

CITY OF TAFT, TEXAS
JOB DESCRIPTION

JOB TITLE: Chief of Police
FLSA STATUS: Exempt
REPORTS TO: City Manager
REVISION DATE: April 22, 2025

POSITION SUMMARY

Under the general direction of the City Manager, the Chief of Police serves as the executive officer of the Taft Police Department. This position is responsible for the strategic leadership, management, and operation of the department, ensuring the safety and welfare of the community through effective law enforcement services, crime prevention initiatives, and public engagement. The Chief of Police oversees personnel, budget, departmental policies, and operational readiness, and is accountable for maintaining professional standards in accordance with federal, state, and local laws.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- **Leadership & Administration**
 - Plans, organizes, and directs all functions of the Police Department, including patrol, investigations, traffic enforcement, and support services.
 - Provides ethical leadership to ensure the integrity, transparency, and credibility of the department.
 - Ensures departmental compliance with all local, state, and federal regulations and law enforcement best practices.
 - Implements yearly audits and evidence safekeeping procedures derived from the Texas Evidence Best Practicing Standards and Texas State Board of Forensic Evidence.
 - Creates a monthly and annual public report as directed by the City Manager, ensuring the redaction of any investigative or sensitive information in accordance with applicable laws.
- **Personnel Management**
 - Recruits, hires, trains, supervises, and evaluates departmental personnel.
 - Administers discipline and corrective action in accordance with established policies.
 - Promotes professional development and fosters a culture of accountability and continuous improvement.
 - Maintains records and documentation: Ensures accurate and comprehensive records of training activities, certifications, and compliance reports to verify that all personnel meet current legal and departmental standards.
- **Strategic Planning & Budget Oversight**
 - Develops and administers the department's annual operating and capital budgets.

- Allocates resources effectively to meet department goals and ensure fiscal responsibility.
- Identifies long-term public safety priorities and develops corresponding strategies.
- **Community Relations & Public Engagement**
 - Serves as a liaison between the Police Department and the public, promoting community policing and citizen engagement.
 - Responds to and resolves citizen inquiries, complaints, and concerns with professionalism and transparency.
 - Participates in public meetings and maintains effective communication with civic organizations, schools, and other stakeholders.
- **Operational Readiness**
 - Ensures preparedness for emergency situations and critical incidents.
 - Maintains departmental equipment, vehicles, and facilities in a state of operational readiness.
 - Responds to major crime scenes and emergencies as needed, regardless of time or day.
- **Legal & Court Functions**
 - Represents the department in court proceedings, public hearings, and interagency collaborations.
 - Coordinates with legal counsel, prosecutors, and other criminal justice partners as necessary.

MINIMUM QUALIFICATIONS

- Associate's Degree or 60 credit hours from an accredited college or university required; Bachelor's Degree in Criminal Justice, Public Administration, or related field preferred.
- Texas Commission on Law Enforcement (TCOLE) Master Peace Officer Certification required.
- Minimum of five (5) years of progressive supervisory law enforcement experience at the rank of Captain or above.
- Valid Texas Driver's License with a satisfactory driving record.

KNOWLEDGE, SKILLS, AND ABILITIES

- Comprehensive knowledge of Texas Penal Code, Code of Criminal Procedure, traffic laws, and municipal ordinances.
- Demonstrated expertise in departmental management, budget administration, and intergovernmental coordination.
- Exceptional leadership, interpersonal, and conflict resolution skills.
- Ability to develop and implement strategic initiatives, performance benchmarks, and operational policies.
- Skilled in public communication, community engagement, and media relations.

WORKING CONDITIONS AND PHYSICAL REQUIREMENTS

- Primarily office-based with frequent fieldwork and patrol duties as necessary.

- May be required to lift or move items up to 50 pounds.
- Subject to call-back for emergencies, major incidents, and special events; must maintain 24/7 availability.
- Occasional exposure to hazardous conditions and high-stress environments.

SPECIAL CONDITIONS

- The Chief of Police is designated as an essential employee and is expected to maintain availability during emergencies and disasters.
- Must reside within a reasonable proximity to the City of Taft or relocate within a time frame designated by the Personnel Manual.

DISCLAIMER

This job description is intended to provide a general overview of the responsibilities and requirements of the position. It is not an exhaustive list of duties, and the City of Taft reserves the right to modify or assign additional responsibilities as necessary. Employment with the City is at-will and may be terminated at any time by either party, consistent with applicable laws and policies.