



## **CHIEF OF POLICE Job Description**

The City of Onalaska, population 3020, located at the heart of Lake Livingston, 80 miles north of Houston. Our Police Department currently has 1 Chief position, 6 full-time Police Officer positions, 2 full-time School Resource Officers, 4 full-time Telecommunications Operators along with several part-time labor pool positions.

The Police Chief Reports to the Mayor, and is responsible for planning, organizing supervising and directing the operations of the police department and telecommunication.

### **Essential Job Functions and Responsibilities**

- Responsible for supervising/leading the department that enforces laws, ordinances, and regulations for the protection of persons and property
- Maintain effective intergovernmental relations with local, state, and federal law enforcement officials and agencies
- Maintain effective communication with community groups, property owner associations and individuals interested in or concerned about local law enforcement activities
- Analyze local crime problems and devise effective methods to respond to them
- Continuously evaluate the efficiency and effectiveness of departmental operations for the purpose of making improvements
- Attend training conferences and seminars
- Participate in the hiring and promotion of employees
- Provide oral and/or written reports to the city when requested or required in order to ensure that proper communication exists between the city and the Police Department
- Shall oversee and be responsible for all equipment, vehicles, and nonexpendable items assigned to the Police Department.
- Shall supervise all Officers including School Resource, Labor Pool, and Reserve Officers within the Police Department
- Shall represent the Police Department and city at local events and promote a positive image of, and good community relations between the public and the Police Department
- Time allocation to work nights and weekends as conditions dictate

### **Knowledge, Skills, and Abilities**

- Extensive knowledge of the principles and practices of modern police administration and law enforcement methods
- Extensive knowledge of the standards by which quality police services are evaluated
- Extensive knowledge of local, state and federal criminal codes
- Knowledge of the laws pertaining to the use of police records and their application to police administration
- Thorough knowledge of the functions of other governmental jurisdictions relating to law enforcement work
- Requires strong leadership skills with strong verbal and written communication skills
- Requires effective management skills to plan, organize, and direct the work of a large number of subordinates performing various police activities while maintaining a high level of discipline and promote positive employee morale
- Requires analytical skills to assess local crime problems and develop effective methods to address them
- Ability to establish effective working relationships with other city, state, and federal officials, civic leaders, and community groups

### **Education & Experience**

High school graduate, or its equivalent, or any equivalent combination of experience and training that provides the required knowledge, skills and abilities. Bachelor's degree in criminal justice, psychology, public administration, or a related field preferred. At least two years of command-level experience preferred.

A background investigation and drug/alcohol screen test will be required.

## **Certifications**

The Chief of Police shall be a Texas Peace Officer and have full police authority in the exercise of assigned duties. The Chief of Police shall meet all qualifications necessary to be certified and licensed as a peace officer by the Texas Commission on Law Enforcement (TCOLE).

A current advanced Texas Commission on Law Enforcement (TCOLE) certification (or higher) or the ability to obtain it in one (1) year is required. Master TCOLE certification preferred.

Class C Texas Driver License required.

## **Ideal Candidate**

The ideal candidate for the role of Police Chief should possess a comprehensive understanding of municipal law enforcement principles and practices, complemented by a proven track record in police operations. This individual should demonstrate proficiency in merging intelligence-based policing with community-focused strategies, emphasizing continuous training and development.

We are seeking a visionary leader with outstanding strategic planning and managerial skills. The ideal candidate will excel in cultivating productive partnerships with various stakeholders, including local, state, and federal law enforcement agencies, as well as with the Mayor, City Council, department directors, and both sworn and civilian personnel. Moreover, the candidate should be skilled in engaging with the community to ensure alignment and support for shared goals.

Essential attributes for this role include strong interpersonal skills, effective listening, a proactive approach to feedback, and the ability to provide timely responses. Acceptable to practical and theoretical methods in working with people of different social, ethnic, gender, and sexual orientation to achieve positive results is needed. Furthermore, the Police Chief must be actively involved in the community, serving as a positive and visible representative of the department.

## **Residency**

Residency within the city or within fifteen (15) minutes or will relocate within a reasonable period of time after appointment preferred. Relocation assistance will be available for the successful out of area candidate.

## **Salary**

The City of Onalaska is offering a competitive salary commensurate with experience and a comprehensive benefits package. Relocation assistance will be available for the successful out of area candidate.

- Employer paid (employee only) medical, dental, and vision
- Paid vacation and sick leave
- Retirement 7% 2:1 match with TMRS
- Certification Pay
- Relocation assistance

## **How to Apply**

Please submit Personal History Statement and Application to: Angela Stutts, City Administrator, P. O. Box 880, Onalaska, Texas 77360 or drop off at 372 FM 356 South, Suite 101.

**\*POSTED UNTIL FILLED\***

*The City of Onalaska provides equal employment opportunities (EEO) to all persons regardless of age, color, national origin, citizenship status, physical or mental disability, race, religion, creed, gender, sex, sexual orientation, gender identity and/or expression, genetic information, marital status, status with regard to public assistance, veteran status, or any other characteristic protected by federal, state or local law. In addition, The City of Onalaska will provide reasonable accommodations for qualified individuals with disabilities.*