

# CHIEF OF POLICE

## SUMMARY

The Village of Surfside Beach Police Department is comprised of individuals that are committed to serving the community through progressive and innovative policing methods. The department is staffed with a Chief of Police, 1 Sergeant, 7 Patrol Officers and 7 Reserved Officers. The Police Department is responsible for a broad range of public safety and criminal justice activities.

The Village of Surfside Beach has a residential population of about 625 which is easily triples during the Spring Break and the summer seasons. The Village of Surfside Police Department is committed to excellence and service to the people who live in and visit our great city.

As the head of the Village of Surfside Beach Police Department, the ideal candidate will have a broad and varied professional background which demonstrates success in working with diverse communities while leading a professional law enforcement agency engaged in proactive community policing.

## DESCRIPTION

The Police Chief is under the general direction of the Mayor and City Council. The Chief directly oversees the operation of the Police Department, establishing departmental policies, procedures, and regulations. The Chief maintains complete and current knowledge of all relevant laws, regulations, City codes, ordinances, and court decisions as these relate to the activities of the Police Department and how they affect the general public.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** -*Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive list of all functions and duties performed by incumbents of this position. The employee may be assigned duties which are not listed below and reasonable accommodation will be given as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to, the following:*

- Communicates clearly and concisely, both orally and in writing.
- Assumes management responsibility for all Police Department services and activities, including enforcement of laws, statutes and ordinances, crime prevention, criminal investigation, emergency communications, and other related law enforcement activities.
- Plan, direct and coordinate all activities of the Police Department to include personnel issues, disciplinary actions, and citizen complaints. Duties also include ongoing assessment of manpower needs, and policy development/review. The Chief must be prepared to assist an Officer in any situation.
- Organize the daily work of the department as well as perform routine review and approval of payroll, overtime, and other paperwork as required. Duties also include responding to daily correspondence and phone calls.
- Prepare and submit to the City Secretary, Mayor and City Council a monthly report on the activities of the Police Department and other reports as requested.
- Work with the City Secretary and Mayor; attend City Council meetings and other community activities, and act as liaison with other local, county, state, and federal agencies.
- Responds in emergency situations, directs the department's Emergency Management functions in coordination with the Emergency Management Coordinator.
- Provide broad direction for the Department in budget and financial control as well as long- and short-range planning for the department. Seek and administer grants.
- Respects the chain of command (City Administrator) while serving The Village of Surfside Beach elected leaders. Maintain a good working relationship with other department heads and subordinates.
- Works shifts for officers as needed and enforce traffic laws.
- Oversees establishment, planning, and supervision of police training.
- Leads to achieve the City's long-term vision for its Police Department.
- Organize and direct personnel in emergency situations.
- Always Uphold the Law Enforcement Code of Ethics.
- Recommends the appointment and removal of officers and employees within the Police Department as prescribed by the City Personnel Rules and Regulations.
- Respond to citizen requests in a courteous and effective manner.
- Performs related duties and fulfills responsibilities as required.

- Must be able to meet firearms qualification standards based on department and TCOLE requirements.

## **EDUCATION AND EXPERIENCE**

- Bachelor's degree in Criminal Justice, Public Administration, Business Administration, or other related fields is preferred. A minimum of 10 years of service as a bona fide law enforcement officer with no less than 5 years of command level experience is required. *(An equivalent combination of certifications, education and work experience that provides the required knowledge and skills may be considered.)*
- Minimum requirements include having a Master's Certification issued by Texas Commission of Law Enforcement (TCOLE).
- Experience in development of responsive police strategies, addressing crime related concerns, disorder, traffic flow and accident investigation, emergency/ special events.
- Record of developing/administering training, disciplinary, and personnel evaluation systems.
- Diverse background in all aspects of police operations, police administration, and the management of law enforcement municipal operations.
- Background in Emergency Management with FEMA regulations and programs preferred.
- ECA Certification *(Required to be completed within 6 months from hire date.)*
- Must live within 30 minutes or less of the Village of Surfside Beach, within 6 months of the hire date.

## **COMPENSATION**

Starting is market-based and dependent on the experience and overall qualifications of the successful finalist. Other benefits include medical, dental, vision, Life Insurance, participation in the Texas Municipal Retirement System 20 years to retirement, 5-year vesting and 2:1 City match, vacation, sick leave, holidays, and take-home vehicle.

## **JOB INFORMATION**

- Job ID:07022021
- Location: Surfside Beach, Texas, United States
- Position Title: Police Chief
- Company Name: The Village of Surfside Beach
- Job Function: Police
- Salary: \$75,000 to \$85,000 Annually
- Required Travel: 0-10%
- A resume and City job application are required to apply for the position
- Position Deadline: Open Until Filled