

CITY OF NATALIA

2078 State Hwy. 132 N. É P.O. Box 270 É Natalia, TX 78059-0270
(830) 663-2926 É Metro (830) 665-2206 É Fax (830) 663-3806

JOB TITLE:	CHIEF OF POLICE	DEPARTMENT:	POLICE
JOB STATUS:	FULL-TIME	FLSA CATEGORY:	EXEMPT
PAY SCALE:	\$50,000-\$58,000 ANNUAL	POSITION CLOSES:	9/25/2019

EMPLOYMENT:

The City of Natalia is actively seeking a highly qualified, progressive leader to become the Chief of Police for the Natalia Police Department.

The City of Natalia is located in Medina County off Interstate Highway 35, approximately 30 miles southwest of San Antonio, Texas. Natalia's form of government conforms to General Law Type-A, and consists of a Mayor and 5 council members. The city is a small close community with a population of 1,492.

The Chief of Police is expected to have a passion for providing excellent service to the community while maintaining and creating new partnerships with other entities to expand the department's ability to provide quality service. The ideal candidate would hold an Associate's Degree in criminal justice, public administration, or a related field, holds an Advanced TCOLE Certification, and has a minimum of five years in a senior or command staff role in a department of like size is recommended. Previous experience as a police chief is preferred. Any combination of equivalent education, training, and experience that provides the required knowledge and skills will be considered.

POSITION DESCRIPTION:

The Police Chief reports to the Mayor and City Council for the proper operation of the Police Department. Performs administrative, managerial and technical functions associated with overseeing the activities of the Police Department, enforcing and supervising the enforcement of all city statutes/ordinances and state laws/regulations for which the Police Department is accountable. Duties and responsibilities include planning, coordinating and directing all aspects of department operations; responding to and directing major calls/occurrences; formulating orders/regulations; developing departmental budget and controlling expenditures; supervising assigned employees; and providing information and assistance to the general public. Protects the community of the City and its property by striving to promote compliance to laws and ordinances through the use of enforcement, public education and role modeling. To provide the services that fulfill the mission statement, core values and specific purposes of the department.

MINIMUM EDUCATION, TRAINING AND EXPERIENCE:

1. Must be a citizen of the United States
2. Must be at least 21 years of age.
3. Must be a High school graduate, or its equivalent (GED).
4. Must currently hold an active Texas Class C+driver's license.
5. Must speak, read and write in English; Bilingual preferred but is not required.
6. Must currently hold an active peace officer's license, minimally having an Advanced Certification issued by Texas Commission of Law Enforcement (TCOLE).
7. Ideally having an Associate's Degree in criminal justice, public administration, or a related field.
8. Must have a minimum of five years' experience in a senior or commanding officer's role.
9. Must have or able to complete National Incident Management Systems (NIMS) course trainings.
10. Any combination of equivalent education, training, and experience that provides the required knowledge and skills will be considered.

PROFESSIONAL KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of federal, state and local laws; knowledge of police department rules and regulations; knowledge of the use and care of vehicles, firearms, and specialized equipment; skill to drive necessary vehicles adeptly, ability to attend and understand police officer training courses; ability to establish and

maintain effective working relationships of co-workers and the general public; and ability to maintain appropriate necessary certification.

1. Read and comprehend procedure manuals, reports, memos, laws, statutes and ordinances.
2. Must be able to understand, read and write instructions, and carryout accurate and coherent reports.
3. Basic math to calculate speeding violations, elapsed time, accident reconstruction, etc.
4. Analyze situations and adopt a quick, effective and reasonable course of action, or develop policies.
5. Able to provide reasonable decisions or methods of authoritative action.
6. Must be able to provide accurate information and speak clearly to media.
7. Must have planning and organization analysis experience.
8. Demonstrates innovative and effective management skills.
9. Knowledge of human resource procedures and management principals.
10. Ability to effectively communicate in writing and verbally to employees, departments, and the general public.

RESPONSIBILITIES:

1. 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.
2. Establish rules and procedures to be followed by the Police Department as may be necessary for proper law enforcement and criminal apprehension.
3. Recommend the appointment and removal of officers and employees within the Police Department within such limits and bounds as prescribed by statutes and City Personnel Rules and Regulations.
4. Assists City Administrator with preparing the Police Department's annual budget; submits budgetary requests to the City Administrator for review and consideration in the total city budget.
5. Responsible for the approved budgets efficient administration of the Police Department.
6. Prepare and submits to the City Council at the monthly council meetings a report of activities of the Police Department during the month, and other reports as necessary or requested.
7. Responds in emergency situations; provides department's direction of managing emergency situations, and coordinates functions with the Emergency Management Coordinator.
8. Supervises and evaluates Police Department employees.
9. Confer with citizens and City officials on law enforcement problems.
10. Plans and implements Police Department goals and objectives and develops and administers programs, policies and procedures, engage in positive community relationships.
11. Coordinates Police Department programs, services, and administrative matters with the City Mayor, including attending meetings with administrative staff and keeping the Mayor and City Council informed of key needs, issues, and support requirements.
12. Prepares City Council agenda items and work session items, including reviewing agenda material with the City Administrator; attends City Council meetings, public hearings, and related proceedings to represent the Police Department.
13. Delegates work assignments, projects, and programs; monitors work flow; and reviews and evaluates work products, methods and procedures to include working some weekends to give other Officers time off.
14. Oversees establishment, planning, and supervision of the police training to include all necessary training to keep the department in compliance with TCOLE requirements.
15. Monitors compliance with state requirements, including advising on police personnel matters within its jurisdiction and conferring with departmental staff and employees on personnel related issues.
16. Initiates internal investigations when appropriate and directs corrective action as needed.
17. Works with outside agencies and other departments to explain and justify Police Department programs, policies, and activities and to negotiate and resolve sensitive issues.
18. Attends civic, professional, service, and community group meetings at schools, churches, and other places of public gathering to explain the activities and functions of the Police Department and promote positive public relations.
19. Works with a variety of boards and commissions, including attending and participating in professional groups and committees and staying abreast of new trends and innovations in the field of law enforcement.

20. Initiate crime prevention/awareness; Investigate crimes and unlawful incidences.
21. Strive for voluntary compliance to laws and ordinances through the use of enforcement, public education and role modeling through effective communication.
22. Patrols community regularly to prevent crime; educating and enforcing laws/ordinances.
23. Directs traffic, escorts traffic, operates traffic radar monitoring equipment and issues traffic citations, as necessary.
24. Monitors the upkeep of police department vehicles, equipment and facilities.
25. Assists in preparing case reports for court or administrative proceedings; testifies in court and at administrative proceedings as necessary. Processes prisoners, including fingerprinting, photographing, searching prisoners, recording and securing the prisoners' property, and transporting prisoners to appropriate facility.
26. Shares information and works with other law enforcement agencies as directed and appropriate.
27. Other duties as assigned by the City Council and Mayor.

PHYSICAL AND ENVIRONMENTAL CONDITIONS/DEMANDS:

Demand	Description
STANDING	To talk to suspects; question witnesses at a scene; give citation; to communicate with staff; obtain internal and external information; to take firearms tests; conducting training sessions;
SITTING	To drive the patrol car; attend/conduct meetings; perform other miscellaneous office tasks; to work at desk; appear in court; to do surveillance work.
WALKING/RUNNING	Varying distances to chase suspects; to move to safety; frequently on concrete; occasionally on all types of surfaces and terrain, including rough terrain, rock or uneven ground, or areas presenting obstacles such as alleys with garbage or debris.
LIFTING/CARRYING	Frequently: light objects including firearms and recovered property; occasionally: 50-100 lbs. or over 100 lbs. to move victims at the scene of an accident or to assist elderly or disabled persons who have fallen in their homes or elsewhere; 50-100 lbs. for recovered property such as TV's; to transport supplies/materials to various programs
PUSHING/PULLING	To move vehicles off the road; pull victims from accident scene; push open doors or windows; move obstacles.
REACHING	Varying distances to open or crawl through windows; at times to reach into vehicles to assist accident victims.
HANDLING/ FINE DEXTERITY	To restrain suspects; use firearms, files, radio, or equipment; recover property; change tires; to do paperwork; make phone calls; to gather, perform tests on and examine evidence; to operate computer, copier and other equipment; possibly to do composite sketches.
CROUCHING/BENDING/ KNEELING/CRAWLING/ TWISTING	The nature of police work is such that all types of body positions are assumed to varying degrees; depending on the shift worked and the nature of the calls, the officer may be required to assume positions of kneeling, crouching, crawling, or bending, or twisting in order to: <ul style="list-style-type: none"> -Chase and apprehend a suspect in a narrow, small or cramped space -Handcuff or restrain a suspect who is attempting to flee, particularly a suspect who has to be brought to the ground and searched -Maneuver around, through, or under various kinds of obstacles -Assist an elderly or disabled person onto a bed or chair from the floor -Assist at the scene of an accident -Extract an accident victim from a vehicle -Move vehicles or assist stranded motorists -Collect evidence -Access materials stored in low file cabinets or shelves -Surveillance work -Get to children's eye level when working with youth service programs.

CLIMBING/BALANCING	To go up on roofs; climb stairs in apartment complexes or other buildings; climb ladders to apprehend a suspect or assist in rescue; jump or climb over fences or other obstacles in a chase
VISION	To observe suspects; drive patrol car. Visual discrimination required to distinguish and identify suspects clothing, features, license plates, etc.; read documents; write; conduct investigations; to examine evidence
HEARING/TALKING	To communicate effectively with other officers, other law enforcement/human service agencies, suspects, children, young, adults, and the general public
LYING ON GROUND	To take target practice and firearms test; as part of surveillance work
FOOT CONTROLS	To drive patrol car
HAZARDS	Exposure to weather extremes, smoke from fires, noise during firearm training or use, occasional risk of bodily harm, moving traffic near accident sites.

BENEFITS:

To enroll and receive any employee benefits, the employee must successfully complete his or her probationary period, unless otherwise specified.

- MEDICAL INSURANCE 100% Employee premium provided by City.
- DENTAL INSURANCE 100% Employee premium provided by City.
- VISION INSURANCE 100% Employee premium provided by City.
- LIFE INSURANCE 100% Employee premium provided by City.
- RETIREMENT PLAN 1-1% Matching Ratio (5% employee contribution required).
- HOLIDAY PAY Not less than 11 days annually
- SICK LEAVE Accrues 96-hours annually (720 hour maximum accrual).
- VACATION LEAVE Determined by the number of years employed.

WORK SCHEDULE:

An exempt employee's work week may vary due to the nature of employee's specific position or duties performed; however, a typical work schedule for Chief of Police is Monday through Friday from 7:30am to 4:30pm. Work schedule may be altered as deemed necessary. Work schedule shall be communicated to Mayor and City Council, City Administrator, and other departments as necessary.

ORGANIZATIONAL RELATIONSHIPS:

Department: Police
Direct Supervisor: Mayor
Reports to: Mayor and City Council
Supervises: This is a Supervisory position.
Other Relations: Has frequent contact with City Administrator, Municipal Court personnel, other law enforcement agencies or related agencies/organizations, school district, and the general public.

THE CITY OF NATALIA IS AN EQUAL OPPORTUNITY EMPLOYER, AND A DRUG-FREE ENVIRONMENT.

I _____, have read the above job description. I agree this job description is a fair representation of the duties of the position that I will be expected to perform and by signing below, indicate that I can perform these duties with or without accommodations. I also understand that any offer of employment is conditional upon results of my drug and alcohol screening, physical exam, and criminal background check.

Signature of Applicant

Date