



DUTIES AND RESPONSIBILITIES
OF THE
NIXON POLICE DEPARTMENT
CHIEF OF POLICE

I. JOB SUMMARY:

Serves as the Chief Administrator of the Police Department and is responsible for policy development, control, supervision and program implementation of this department and is accountable for the effective delivery of police services to the community.

II. SUPERVISION RECEIVED:

Activities are conducted with considerable operational independence and personal judgment under the broad supervision of the City Administrator and Governing Body. Reports on budgetary and personnel issues and public safety concerns to the City Administrator on a regular basis.

III. SUPERVISION EXERCISED:

Directly supervises a department of law enforcement personnel presently consisting of a full time School Resource Officer and three Reserve Officers with potential expansion up to 10 future reserves. Assigns work schedules, reviews performance and has the responsibility for the selection, performance evaluation, training and discipline of the department staff.

IV. ESSENTIAL DUTIES:

1. Required to attend City Council meeting each month and report on the status of the department and other issues within the community.
2. Establishes department goals, long-range plans, objectives, policies, directives, regulations and procedures based upon the needs of the city and the police department; continually monitors and evaluates the effectiveness and responsiveness of the department.
3. Directs, coordinates and oversees all department procedures, practices and activities; takes necessary steps to improve police operations.
4. Organizes, directs and controls all resources of the department to preserve the peace, protect persons and property and enforce ordinances and by-laws of the city, state and federal government.
5. Conducts regular inspections of the department's facilities, personnel and equipment; ensures all department property is accountable at all times.
6. Selects, trains, supervises and disciplines staff in accordance with state and federal laws and city policies and procedures.
7. Plans and directs training programs in compliance with Nixon Police Standards and Training Council and State Statutes. Maintains training and performance records on all department personnel in accordance with existing state and federal

VI. KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

1. Thorough knowledge of the principles and practices of modern police administration and police methods.
2. Thorough knowledge of state statutes and codes, federal guidelines and protocols and local ordinances relating to law enforcement.
3. Extensive knowledge of the standards by which the quality of police service is evaluated and the use of police records and their application to police administration.
4. Knowledge of budgetary practices and procedures.
5. Skilled in use of firearms and police equipment, including pepper spray, portable radios, pagers, handcuffs, batons, ammunition and shotguns.
6. Experienced in the use of computers with standard office software.
7. Ability to plan, organize and direct the work of subordinates performing varied operations connected with police activities.
8. Develop proper training and instructional procedures.
9. Deal effectively with the public and provide appropriate referrals to other social service agencies.
10. Work under physically and emotionally stressful conditions.
11. Be on call to meet police emergencies.
12. Create and maintain effective working relationships with subordinates, city officials, department heads, state and federal authorities and civic leaders.

VII. MINIMUM QUALIFICATIONS REQUIRED:

1. Basic Peace Officer Certificate, TCLEOSE Certified.
2. Experienced in budgeting and grant writing.
3. Willingness to be on call to meet emergency situations.
4. Possession of a valid Texas driver's license.
5. Eight years of responsible experience in law enforcement and crime prevention with five years' experience in administration and supervision.
6. Positive recommendations from prior police-related positions.

VIII. PHYSICAL EXERTION/ENVIRONMENTAL CONDITIONS:

1. Work primarily performed in an office environment, but frequently requires on-site visits to emergency and crime scenes to observe subordinates in the field.
2. Work may be performed under highly stressful conditions and may involve extended periods of sitting, standing or walking.
3. May be required to make physical custody arrest, subdue attacking or resisting individuals, perform rescue work or administer first aid.
4. Must be able to manage multiple tasks at the same time and respond to deadlines.
5. Need to be able to communicate effectively in English and Spanish over telephone, radio, read and understand rapidly and effectively.
6. Must be able to operate a computer terminal and keyboard.
7. Must be proficient in firearm assigned according to state standard

8. Assigns work schedules to staff, including coverage by outside agencies when necessary.

9. Cooperates with law enforcement officials from other jurisdictions on investigations and in the apprehension and detention of suspects, including but not limited to the Gonzales County Sheriff's Department and Wilson's County Sheriff's Department.

10. Develops and presents the annual budget and administers the approved budget in accordance with established City policy. Maintains equipment and personnel at a level consistent with budgeted allocations. Seeks, with approval of the city, financial assistance through grant writing at the federal, state and local levels. Keeps City Administrator informed on all aspects of grant process.

11. Takes charge at scenes of all emergencies, serious crimes and other events necessitating police action. Operates both as a member of a team and independently at such events, advising and assisting department personnel, while remaining prepared to perform complex tasks during life threatening emergencies.

12. Supervises and conducts, complete accurate investigations and prepares detailed reports for same. Establishes and maintains necessary and appropriate records of activities. On a monthly basis, prepares a Uniform Crime Report and other state statistical information and will prepare the statistical record for annual City Report.

13. Actively participates in professional law enforcement associations; acts as liaison between city and other law enforcement agencies; attends and participates in meetings involving or relating to the Police Department.

14. Performs all regular full-time patrol officer duties as necessary, including patrol, traffic control, responding to calls for service, investigating traffic accidents and criminal offenses, issuing citations and warnings, serving subpoenas, making physical custody arrests with and without warrant, transporting prisoners, testifying in court and before administrative bodies, making application for search warrants and arrest warrants, taking juveniles, intoxicated or mentally ill persons into protective custody, writing investigative reports, conducting crime prevention surveys, responding to citizen inquiries, taking fingerprints of arrested persons, searching for latent fingerprints, searching for and collecting physical evidence at crime and accident scenes, performing various rescue and lifesaving tasks, participating in raids and high-risk warrant services, controlling violent or resisting subjects, apprehending fleeing suspects on foot or in a motor vehicle, and participating in strenuous and physically demanding basic and in-serve training programs.

15. Performs all other duties as required. A WORKING CHIEF!

V. RESIDENCY REQUIREMENT:

Due to the nature of this position, the Police Chief is required to live within thirty minutes of the city's borders or within an area of acceptable emergency response time.