

SEADRIFT POLICE DEPARTMENT

103 W. DALLAS AVE., SEADRIFT, TX 77983

OFFICE: 361-785-2251 | EMAIL: police@seadrifftx.org

JOIN OUR TEAM!



Interested Applicants, please fillout the
Employment Application Form at
www.seadrifftx.org/employment or scan the
QRCode.



Incorporated December 27, 1912
www.seadrifftx.org

CITY OF SEADRIFT

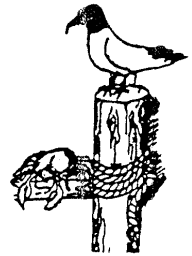
Post Office Box 159/501 S. Main St.

Seadrift, Texas 77983

Tel: (361) 785-2251

Fax: (361) 785-2208

seadrift@seadrifftx.org



SEADRIFT POLICE DEPARTMENT JOB DESCRIPTION

POSITION: CHIEF OF POLICE

SUMMARY OF POSITION:

The Chief of Police oversees all operations and personnel within the department; evaluates and reviews department policies, operations, systems, and utilization of personnel and equipment; responsible for the department budget; coordinates training and training schedule; and stays updated with the Fair Labor Standards Act rules and regulations as well as other human resources rules and regulations relating to department personnel.

ORGANIZATIONAL RELATIONSHIPS:

This position works directly with the Alderman assigned to the Police Department but is accountable to all of the City Council. Works closely with the Calhoun County Sheriff's Office members and has regular contact with other county departments and officials. This position has frequent contact with other law enforcement agencies, related agencies and organizations, and the general public.

MAJOR DUTIES:

- Develops, plans and implements department goals and objectives; develops and implements policies and procedures.
- Supervises and participates in the development and administration of the Police Department budget; directs the forecast of additional funds needed for staffing, equipment, materials and supplies; monitors and approves expenditures.
- Oversees investigations of complaints against employees and determines appropriate departmental action, including suspension or termination as appropriate.
- Coordinates department activities with those of other departments and outside agencies or organizations; represents the department at city functions.
- Represents city public safety concerns at all called meetings of the Emergency Operations Center.
- Works with the assigned Alderman, City Officials, and other department directors to assure the proper daily operation of the city and to provide a positive quality of life for residents and visitors.
- Directs, oversees and participates in the development of the department's strategic plan; assigns work activities, projects and programs; monitors workflow; reviews and evaluates work products, methods and procedures.

SEADRIFT POLICE DEPARTMENT – CHIEF OF POLICE JOB DESCRIPTION

- Selects, hires, trains, motivates, evaluates and disciplines personnel; provides or coordinates staff training; works with employees to correct deficiencies.
- Confers with citizens and city officials on law enforcement problems and assists in the development of innovative municipal law enforcement policies.
- Provides technical and policy information and assistance to staff members, other City agencies, City boards/committees and citizens.
- Attends and participates in professional groups and committees such as city, county and police conferences and meetings with other public officials.
- Coordinates law enforcement activities with the activities of other city departments and other law enforcement agencies.
- Collects and analyzes performance measures and other data to improve the efficiency and effectiveness of the department and its employees.
- Prepares and submits periodic reports to the assigned Alderman of the department's activities and prepares a variety of other reports as appropriate and in accordance with law.
- Ensures that protocols concerning confidentiality, and security of the workplace and department data are developed, implemented, and maintained.
- Represents the City on the Calhoun County Combined Dispatch Board.
- Performs related duties.

KNOWLEDGE AND SKILLS REQUIRED BY THE POSITION:

- Knowledge of law enforcement, traffic control, crime prevention, criminal investigation, and criminal process and arrest procedures, methods and techniques.
- Knowledge of search-and-seizure laws and methods, and evidence preservation and preservation principles.
- Knowledge of strategic planning, personnel management, and budget management principles.
- Knowledge of relevant laws, ordinances, court procedures, legal precedents, and government regulations.
- Knowledge of management and supervisory principles and practices.
- Skill in the preparation of clear and precise administrative reports.
- Skill in the interpretation and application of federal, state and local laws and regulations.
- Skill in planning, organizing, analyzing, decision making, and problem solving.

SEADRIFT POLICE DEPARTMENT – CHIEF OF POLICE JOB DESCRIPTION

- Skill in the use and care of firearms and other standard and specialized equipment.
- Skill in the use of modern office equipment.
- Knowledge of computers and job-related software programs, including, but not limited to, Microsoft Office, and Southern Software.
- Skill in public relations.
- Ability to use effective interpersonal relation skills to always maintain a professional manner and to work cooperatively with other departments, employees, federal and state agencies, local officials, and the public.
- Skill in accurate and timely oral and written communication, including complex reports.

SUPERVISORY CONTROLS:

The assigned Alderman helps develop departmental goals and objectives.

GUIDELINES:

Guidelines include city and department policies and procedures, Texas codes, the Fair Labor Standards Act, Equal Employment Opportunity Commission regulations, and the Texas Public Information Act. These guidelines require judgment, selection, and interpretation in application. This position develops department guidelines.

COMPLEXITY/SCOPE OF WORK:

- The work consists of varied administrative, management, technical and supervisory duties. The broad range of decision-making activities required contributes to the complexity of the work.
- The purpose of this position is to plan, direct, and manage the overall provision of police services to the citizens of the city. Successful performance helps ensure the safety of life and property and results in the enforcement of local, state and federal laws.

CONTACTS:

- Contacts are typically with department personnel, other city employees, elected officials, judges, attorneys, business owners, citizens, suspects, representatives of other law enforcement agencies, and members of the media.
- Contacts are typically to give or exchange information, resolve problems, provide services, motivate and direct employees, and settle matters.

PHYSICAL DEMANDS/WORK ENVIRONMENT:

- The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, stooping, walking, bending or crouching. The employee occasionally lifts light and heavy objects and uses tools or equipment requiring a high degree of dexterity.

SEADRIFT POLICE DEPARTMENT – CHIEF OF POLICE JOB DESCRIPTION

- Strenuous physical exertion may sometimes be required.
- The work is typically performed in an office and outdoors, occasionally in cold or inclement weather. The work requires the use of specialized law enforcement equipment.
- Routinely patrol an assigned area.

MINIMUM QUALIFICATIONS:

- Experience sufficient to thoroughly understand the diverse objectives and functions of the subunits in the division/department to direct and coordinate work within the division/department, usually interpreted to require three to five years of related experience.
- Must live within 45 minutes of response time to an emergency.
- Ability to meet current requirements set forth by the Texas Commission on Law Enforcement.
- Possession of or ability to readily obtain a TCOLE Master Peace Officer certification within 24 months.
- If applicable, discharge from military service must be under honorable conditions.
- A high school diploma or GED equivalent required by the State of Texas
- The Chief of Police should possess a thorough knowledge of the Federal Labor Standards Act.