

**TITLE:** CHIEF OF POLICE  
**DEPARTMENT:** City Police Department  
**SUPERVISOR:** City Manager  
**GRADE:** Salaried

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## I. GENERAL JOB DESCRIPTION

The Chief of Police plans and directs the law enforcement program of the City of San Augustine. The Chief of Police shall be responsible for attaining the goals, mission, and programs of the City and for providing the vision for the Police Department for the protection of life and property through a varied program of enforcement, detection, and prevention of crime and accidents. This position is a key managerial and supervisory role, which includes the establishment of operations and policy, evaluation and adherence to prescribed standards, and planning for and implementing special law enforcement activities. The Chief of Police shall be subordinate to the City Manager and superior to all other personnel within the City of San Augustine Police Department. Work is evaluated through observation, discussion and review of reports, and through an appraisal of the general effectiveness of Police Department operations.

## II. MAJOR DUTIES

1. Develop the City Police Department budget.

**Standard:** Formulates, justifies, and presents the annual budget request for the Police Department within the guidelines specified by the City Manager.

**Standard:** Writes and monitors any Police Department grants.

2. Administer the City Police Department budget.

**Standard:** Monitors expenditures and exercises controls to prevent overspending of the approved budgeted amount.

**Standard:** Develops purchasing specifications for the Police Department.

**Standard:** Reviews and submits all required reports to the City Manager as scheduled.

3. Direct and monitor the planning efforts of the City Police Department.

**Standard:** Performs all administrative functions to include strategically planning the Departmental goals and objectives from a long- and short-term perspective.

**Standard:** Appoints/delegates officers to study and plan issues, i.e., community policing, policy revisions, nuisance abatement, drug intelligence, training, etc.

4. Monitor the organization of the City Police Department to achieve optimum effectiveness and efficiency in service of the citizens of the City of San Augustine.

**Standard:** Each six (6) months, reviews the organizational chart and makes adjustments to the Department to ensure that all citizen needs, in the area of law enforcement, are being met.

**Standard:** Effectively receives and acts upon inquiries or complaints from the public concerning police activities and services.

**Standard:** Works with the public on difficult or unusual crime situations; cooperates with other law enforcement agencies in crime prevention, detection, and investigative activities.

5. Develop the human resources of the City Police Department.

**Standard:** Recruits and recommends personnel for approval by the City Manager; monitors the absenteeism and turnover rates as an indicators of the selection process.

**Standard:** Advises, directs, and oversees the training of personnel for the Department; consults with subordinate officers on work assignments, scheduling, and discipline; supervises internal personnel investigations; monitors citizen complaints and reporting errors as indicators of training needs.

**Standard:** Monitors morale and evaluations as indicators of proper job assignment and scheduling.

**Standard:** Applies the Texas Local Government Code, The Fair Labor Standards Act, the Americans with Disabilities Act, rules and regulations of the City of San Augustine, the San Augustine Police Department, and other applicable laws in a fair and uniform manner.

6. Direct the programs and activities of the City Police Department

**Standard:** Formulates, establishes, and manages disaster preparedness for the Department and City.

**Standard:** Formulates and establishes policy, procedure, and operation guidelines for the operation of the major functions of the Police Department.

**Standard:** Prepares any/all special State, Federal, and local reports.

7. Control the operations of the Department.

**Standard:** Takes a lead role in directing police activity at major crime scenes; spot checks routine patrol areas and observes traffic situations to assist in monitoring effectiveness of operations.

**Standard:** Monitors the activity reports of the department on a monthly basis.

8. Maintain community and media relations.

**Standard:** Represents the Police Department and the City in presentations and speeches to civic and volunteer organizations; makes press releases and is interviewed by the media when applicable.

**Standard:** Participates in civic clubs, Chamber of Commerce activities, and charitable organizations regularly maintaining a professional relationship at all times.

9. Represents the Police Department to the City Council.

**Standard:** Attends 90% of City Council meetings; provides routine reports.

10. Performs related duties as assigned.

### III. PHYSICAL AND ENVIRONMENTAL CONDITIONS

- Must be able to physically perform the basic life operational functions of climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, grasping, talking, hearing, and repetitive motions.

- Must be able to perform medium work exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently and/or up to 10 pounds of force constantly.
- Must possess the visual acuity to perform extensive reading, operate a computer, operate a motor vehicle, and perform a variety of administrative tasks.
- Subject to hazards associated with law enforcement including working in both inside and outside environments including all types of weather conditions.
- Possible exposure to blood-borne pathogens.

#### **IV. ESSENTIAL QUALIFICATIONS - KNOWLEDGE, ABILITIES, AND SKILLS**

- Thorough knowledge of law enforcement principles, practices, methods, and equipment.
- Considerable knowledge of State and Federal laws and local ordinances and policies of the department.
- Skill in the use of firearms and other police equipment and in the application of self-defense tactics.
- Qualified in State and Federal programs to manage disaster preparedness.
- Thorough knowledge of the physical, economic, and social characteristics of the City.
- Ability to establish and maintain effective relationships with those contacted in the course of work in person, in writing, by telephone, and by two-way radio.
- Ability to effectively and efficiently manage a department including all related administrative and supervisory functions, personnel functions, and budget administration functions.
- Ability to establish authority and to lead and inspire confidence among subordinate officers.
- Ability to act with sound judgment in routine and emergency situations.
- Ability to plan and direct special programs and events related to law enforcement.
- Ability to build and maintain cooperative and effective public relations with the community.
- Ability to operate a computer for inquiry/update purposes.

#### **V. MINIMUM QUALIFICATIONS**

- High School Diploma or GED with valid work experience.
  - Bachelor Degree in Public Administration, Criminal Justice or Police Science is preferred supplemented by advance courses in police administration.
- Valid Texas Drivers License.
- Certified Law Enforcement Officer.
- Texas Peace Officer License.
- Current license under TCLEOSE regulations with a minimum of Intermediate Certificate.
- Minimum of six (6) years of law enforcement experience with progressive responsibilities in directing and managing police personnel.
- Minimum of two (2) years in a management position in law enforcement.