

City of Hallsville, Texas – Police Chief

Job summary: Under the direction of the City Administrator, the Police Chief is responsible for the effective leadership, management and operation of the Police Department. Planning, organizing scheduling and directing the activities of the department, assuring that law and order is maintained adhering to the enforcement of federal, state and local laws and regulations are enforced are key aspects of the position. Adopting proper measures to implement crime prevention and ensuring the public safety of the City and surrounding community is expected. This position provides leadership to a law enforcement agency focused on community policing, crime prevention, crime suppression, investigations, training and community relations. This person provides highly responsible and complex administrative support to the City Administrator. The Police Chief also serves as the Emergency Management Coordinator and the Chief Code Enforcement Officer.

Job functions:

- Demonstrate sound decision-making, ethical conduct, community stewardship, individual initiative and responsive service
- Ensures the overall success of the department through oversight and review of all police services and day-to-day operations and personnel to ensure professional police services are being delivered. Review personnel assignments within the department, make necessary corrections and enforce disciplinary measures when necessary
- Responsible for police preparedness through training and educational meetings on tactics, safety and protocols. Coordinating activities and operations with other law enforcement agencies, mutual aid organizations and other agencies as required. Oversees the maintenance of police records, including operational reports, special reports, investigative reports and all other reporting requirements regulated by City, State and/or Federal agencies.
- Select, supervise, train and conduct timely evaluations of department personnel
- Possess knowledge of theories, principles and practices of effective police administration
- Prepare police activity and crime reports for the Council, City Administrator
- Works with citizens, businesses and City officials to enhance relationships within the community
- Maintain a positive working relationship with other City departments and other agencies
- Develop and manage the department's budget within budget allocations utilizing prudence
- Respond to and resolve difficult and sensitive citizen inquiries and complaints
- Oversees departmental equipment and make recommendations for upgrades or replacements
- Attends community outreach events, specifically city sponsored events
- Formulate and enforce departmental rules and regulations, work methods and procedures; develop training, programs and procedures to meet new situations to improve existing operations and effectiveness
- Perform patrol duties, if needed or assigned
- Responsible for Emergency Management Coordinator and Chief Code Enforcement Officer duties
- Other duties as may be assigned

Required Attributes:

- Verbal and written communication skills
- Strategic planning
- Inter-personal skills to work effectively with others
- Demonstration of a successful record of leadership
- Interpretation and application of Federal, State and local policies, laws and regulations
- Ability to prepare clear, concise reports

Education and Experience:

- High school graduate or equivalent, Bachelor's degree preferred
- Combination of experience and training that provides required knowledge
- Skills and ability associated with the job position
- Five years of command-level experience
- Emergency Management experience
- Background investigation and alcohol/drug test required

Certifications/Licenses:

- Valid Texas Driver's License
- Texas Peace Officer's License
- Certification from Texas Commission on Law Enforcement Officer Standards and Education

Residency:

Residency within a reasonable distance will be required (within 15 miles of City limits)

Salary:

Competitive salary commensurate with job responsibility and experience and a comprehensive benefits package provided

Applications accepted until 10/25/2024