

**JOB DESCRIPTION
TOWN OF CROSS ROADS, TEXAS**

TITLE: POLICE CHIEF **UPDATED DATE:** APR 2021
REPORTS TO: MAYOR AND TOWN COUNCIL **FLSA:** EXEMPT
SALARY: COMMENSURATE WITH EXPERIENCE

BACKGROUND

The Town of Cross Roads is located in eastern Denton County in the heart of the DFW Metroplex. Cross Roads previously received law enforcement services through the Northeast Police Department, a law enforcement agency created through an interlocal agreement between the Town of Cross Roads and the City of Krugerville. The Town of Cross Roads is now establishing their own, independent, police department. This is a fantastic opportunity for seasoned command staff or chiefs to help create a department from the ground up. The Cross Roads community of approximately 2,500 enjoys a “small town feel” while having the benefits of several amenities nearby. The community is extremely supportive of law enforcement. Cross Roads is unique in that it assesses no ad valorem taxes, using primarily sales tax revenue generated from Walmart, numerous retail establishments, fast food restaurants and professional offices. The Town is bisected by US 380 which brings tens of thousands of vehicles through the Town each day.

Under direction of the Mayor and Town Council, the Chief of Police plans, organizes, coordinates and directs the Town’s comprehensive police services and law enforcement program, including patrol, law enforcement, traffic control and traffic law enforcement and limited traffic accident investigation, crime prevention, and criminal investigation duties; develops, implements and enforces departmental rules, regulations, general orders, and policies; provides professional assistance to Town management staff in areas of expertise and coordinates assigned activities with other Town departments and outside agencies; fosters cooperative working relationships with citizen groups and other agencies on police matters; provides highly responsible and complex administrative support to the Mayor and Town Council; performs related work as assigned. Due to the size of the agency, the expectation is this is a working Chief position.

ESSENTIAL JOB FUNCTIONS

Duties may include, but are not limited to, the following:

1. Professionally, represents the Town in law enforcement matters and in other areas of responsibilities.
2. Manages the affairs of the police department and its personnel, including hiring (with the advice and consent of the Town Administrator and Mayor), disciplining, rewarding, promoting/demoting and terminating police officers.
3. Plans, organizes, coordinates, and directs through appropriate police personnel, all town police functions including patrol, law enforcement, traffic control and traffic law enforcement and limited traffic accident investigation, crime prevention, and criminal investigation, community and administrative services.

4. Develops and directs the implementation of goals, objectives, policies, procedures and work standards for the department.
5. Develops operating and capital budget for the department for consideration by the Mayor, Town Administrator and Town Council.
6. Works closely with the Town Administrator, Municipal Court Clerk, Town Secretary, other departments, a variety of public and private organizations, and citizen groups in developing programs and implementing projects to solve police service problems.
7. Confers with citizens and Town officials on law enforcement problems and assists in the development of innovative municipal law enforcement policies.
8. Represents the Town and the Police Department and works closely with citizen groups, public and private officials, and outside agencies; and serves as liaison for other law enforcement agencies to provide technical assistance, and to ensure responsive, appropriate delivery of law enforcement services.
9. Prepares and recommends long-range plans for Town police service programs; develops specific proposals for action on current and future Town needs. Represents the Town and participates in the development of major intergovernmental plans and programs and prepares and submits, with appropriate review by the Town Administrator and/or Mayor/Town Council, federal and state law enforcement grant applications.
10. Coordinates the preparation of a wide variety of reports or presentations for Town management or outside agencies.
11. Directs the selection, supervision, training, and work evaluation of department personnel; participates with Town Administrator/Human Resources in various personnel matters, including investigating complaints, and in conducting internal investigations when appropriate, and provides corrective action as appropriate.
12. Provides for staff development and supervisory training programs.
13. Directs the development of police department management systems, procedures and standards for program evaluation; monitors developments related to police service matters, evaluates their impact on Town operations, and implements policy and procedure improvements.
14. Serves as a member of staff on task forces and committees participating in the Town's strategic planning efforts and addressing Town wide policy and management issues.
15. Establishes and maintains a working environment conducive to professional standards, positive morale, individual style, quality, creativity, and teamwork.
16. Directs and oversees planning and presentation of public involvement programs for neighborhoods, business, and other community groups.
17. Presents departmental issues and recommendations on major issues requiring policy direction to appropriate advisory bodies, including the Mayor/Town Council.
18. Plans, develops and implements program goals, training programs, objectives, policies and priorities within the police department.
19. Prepares a variety of written, statistical, and financial reports, and prepares and presents agenda items for Town Council.
20. Directs and oversees the preparation and administration of the annual budget for the department and makes recommendations to the Town Administrator and Mayor/Town Council regarding budgetary and other financial matters relating to the police department.

21. Directs the forecasting of additional funds needed to ensure adequate law enforcement services, programs, activities, and related tools, supplies and equipment.
22. Works with the Town Secretary and is responsible party to ensure compliance with applicable law regarding subpoenas and other requests for information submitted to the Town, including requests submitted pursuant to the Texas Public Information Act.
23. Performs a variety of other related duties as assigned.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES

Ability to:

- Foster strong community relations and partnerships through the creation and administration of model policing programs, including community police programs and activities.
- Plan, organize, administer, coordinate and evaluate a comprehensive police services program. Select, motivate and evaluate staff and provide for their training and professional development, ensuring compliance with required training and promoting professional training standard development.
- Develop and implement goals, objectives, policies, procedures, work standards and internal controls.
- Analyze complex technical and administrative police service problems, evaluate alternative solutions, and adopt effective courses of action.
- Prepare clear and concise reports, correspondence, and other written materials.
- Establish and maintain cooperative working relationships with a variety of citizens, public and private organizations, boards and commissions, and Town staff.
- Exercise sound independent judgment within general policy and administrative guidelines.
- Plan, communicate and provide direction, leadership and a vision for the department and operations standards. Respond to appropriate information requests, coordinating with the Town Secretary.
- Ability to cooperate and coordinate with other law enforcement agencies.

Knowledge of:

- Applicable state and federal constitutions and laws regarding duties and responsibilities of police and law enforcement officers.
- Principles of policing, community policing and a willingness to work collaboratively with the community.
- Administrative principles and methods, including goals and objectives development, program development and implementation, work organization and delegation, and employee supervision.
- Principles and practices of law enforcement, investigation, patrol, community services, and related police services. Criminal law, codes, ordinances and court interpretations including rights of citizens, apprehension, arrest, search and seizure, and rules of evidence.
- Principles and practices of budget development and administration.
- Local government organizations and functions as related to public safety.
- Modern and complex principles and practices of law enforcement.

- Organizational and management practices as applied to the analysis and evaluation of programs, policies, and operations.
- Financial planning, management and resource allocation; budgetary processes and procedures for local government and federally funded programs.
- Pertinent Federal, State and local laws, regulations, codes, ordinances, and policies.
- Effective leadership, mentoring, team building, methods and problem- solving techniques.
- Supervision, including hiring, cultural and ethnic diversity, firing, training and development, discipline, delegation and performance evaluation.
- Persuasive written and oral communication and presentations with individuals and before groups.
- Organizational development, program development, evaluation, goal setting. Understanding political environment and sensitivities yet maintaining professional administration.
- First aid and other life-saving techniques normally utilized by police and law enforcement personnel.

MINIMUM EDUCATION/EXPERIENCE

- Ten years of certified law enforcement experience in municipal policing, three of which include command level (chief command level or within 1 or 2 levels in the organization from the chief commander) experience in a law enforcement agency.
- Advanced law enforcement education and training (FBI NA, Bill Blackwood Leadership Command College, SMIP, etc.)
- Bachelor's degree from a four-year college or university with major coursework in criminology, law enforcement, social science, public administration or a closely related field; is preferred.
- Possession of a TCOLE Master Certificate, preferred.

Special Requirements

Must be able and willing to work the hours necessary to accomplish assigned duties; attend evening meetings and/or critical events and activities, as appropriate; and travel out of town as necessary to attend and/or participate in workshops, conferences, seminars, and meetings during work and non-work hours.

Ethical and Moral Requirements

As the chief law enforcement official of the Town, must be of the highest moral and ethical character, modeling professional administration and integrity, and be willing to comply with all applicable laws and regulations, and will be expected to conduct the job functions and outside activities with the highest degree of fidelity, morality and ethics.

TOOLS

Police vehicle, police radio and radio system, radar/lidar (laser) gun, handgun, shotgun, Taser or other stun gun, and other weapons as required, side-handle baton, handcuffs, breathalyzer, cell phone, first aid equipment, body and/or dash cameras, personal computer and peripheral equipment and software.

QUALIFICATIONS

- Bachelor's degree in criminal justice, public administration, or a related field from an accredited college or university.
- Fifteen years of certified law enforcement experience in municipal policing, five of which include command level (chief command level or within 1 or 2 levels in the organization from the chief commander) experience in a law enforcement agency.
- Experience in establishing a police department preferred.

CONDITIONS

- Must pass complete criminal background investigation, incomplete, inaccurate and/or failure to report information will cause the applicant to be rejected from consideration.
- Must take and pass a pre-employment drug screen and physical.
- Must hold a Texas Driver's License (Class C or comparable) and pass motor vehicle records check

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is frequently required to sit and talk or hear. Moreover, while the position is largely administrative and supervisory, the employee is expected to directly participate in law enforcement activities as needed, and may be required to stand, walk, run, use firearms and other law enforcement tools with sound judgment and proficiency, use hands to operate equipment, objects, tools, or controls; and reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; perform first aid and other life-saving techniques, and taste or smell.

The incumbent must occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus. Incumbent must maintain the necessary mental and emotional capacities required for the successful performance of the duties and responsibilities of the position.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the incumbent occasionally works in outside weather conditions. The incumbent is occasionally exposed to wet and/or humid conditions, toxic or caustic chemicals, as well as the potential for interaction with violent criminal offenders.

The noise level in the work environment is usually quiet while in the office, or moderately loud when in the field.

REASONABLE ACCOMMODATIONS

The Town of Cross Roads is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Town of Cross Roads will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

COMPENSATION AND BENEFITS

The Police Chief salary is dependent upon qualifications and experience. A full range of leave and insurance benefits is also provided. The Town participates in the Texas Municipal Retirement System (TMRS) at a 7% employee contribution rate with an employer matching ratio of 2:1.