

June 2010 Sweeny Police Chief Job Description

Basic Job Function:

The Police Chief performs highly responsible administrative work in directing all police activity. Work performed is under the administration direction of the City Manager.

Principal Responsibilities/Duties:

- Plan, organize, and direct all employees and activities of the Police Department in the enforcement of laws and ordinances, the prevention of crime, the investigation of traffic matters and criminal cases in the protection of life and property.
- Demonstrate initiative, exercise wide discretion, and generally function independently with respect to technical police and law enforcement procedures and practices.
- Formulate and enforce departmental rules and regulations, and work methods and procedures; develop programs and procedures to meet new situations to improve existing operations and effectiveness.
- Receive and evaluate complaints filed against departmental personnel; investigate, review, and render decisions on the findings of internal investigations.
- Review all personnel assignments within the department, as well as the activities and reports of all officers; counsel staff on departmental policies, procedures, and practices; enforce disciplinary measures when necessary.
- Prepare annual departmental budget estimates and recommendations, and control the expenditure of all departmental funds; supervise the preparation of applications for and administer all State and federally assisted projects.
- Make presentations to the City Council, citizen and special interest groups, civil and volunteer groups, and other interested groups to inform regarding police services and programs and to maintain effective community relations.
- Prepare statistical and narrative reports for submission to the City Council, Local, State, and Federal law enforcement agencies; maintain various departmental records.
- Develop and implement training for police department personnel.
- Perform other duties as may be assigned.

Knowledge:

Comprehensive knowledge of: the principals and practices of modern police science, administration, and crime prevention; modern police equipment and scientific methods of crime detection and investigation, criminal identification, and radio communications; and, use of police records and their application to the solution and evaluation of police problems, as well as the effective planning of police programs and assignments.

Knowledge of criminal, civil, juvenile, and traffic laws; knowledge of departmental procedures, safety rules and regulations; knowledge of court systems and procedures; knowledge of municipal budgeting and cash management systems.

Skills:

Ability to: plan, organize, and direct the programs of departmental activities; develop and administer law enforcement and Federal and State grant programs; present and express ideas clearly and effectively, both orally and in writing, be resourceful, tactful, and exercise sound judgment in emergencies; establish and maintain cooperative relationships with other governmental officials, City employees, and the general public.

Education:

High school graduate. Degree in Criminal Justice or related field with specialization training in Criminology, Police Science, Personnel Management, Public or Business Administration; completion of training at a certified or National law enforcement training academy.

Experience:

At a minimum 5 years experience as a law enforcement official in a law enforcement agency; involving positions of progressive responsibility and demonstrated ability with a minimum of 2 years of paid full time employment in a supervisory capacity.

Licenses and Certifications:

Texas Class C Driver's License; Advanced Certification of the Texas Commission on Law Enforcement Office Standards and Education.

NOTE: Any work related experience resulting in acceptable proficiency levels in the above Minimum Qualifications is an acceptable substitute for the above specified education and experience requirements.