

CITY OF FRITCH
JOB DESCRIPTIONS

TITLE: CHIEF OF POLICE

FLSA: Exempt

SUMMARY OF POSITION/DUTIES

Works under limited supervision. In charge of general law enforcement and public safety activities in the City of Fritch. Specifically, responsible for providing police protection and law enforcement services to all residents of Fritch. Responsible for developing, maintaining, and implementing an adequate regimen of police services. Responsible for general practices and policies of police activities. Coordinates with other local, county, and state law enforcement to ensure adequate protection of the city and its residents. Supervises all police officers and other public safety personnel employed by the City of Fritch. Ensures that adequate police protection is available on a reasonable schedule. Enforces City ordinances, state and federal laws in an equitable and consistent manner. Maintains official policy manual meeting all legal requirements and defining levels of service for police functions. Serves as Emergency Management Coordinator for all city functions.

Responsible for general maintenance on all equipment and vehicles issued to the Police Department. Ensures that all relevant equipment and vehicles are maintained in operational order and in a manner that presents a professional appearance.

Provides monthly report on police activities to City Council.

Responsible to assist with budget preparation for relevant departments. Keeps City Council informed of items of importance regarding assigned duties.

Performs other related duties as may be assigned.

ORGANIZATIONAL RELATIONSHIPS

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| 1. Reports to: | City Manager |
| 2. Directs: | Police officers, PS personnel |
| 3. Other: | Has regular contact with the general public and elected officials, city employees, other law enforcement personnel |

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES, ACCEPTABLE EXPERIENCE/TRAINING

High School Diploma or GED

General knowledge of police practices and procedures. Specific knowledge of police department operations, scheduling, liaisons, and applicable state and federal regulations.

CERTIFICATES AND LICENSES REQUIRED

TCLEOSE Advanced Certificate-Continuing Education as required by TCLEOSE

EQUIPMENT/TOOLS OPERATED

Police vehicle

Personal Computer-Office Equipment

Related law enforcement equipment (including communications)

