes over 500 felony and 1,000 misdemeanor criminal investigations each year.
- Designs and maintains a broad-based Crime Prevention and Community Oriented Policing program to establish working relationships with citizens and civic organizations.
- Maintains and manages a Community Traffic Accident Prevention, Traffic Enforcement and DWI Enforcement Program, independently and in cooperation with the Department of Public Safety and other agencies.
- Plans and conducts Drug and Narcotics Prevention/Education, Enforcement and interdiction operations, independently and in conjunction with other City, County, State and Federal Drug Enforcement Agencies.
- Coordinates and manages Task Force Officer Assignments and responsibilities with local, state and federal law enforcement agencies.
- Designs, manages and conducts comprehensive, professional development and in-service training programs, in compliance with the Texas Commission on Law Enforcement and departmental policy, in conjunction with Regional and State Law Enforcement Training Academy's and other institutions of higher learning.
- Makes public appearances on a frequent basis to enlist support for the agency and its programs and goals.
- Reviews, approves and executes department work performance and safety standards.
- Makes recommendations to the City Manager and City Council in matters of public safety.
- Performs all job functions with special attention to good public relations, safety, and City of Mission policies and procedures related to the job position.
- Maintains professional competence, understanding and is proficient in regard to the enforcement of criminal law and city ordinances.
- Plans and conducts major public events coordinating efforts with other department heads and staff personnel for the event as needed.

- Coordinates with the Grant Administrator to apply for and after awards, to maintain grant compliance on state and federal grants.
- Responsible for the Police & Fire P25 radio system and coordinates with the RGV Communications Group for radio interoperability.
- Adheres to state training mandates from the Texas Commission on Law Enforcement with regards to all sworn police personnel, telecommunications personnel and self.
- Coordinates with U.S. Customs & Border Protection and the City of McAllen to insure the security of the Anzaldua's International Bridge.
- Maintains and manages the Educational Resource Officer programs in cooperation with the superintendents from Mission Consolidated Independent School District and Sharyland Independent School District.
- Addresses various groups to inform public of goals and operations of department.
- Enforces Ordinances of the City of Mission and State of Texas law.
- Performs other lawful duties as may be required by law, ordinances, department and city policies, procedures or rules and regulations; or as directed by the City Manager.
- Conducts Internal Investigations that involve allegations of misconduct involving Sworn and Civilian Personnel.
- Assumes Operational Control over department personnel in regard to Natural and man-made disasters.
- Attends ceremonies as needed.

**V. EQUIPMENT/MATERIALS:**

General office equipment/materials to include but not limited to the following:

- City vehicle, Rain boots, Rain coat
- Shot gun, Telephone, Pocket recorder
- Duty belt, Bullet proof vest, Holster with weapon
- Bullets, Safety Equipment, Cuffs
- Cell Phone, Tablet, Flash light
- Computer, Computer keyboard, Police jacket
- Two-way radio - Badge, Pencils, pens

**VI. WORK ENVIRONMENT:**

Exposure to the following environmental conditions are required for this job. Individual works indoors in a well-lighted, air-conditioned office and outdoors to oversee department activities. Working hours are 8:00 a.m. to 5:00 p.m. Monday thru Friday, but on many occasions, individual will get called during the night for emergencies. Emotional stresses are present due to dealing with the public in emergency situations. The job has significant hazards associated with law enforcement work and the physical demands are moderate to high.

	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet humid conditions (non-weather)			X	
Work near moving mechanical parts			X	
Work in high, precarious places			X	
Fumes or airborne particles		X		
Toxic or caustic chemicals		X		
Outdoor weather conditions			X	
Extreme cold (non-weather)		X		
Extreme heat (non-weather)		X		
Risk of electrical shock		X		
Work with explosives		X		
Risk of radiation		X		
Vibration		X		
Extreme noise		X		

**VII. MANUAL DEXTERITY:**

Gross and fine hand movements are required to perform essential job functions. Gross hand manipulation is utilized to grip a series of files and reposition a keyboard/paperwork to different computer stations and transport binders, books, storage boxes, chairs, and open file cabinets. Fine finger dexterity will be utilized frequently to hand write notes, fill out forms, type reports, letters, memos, input data in computer and document information needed for day to day tasks.

**X. PHYSICAL DEMAND ANALYSIS:**

**MATERIAL HANDLING ACTIVITIES**

Tasks	Weights	Frequency	Performance
<b>LIFTING</b>	Up to 5 lbs.	<b>F</b>	Books, papers, pens, pencils, telephone, keyboard, file folders, cartridge ribbon cases, telephone, calculator from waist to maximum of shoulder level.
	6-10 lbs.	<b>O</b>	Books, binders, boxes from waist to maximum of shoulder level.
	11-20 lbs.	<b>O</b>	Books, binders, boxes from waist to maximum of shoulder level.
	21-25 lbs.	<b>O</b>	Stacks of books, binders, boxes from waist to maximum of shoulder level.
	26-50 lbs.	<b>N</b>	
	51-75 lbs.	<b>N</b>	
<b>CARRYING</b>	Up to 5 lbs.	<b>O</b>	Books, papers, pens, pencils, telephone, keyboard, file folders, cartridge ribbon cases, telephone, calculator from waist to maximum of
	6-10 lbs.	<b>O</b>	Books, binders, boxes from waist to maximum of shoulder level.
	11-20 lbs.	<b>O</b>	Books, binders, boxes from waist to maximum of shoulder level.
	21-25 lbs.	<b>O</b>	Stacks of books, binders, boxes from waist to maximum of shoulder level.
	26-50 lbs.	<b>N</b>	
	51-75 lbs.	<b>N</b>	
<b>PUSH/PULLING</b>	Up to 5 lbs.	<b>O</b>	File cabinet drawers to retrieve and return files and move chair from one work station to another.
	6-10 lbs.	<b>O</b>	File cabinet drawers to retrieve and return files and move chair from one work station to another.
	11-20 lbs.	<b>N</b>	File cabinet drawers to retrieve and return files and move chair from one work station to another.
	21-25 lbs.	<b>N</b>	Move boxes of files to clear work area and move boxes of computer paper on carpeted and tile areas, 10' to 20'.
	26-50 lbs.	<b>N</b>	
	51-75 lbs.	<b>N</b>	
<b>N-Never O-Occasional 1-33% F-Frequently 34-66% C-Constant 67-100%</b>			

**NON-MATERIAL HANDLING ACTIVITIES**

Tasks	Frequency	Performance
<b>CLIMBING</b>	<b>F</b>	
<b>BALANCING</b>	<b>C</b>	Telephone, books, files, binders, folders, pens, pencils, papers, stapler, stapler remover, paper clips, envelopes, markers.
<b>STOOPING</b> (Bending at waist)	<b>F</b>	Open file drawers to retrieve files below waist level sitting or retrieve, books from floor area or pickup materials that fall down to floor area.
<b>KNEELING</b> (one or both knees)	<b>O</b>	Retrieve things that fall on the floor, retrieve files from lower filing cabinets, or as needed to plug into electrical outlets
<b>CROUCHING</b> (bending at hips/knees)	<b>F</b>	Filing and lifting boxes, open file drawer at bottom section, to clear space removing a box on floor area, or empty boxes of computer paper and stacking them.
<b>CRAWLING</b>	<b>O</b>	Under desk to plug computer and printer, etc.
<b>REACHING</b>	<b>C</b>	Open drawers and retrieve files and documents, partial to full arm extension, reach above head to retrieve supplies, to answer telephone, type letters, retrieve books and binders, using computer mouse.
<b>TWISTING/TURNING</b> (rotation)	<b>C</b>	180 degrees at waist level to access printer, retrieve files, materials, office supplies, assist the public, sitting at desk within work station, answering the telephone, typing, opening drawers, sitting and standing up to 180 degrees at neck, waist and shoulder level.
<b>HANDLING</b> (manipulated objects)	<b>C</b>	Boxes of files, clerical supplies, telephone, ink cartridges, pens, pencils, papers, folders, and calculator to relay and procure information, using computer mouse, both hands to grip files and books exerting moderate force.
<b>STANDING</b>	<b>C</b>	Making copies, filing, sorting mail, greeting the public, faxing documents, retrieve clerical supplies, books, at shoulder level, opening file drawers, pick up and deliver documents.
<b>WALKING</b>	<b>F</b>	Retrieve paperwork within office and other offices within department up to 50 walking to copy room to make copies, within office doing job duties, walking to storage area, walking to bathroom, meetings, employee lounge, to file room for filing employee information.
<b>SITTING</b>	<b>C</b>	Typing letters and reports on computer key board or typewriter, attending meetings, sorting mail, answering telephone, greeting the public, reviewing files and other paper work, opening drawer to retrieve files.
<b>FINGERING</b> (finger dexterity)	<b>C</b>	Typing letters and reports on computer key board or typewriter, using 10 key calculators by touch, hand writing messages and notes, inputting data in computer, statistical reports, filing, and reviewing files, and using computer mouse, rolodex, tape dispenser.
<b>GRASPING</b> (whole hand activities)	<b>C</b>	Office supplies, equipment, file boxes, reams of paper, telephone, files, books, pens, pencils, letter opener, stapler, stapler remover, file drawer, papers, computer keyboard and mouse, letter stand, ruler, tape dispenser,
<b>N-Never    O-Occasional 1-33%    F-Frequently 34-66%    C-Constant 67-100%</b>		

I \_\_\_\_\_ understand the physical demands, work environment factors and mental functions of this job. I can fulfill the essential functions of this position as described in this job description.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date