

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 Sergeants, 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 tripled during the Spring Break and Summer seasons. The Village of Surfside Police Department is committed to excellence and service to the people who live 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

Under the general direction of the Mayor and City Council. Commands the operation of the Police Department, establishes departmental policies, procedures, and regulations. Oversees the enforcement of and maintains a 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 as 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 listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made 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.
- Plans, direct and coordinate the work of all the Divisions of the Police Department; deal with personnel issues; disciplinary action; citizen complaints; manpower needs; Division problems; and policy development/review. Should be prepared to assist an Officer in any situation.
- Organize daily work; perform routine review and approval of payroll, overtime, and material , and other paperwork; review and respond to correspondence and phone calls.
- Prepare and submit to the City Secretary, Mayor and City Council at the end of each month a report of activities of the Police Department during the month, and other reports as requested.
- Work with the City Secretary, Mayor; attend City Council meetings and other community functions; act as liaison when coordinating 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, policies, and procedures and 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 and working alongside Department heads and with subordinates.
- Manages Evidence Room responsibility, works shifts for officers as needed and enforces traffic laws.
- Oversees establishment, planning, and supervision of the police training.
- Leads to achieve the City's long-term vision for its Police Department.
- Organize and direct personnel in emergency situations.
- Uphold the Law Enforcement Code of Ethics at all times.
- Recommends the appointment and removal of officers and employees within the Police Department within such limits and bounds 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.

REQUIREMENTS

- Bachelor's degree in Business, Police, Public Administration, Criminal Justice, or related field or minimum (10) years progressively responsible, full-time, executive level experience in law enforcement.
- Must hold a Master Peace Officer Certification through the Texas Commission of Law Enforcement (TCOLE)
- Minimum (10) years progressively responsible, full-time, executive level experience in law enforcement.
- 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.

EDUCATION AND EXPERIENCE

- 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, general background in all aspects of police operations, police administration, direct responsibility for management of law enforcement in municipal operations.
- Background in Emergency Management with FEMA regulations and programs preferred.

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: \$60,000 to \$70,000 Annually
- Required Travel: 0-10%
- Position Deadline: Open Until Filled