



Job Description

Job Title: Chief of Police	FSLA: Exempt
Management Approval: City Manager	Date: April 22, 2025

A. PURPOSE OF JOB:

The Chief of Police is charged with serving the City of Kempner as department head for the Kempner Police Department. This position will represent the City of Kempner in matters associated with the prevention, apprehension, and investigation of violations of Federal, State and Local laws and municipal ordinances, as well as the management of the Police Department personnel and equipment.

B. JOB DUTIES

- Performs the duties of Peace Officer, including (but not limited to):
 - Traffic Enforcement
 - Municipal Court Ballif duties
 - Law Enforcement Protection during meetings of the Council
 - Criminal investigations
 - Crime prevention
- Manages the schedules of the Peace Officers employed by the City of Kempner Police Department in a manner that maximizes the availability of law enforcement personnel to the needs of the city.
- Investigate allegations of misconduct committed by subordinates.
- Conducts background investigations into applicants and makes recommendations to the City Council relating to the hiring and commissioning of Peace Officers by the City of Kempner.
- Manages department records.
- Communicates with the City Manager regarding the needs of the Police Department and adheres to the directives of the City Manager regarding the needs of the City.
- Perform other duties as assigned by the City Manager or by order of the Mayor or Council.

C. BREAKDOWN OF JOB DUTIES:

The City Council requires the Chief of Police to dedicate services to the City in the following manner (daily), absent occasional, verifiable and reasonable impediments to accomplishing such:

- 25% of the time allocated to Proactive Patrols including traffic enforcement with a focus on ensuring residential neighborhood traffic safety and the safety of school related traffic.
- 75% of the remaining time worked on:
 - administrative functions such as
 - required reporting to various stakeholders
 - Personnel management
 - Grant applications
 - Budget development/ management assistance to the City Manager

- Major investigations (felony level offenses) relating to criminal activity occurring within the City, as to ensure patrol officers are not consistently prevented from proactive patrols nor available to respond to calls for service.

D. REQUIRED QUALIFICATIONS

- Possess a valid Texas Driver license
- Be a resident of the State of Texas
- Be capable of working lawfully in the United States
- Possess an active Advanced Peace Officer License (or above) issued by the Texas Commission on Law Enforcement.
- Have, at a minimum, at least 5 years' experience in the supervision of peace officers for a political subdivision of the state of Texas.

E. Preferred Qualifications

- Bilingual in English and Spanish. Given the diverse population served by the City, the ability to fluently speak, read, and write in Spanish is highly preferred to enhance communication and service delivery to Spanish-speaking community members.

F. SUPERVISORY RESPONSIBILITIES

- Peace officers commissioned by the City of Kempner

G. JOB CONTACTS

- Other employees of the City of Kempner
- City Council Members
- Residents and visitors of the City of Kempner
- Business owners of the City of Kempner
- Other law enforcement professionals of the Federal, State and local level
- Regulatory entities as established by the Texas Legislature.

H. UNUSUAL WORKING CONDITIONS & PHYSICAL REQUIREMENTS

- Must be willing to work nights, weekends, and holidays.
- Must be willing to use deadly force against another human or animal in extraordinary circumstances to preserve the threat to life.
- Must be capable of working rotating shifts, including nights, weekends, holidays, and during emergency situations.
- Must possess physical stamina and agility to pursue suspects on foot, respond quickly to emergencies, and perform other physically demanding law enforcement duties.
 - Ability to lift 30-40 pounds frequently
 - Ability to lift 70 pounds occasionally
 - Ability to pull or drag up to 150 pounds.
 - Ability to safely operate a motor vehicle at high speeds
- Must maintain the mental capacity and emotional resilience to make sound decisions under pressure, particularly in situations involving enforcement of state laws, city ordinances, and departmental policies.
- Must be able to work in various environmental conditions, including inclement weather, high-stress situations, and potentially hazardous or dangerous environments.
- Must have the ability to effectively communicate, both verbally and in writing, during stressful or fast-paced interactions.

This job description is intended to outline the primary duties and responsibilities of the Police Chief and does not encompass all tasks that may be required. The incumbent may be assigned additional duties and responsibilities by the City Manager or other authorized officials as deemed necessary to support the effective and efficient operation of the Police Department and the broader interests of the City. Such assignments shall be consistent with the leadership role and responsibilities entrusted to this position.

The City of Kempner is an equal opportunity employer.