

City of Tenaha

Police Department

Now taking applications for Chief of Police

Interested persons may request an application via email or in person to the City Administrator/Secretary. Applications may be submitted via email, by fax or in person.

City of Tenaha

PO BOX 70

238 North George Bowers Drive

Tenaha, Texas 75974

Phone: (936) 248-3841

Fax: (936) 248-2160

[tenahacitysecretary@gmail.com](mailto:tenahacitysecretary@gmail.com)

#### Police Chief Job Description

The Police Department is the arm of city government, which provides citizens with protection of the laws of the city, state, and nation. The department provides protection and service in a variety of ways and in large number of different areas.

#### Police Chief Duties and Responsibilities

- Manage your department which includes hiring, assessing, disciplining, and firing your personnel. Also, conduct training of your police officers whenever necessary.
- Establishment and maintenance of a healthy working environment for all personnel.
- Develop policies and procedures but they should be in line with the guidelines set by the City Council.
- Lead the day-to-day operations of your department by preparing reports, conducting investigations (e.g., complaints) and maintaining peace and order all over the city.
- Interpret codes, laws, and ordinances and always uphold them.
- Submission of clear and complete materials such as policies, procedures, and reports. You must also be able to present them publicly as needed.
- Work closely with the City Administrator/Secretary for planning budget(s) of the Police Department and other duties that may be asked.
- Perform all duties and responsibilities stated in the ordinance of your city.
- Inventory
- Develop programs that will prevent criminal activities within your scope of jurisdiction.

- Perform public relations duties and attend the council meeting once a month.

#### Police Chief Skills

- Strong oral and written communication skills
- Budgeting and inventory
- Able to conduct training of police officer.
- Able to lift piles of things (at least 50 pounds)
- Computer literate, tech-savvy preferred
- Able to plan, organize, and administer a comprehensive police service program.
- High-level of critical and analytical thinking skills knowledge
- Knowledge of police methods, administration, and practices
- Knowledge of state codes, policies, protocols, ordinance, statute, etc.
- Knowledge and expert level of skill in using firearms and other marshal equipment.

#### Police Chief Minimum Qualifications

- Prefer you to be a resident of the city/town/county you are applying in.
- Prefer you to possess a bachelor's degree.
- At least 5 years of experience in law enforcement
- At least 3 years of experience in police administration
- Must pass the physical requirements of the state as well as the standard psychiatric test.
- Must possess a certification in law enforcement training.
- Reliable upon emergency call situations
- Must have a valid driver's license.