

## **Police Chief**

### **Job Description**

#### **City of Lyford Police Chief**

##### **Job Summary:**

**The Lyford Police Department** is looking for community-minded person for the position of Lyford Police Department Chief. We are looking for an individual that wants to be part of the Lyford community. The applicant must be TCOLE Certified. The Police Chief serves as the head of the Lyford Police Department and is responsible for the overall leadership, administration, and operation of the department. The Chief ensures the enforcement of federal, state, and local laws and ordinances; protects lives and property; and promotes public safety within the community. The position requires strong leadership, integrity, and the ability to work effectively with the public, city officials, and other law enforcement agencies.

##### **Organizational Structure:**

**Reports to:** Mayor

**Directs:** N/A

##### **Knowledge/Skill Requirements:**

1. Plans, organizes, directs, and supervises all activities of the Police Department.
2. Enforces all laws, ordinances, code, and regulations of the City and State; with firmness, tact, and impartiality.
3. Develops and implements department policies, procedures, and goals in line with city objectives.
4. Prepares and administers the department budget; manages resources effectively and responsibly.
5. Recruits, trains, schedules, and evaluates police personnel; maintains discipline and morale within the department.
6. Coordinates with other city departments, county, state, and federal law enforcement agencies.
7. Oversees criminal investigations, patrol operations, and code enforcement functions. Serves as the City's Code Enforcement Officer, as designated by city ordinance.
8. Responds to major incidents, emergencies, and community concerns as needed.
9. Prepares and presents reports to the City Mayor and City Council.
10. Engages with the public to foster community trust and cooperation.
11. Ensures compliance with Texas Commission on Law Enforcement (TCOLE) regulations and reporting requirements.
12. Ability to communicate (read, write, and speak) effectively in the English language, English usage, spelling, grammar, and punctuation.
13. Modern office procedures, methods, and equipment including computers
14. Business letter writing and basic report preparation
15. Perform required mathematical computations
16. Effectively communicate technical information, orally and in writing, to contractors, property owners, employees, other governmental agency representatives, City officials, and the public

17. Analyze situations, problems, and data, and use sound judgment in drawing conclusions and making decisions
18. Establish and maintain working relationships with citizens, employees, supervisors, and the public
19. Handle stressful situations and effectively deal with difficult or angry people.
20. Stay abreast of new codes and ordinances in the field.
21. Prepare clear and accurate correspondence, documents, and reports.
22. Prioritize and organize various assignments to produce efficient and effective results
23. Maintain appropriate performance regarding assigned duties and responsibilities to include but not limited to:
  - holding and sorting reports and paperwork
  - sitting or standing for extended periods
  - performing the functions of data entry on a personal computer
  - vehicle operation in the performance of a variety of errands
24. Establish and maintain cooperative working relationships with those contacted in the course of work.
25. Thorough working knowledge of City ordinances and state and federal laws relating to police operations.
26. Ability to understand detailed written and verbal operating procedures and instructions.
27. Ability to establish and maintain professionally effective working relationships with prosecutors, judges, co-workers, other law enforcement personnel, EMS and fire personnel, the general public, and representatives of state, federal, and local government agencies.
28. Ability to remain calm, make sound decisions, and respond appropriately during stressful situations and under adverse conditions.
29. Ability to safely operate a patrol vehicle and all related equipment, including laptop computers, radio, radar, and video camera systems.
30. Proficiency with weapons, and patrol car equipment, Weapons proficiency is to be demonstrated quarterly as prescribed by TCOLE or departmental policy
31. Ability to maintain current in required TCOLE and departmental training.

**Education/Experience/Certification Qualifications:**

- High school diploma or equivalent.
- Completion of approved Basic Peace Officers Certification Academy.
- Certified Peace Officers Certificate from the Texas Commission on Law Enforcement Officer Standards and Education (TCOLE).
- Valid Class C Texas driver's license.

**Physical Job Requirements:**

- Verbal and written communications.
- Occasional strenuous activity, including running, jumping, climbing, lifting up to 50 lbs., and carrying, or any other physical activity required to pursue and arrest suspects effectively.
- Extended periods of sitting at a desk or in a vehicle.
- Operation of the patrol vehicle and related equipment.  
Satisfactory physical, psychiatric, and drug testing.

**Note:** The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of this position. Nothing in this job description restricts management's right to assign duties and responsibilities to this job at any time. The omission of specific job duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment contract and is subject to change as the needs of the employer and requirements of the job change.

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Employee Acknowledgement by Signature

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Printed Employee Name

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Date