



JOB DESCRIPTION

Effective Date: _____



Title:	Chief of Police	FLSA Status:	Exempt
Department:	Police	Essential Status:	Essential
Division:	All	Pay Grade:	L
Reports to:	City Manager		

BRIEF DESCRIPTION:

The Chief of Police serves as the chief executive officer of the Police Department, responsible for leading, planning, directing, and coordinating all operations and activities of the department to ensure the safety and security of the community. The Chief provides strategic direction, oversees enforcement of laws and ordinances, and promotes public trust through community policing and transparent leadership.

ORGANIZATIONAL RELATIONSHIPS:

1. Reports to: City Manager
2. Directs: Police Personnel
3. Other: Will work with all public safety personnel, city employees, and general public. Will also coordinate with chief administrative and command level officers of various other public safety entities.

GENERAL STATEMENT:

This position is a critical, management level position within the police department. This position shall supervise and direct all within the Everman Police Department in all phases of operations of services.

ESSENTIAL FUNCTIONS AND JOB RESPONSIBILITIES:

- Provide visionary leadership and overall management of the Police Department.
- Develop and implement departmental goals, objectives, policies, and procedures.
- Ensure enforcement of all local, state, and federal laws within the jurisdiction.
- Plan and direct police services including patrol, investigations, traffic control, emergency response, and crime prevention.
- Lead, mentor, and evaluate the performance of officers and staff; oversee recruitment, hiring, training, and discipline.
- Develop and administer the department's budget; monitor expenditures and seek grants or funding opportunities.
- Foster a culture of professionalism, accountability, and ethical conduct.
- Build positive relationships with residents, businesses, community leaders, and public agencies.
- Represent the department at public meetings, city council sessions, and community events.
- Develop and maintain mutual aid agreements with other law enforcement agencies.
- Ensure compliance with best practices, accreditation standards, and legal requirements.



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- Prepare reports, make presentations, and keep city leadership informed on public safety trends and concerns. Effectively and courteously communicate with the public and employees, in person, on the telephone, and in writing.
- Communicate on a proactive basis to resolve citizen complaints as they arise.
- Ensure any and all responsibilities, as directed by the City of Everman and Tarrant County Emergency Operations Plan, are carried out effectively in accordance with all local, county, regional, state and federal mandates. Comply with all National Incident Management System (NIMS) training guidelines.
- Initiates and monitors employee training, license, continuing education, renewals as required by city, state, federal, or other appropriate authority.
- Regular and timely attendance
- Performs related duties as assigned.

REQUIRED EDUCATION, TRAINING & EXPERIENCE:

- Minimum of 10 years of progressively responsible law enforcement experience, including at least 5 years in a command or supervisory role.
- Certification as a Master Peace Officer by the Texas Commission on Law Enforcement
- Strong understanding of law enforcement operations, modern policing practices, and community engagement.
- Excellent communication, leadership, and decision-making skills.
- Ability to manage sensitive issues with discretion and sound judgment.

DESIRED EDUCATION, TRAINING & EXPERIENCE:

- Associates degree or higher
- Bi-lingual

ENVIRONMENTAL FACTORS & CONDITIONS/PHYSICAL REQUIREMENTS:

- The position requires both office-based work and field presence during emergency responses and training exercises.
- Must be able to work extended hours, including evenings, weekends, and holidays, as needed.
- Physical ability to perform law enforcement tasks when required.
- May be subject to repetitive motion such as typing, data entry and vision to monitor.
- May be subject to exposure to extreme weather conditions.

SIGNATURE – REVIEW & COMMENTS:

The above statements describe the general nature and level of work being performed as of the date of preparation and approval. They are not to be construed as an exhaustive list of all responsibilities, duties and skills required of the position. Employees holding this position will be required to perform any other



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job-related duties as requested by management. The job description does not constitute an employment agreement between the employer and employee, and all requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

I have reviewed this job description and received a copy.

Signature of Employee

Date