

City of Pleasanton

“Birthplace of the Cowboy”

Job Description-Chief

Job Title: Chief
Department: Police
Reports to: City Manager
Supervise: Patrol, Investigations, Records, Evidence, Dispatch and Animal Control
Exempt or Nonexempt: Exempt

JOB FUNCTION: Directs the total operation of the Police Department and Animal Control. Responsible for preparation of the Annual Budget, technical Federal and State reports, and provides continual service to the public; makes frequent decisions on matters that require immediate action and mature judgment; directs, reviews, and evaluates the job performance of the Police Department Personnel.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Plans, organizes, and directs the department in the maintenance of law and order, in the protection of life and property, in the regulation of traffic, in the apprehension, arrest, and detention of law violators, and in the maintenance of police records
- Plans and adopts departmental policies and implements City and Departmental policies
- Meets the city officials, civic groups, and citizens to discuss law enforcement problems and update them in the day to day operation of the department
- Assists in the development of regulatory ordinances and public safety policy
- Serves as Chairman of the Police Applicant Review Board
- Determines training requirements and makes decisions on all department appointments, promotions, dismissals, and disciplinary action
- Prepares, implements, and manages the departmental budget
- Performs numerous other job-related activities as required by the City Manager

MINIMUM QUALIFICATIONS:

- Associates Degree in Criminal Justice or related field
- Master Peace Officer Certification through the Texas Commission of Law Enforcement Officer Standards and Education (TCLEOSE)
- Fifteen years of police experience in Patrol or CID with eight years of mid-level management experience in a Police Agency
- Valid Texas Class C Drivers License
- Ability to pass a fitness test if required

PREFERRED QUALIFICATIONS:

- Master Peace Officer Certification through the Texas Commission of Law Enforcement Officer Standards and Education (TCLEOSE)
- Twenty three years experience in patrol and /or CID with twelve years at a Lieutenant position or above.

JOB DIMENSIONS:

- Plans, organizes, assigns, reviews and evaluates the work of Police Department staff
- Maintains knowledge of Municipal Police Administration and Organization, technical and operational principals and practices within a Police Department, and law enforcement/crime prevention strategies
- Analyzes crime statistics and taking appropriate action to deter crime within the city
- Evaluates staff, equipment, and policies as the criminal laws and practices of police organizations change
- Builds rapport with city officials, local businesses, and the general public
- Prepares detailed and clear reports in regards to crime and law enforcement in the city
- Maintains sound judgment within guidelines set by State law, city policy, and department policy in situations of high stress and danger
- Maintains high visibility within the community

PHYSICAL DEMANDS AND WORKING CONDITIONS:

- Physical requirements include lifting up to 50 pounds and to make forceful arrests when necessary
- Must be able to pursue subjects on foot, clear fences and other obstacles
- Demands mental and emotional stability in very high stress conditions
- This position is required to remain available twenty-four hours a day
- Subjected to standing, sitting, walking, climbing, bending, crawling, squatting, kneeling, and working in cramped and strained positions for long periods of time
- Working conditions may be inside or outside with exposure to inclement weather; environmental hazards; excessive noise; animals, snakes, and poisonous insects
- Required to comply with personal protective equipment requirements
- Operates a city vehicle daily

The duties listed above are general illustrations of work performed by the Patrol Officer. Specific statements of duties not included, does not exclude them from the position if the work is related to the position. Job descriptions are subject to change by the city as the needs of the city and the requirements of the job change.

Employee

Date

Supervisor

Date