JOB ANNOUNCEMENT

Job Title: **Police Chief**

Status: **Permanent Full Time**

Salary: **Executive Pay Plan E-1; Depending on Qualifications**

Open Date: **October 17, 2012** Close Date: **November 30, 2012 at 5:00 p.m.**

Description:
The City of Taylor is seeking qualified applicants for a Police Chief to administer a comprehensive program for crime prevention and law enforcement which ensures that the peace of the community is maintained. Duties include the supervision and management of the overall operations of the Police Department and coordinating City police work with outside organizations.

Experience and Training:
Bachelor's degree in Business Management, Public Administration, Law Enforcement, Criminal Justice, or a related field (management or administration preferred), plus at least ten years of experience in municipal law enforcement, including six years of command-level position experience or high school graduate, or its equivalent, and sufficient college-level and other training courses to attain advanced law enforcement certification, plus at least fifteen years of experience in municipal law enforcement; or any equivalent combination of experience and training that provides the required knowledge, skills, and abilities.

Certificates and Licenses Required:
Valid Texas Drivers License, Advanced Law Enforcement Officer certification from the Texas Commission on Law Enforcement Officer Standards and Education. Instructor certifications preferred.

Content:
A City of Taylor Application and Resume are required for this position. **Resumes alone WILL NOT BE ACCEPTED they must be attached to a City application.** Please send your application to:

Mail or Deliver to: Human Resources, City of Taylor, 400 Porter St., Taylor, TX 76574
Questions:
Email: starla.hall@taylortx.gov
Phone: (512) 352-5993 ext. 22
Website: www.taylortx.gov

Benefits: Health, Dental and Long Term Disability Insurance *(Employee coverage paid by the City)*; 7% 1 ½ to 1 match retirement with Texas Municipal Retirement System (5 yr. vesting); Social Security match; Paid holidays, vacation and paid sick days.

The City of Taylor is an ***Equal Opportunity Employer***. Minorities are encouraged to apply.

JOB DESCRIPTION

Class No. 112 Job Title: Police Chief

Pay Group: Exec Pay Plan EEOC Category: Officials & Administration

Date: March 5, 2012 FLSA: Exempt

SUMMARY OF POSITION: Administers a comprehensive program for crime prevention and law enforcement which ensures that the peace of the community is maintained. Duties include the supervision and management of the overall operations of the Police Department and coordinating City police work with outside organizations.

ORGANIZATIONAL RELATIONSHIPS:

1. **Reports to:** City Manager

2. **Directs:** Police Captain-Patrol, Police Captain-Investigations and Community Services, Administrative Assistant, Communications/Records and is ultimately responsible for all Police Department personnel.

3. **Other:** Works closely with the general public, federal, state, and county law enforcement agencies, police departments in other cities, local officials, community groups and organizations, other City departments and subordinate personnel.

EXAMPLES OF WORK:

Essential Duties*

Description of Work	Av. % of time	Strength	Physical Demand Code*
Manages the overall operations of the Police Department: plans, organizes, develops, coordinates, and/or directs Police Department functions and support services, including crime prevention operations, criminal	20	S	A,B,C,D,E,F,H,I, M,Q,R,S,T

investigations and control of criminal intelligence data; traffic enforcement and accident investigation; patrol coverage and response to calls, property and evidence control; communications and reporting operations; and maintenance of department equipment and facilities			
Develops and implements policies and standard procedures regarding the conduct of crime prevention and law enforcement activities, including field operations, support operations, equipment and property management, public and interagency relations, and standards and ethics	7	S	A,B,C,D,E,F,H,I, M,Q,R,S,T
Oversees hiring, training and evaluation of employees, and makes and reviews work assignments	5	S	A,B,C,D,E,F,H,I, M,Q,R,S,T
Develops, implements, conducts and evaluates all aspects of employee training, including recruiting and local in-service and specialized training	5	S/M	A,B,C,D,E,F,G, H,I,J,K,L,M,N,O P,Q,R,S,T,U
Develops and implements policies regarding internal departmental matters, such as discipline, conduct, and internal investigation, and makes recommendations in disciplinary matters and terminations.	7	S	A,B,C,D,E,F,H,I, M,Q,R,S
Provides guidelines for and counsels department employees regarding their conduct, professionalism and dedication to public service	5	S	A,B,C,D,E,F,H,I, M,Q,R,S
Plans, prepares, controls, maintains, and evaluates fiscal operations of department, including reviewing and approving written reports, bills and purchase requests, and preparing and submitting departmental budget to the City Manager	5	S	A,B,C,D,E,F,H,I, M,Q,R,S,T
Receives and responds to citizen complaints and questions	15	S/L	A,B,H,I,Q,R,S,T
Prepares or directs preparation of monthly and annual reports to the City, the media, and various regulatory agencies	1	S	A,B,C,D,E,F,H,I, M,Q,R,S,T
Supervises and participates in communications with the public and news media, including presentations and adherence to the Open Records and Privacy Acts	5	S	A,B,C,D,E,F,H,I, M,Q,R,S,T

Consults and cooperates with other local, state, and federal law enforcement agencies	3	S/L	A,B,C,D,E,F,H,I, M,Q,R,S,T
Consults with other City divisions and the public concerning emergency management, crime, and crime prevention and local emergency planning	7	S	A,B,C,F,H,I,Q,R S,T
Oversees purchase and maintenance of police vehicles, equipment and facilities	2	S/L	A,B,C,F,H,I,J,K, M,Q,R,S,T
Initiates City-wide policies and procedures for improving the overall level of police service	2	S/L	A,B,H,I,Q,R,S,T
Directs the maintenance of a highly technical system of radio, telephone, and computer communications system	2	S	B,I,J,K,M,N,Q,R S
Directs, controls and maintains the records system of the department, utilizing staff and computer resources	2	S/L	A,B,C,D,E,F,H,I, M,Q,R,S,T
Directs staff and occasionally assists in the control and processing of evidence and property	2	S/L	A,B,C,D,E,F,G, H,I,J,M,Q,R,S,T

OTHER IMPORTANT DUTIES:

Description of Work	Av. % of time	Strength	Physical Demand Code*
Performs such other administrative duties as may be assigned	2	S/L	All
Serves in extension of current duties as required for emergency management, particularly in the areas of staff alerting, communication, public warning, and law enforcement	3	S/L	All
Provides quality customer service to City staff, the general public, and all other work contacts	Constant	N/A	All

*****See Physical Demands portion of job description for key to codes

PHYSICAL DEMANDS:

1. Overall Strength Demand

_ _Sedentary _X_Light __Medium __Heavy __Very Heavy

2. Frequency for each physical demand listed in Essential Duties:

O A. Standing	R G. Reaching	R L. Crawling	C Q. Vision
F B. Sitting	C H. Handling	O M. Bending	C R. Hearing
O C. Walking	C I. Fine Dexterity	R N. Twisting	C S. Talking
R D. Lifting	R J. Kneeling	O O. Climbing	F T. Foot Controls
R E. Carrying	R K. Crouching	R P. Balancing	R U. Other (Lying on ground, Running)
R F. Pushing/Pulling			

C-Continuously, F-Frequently, O-Occasionally; R-Rarely

3. Description of Physical Demand

Physical Demand	Description
STANDING	To deliver speeches; to take firearm tests; to conduct training sessions
SITTING	Primary work position; to work at the desk; attend meetings; appear in Court
WALKING	To communicate with Division; obtain information; attend meetings out of the building; go on calls with police officers. Primarily in the same building on tile and carpet
HANDLING/FINE DEXTERITY	To do paperwork; take firearms test; make phone calls; to program and maintain communications system
VISION	To drive; read documents; write; conduct investigations
HEARING/TALKING	To communicate with staff, the public, City Council, the press, and other agencies. Most of the workday involves discussing issues or problems with others in person or on the phone
PUSHING/PULLING	To access information stored in file cabinets; to obtain evidence
REACHING	To install/program mobile radios in trunk of police cars
LIFTING/CARRYING	Manuals; police equipment for demonstration or use
KNEELING/CROUCHING/ CRAWLING/BENDING/ TWISTING	To collect evidence; to demonstrate police procedures during training; to access materials stored in low file cabinets or shelves; to maintain/program communications system
FOOT CONTROLS	To drive
CLIMBING	To assist with an investigation in a multiple story building
LYING-ON GROUND/RUNNING	To demonstrate police procedures; to take target practice and firearms test
NOTE: The full range of physical demands are used when conducting officer training	

NON-PHYSICAL DEMANDS:

_C_ time pressures	_O_ noisy/distracting environment
_O_ emergency situations	_O_ tedious exacting work situation
_O_ irregular schedule/overtime	_C_ working closely with others as part of a team
_O_ danger/physical abuse	_F_ performing multiple tasks simultaneously

_F_ frequent change of tasks

_R_ varying periods of idle time interspersed with emergencies requiring intense concentration

_R_ other (describe below)

(Ability to maintain composure and think clearly in stressful/life threatening situations)

C-CONSTANTLY (2/3 or more of the time), F-FREQUENTLY (1/3 TO 2/3 OF THE TIME), O-OCCASIONALLY (Up to 1/3 of the time), R-RARELY (Less than 1 hour per week)

EQUIPMENT, MACHINES, TOOLS, AND WORK AIDS:
Police vehicle, police radio, telephone, mobile telephone, multi-channel recorder, firearms, video camera, audio visual equipment, riot helmets, ear protection, gas mask, protective latex gloves, armored vests, protective clothing, traffic gloves

ENVIRONMENTAL FACTORS AND SAFETY HAZARDS:
Occasional exposure to weather extremes, smoke from fires, occasional risk of physical abuse or wounds, noise exposure during firearms training or use

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:
Ability to plan, assign, coordinate, and conduct the work of varied functions within a municipal police department; ability to select, train, organize, evaluate and effectively utilize staff; ability to establish and maintain effective working relationships and communication, and ability to maintain appropriate necessary certifications

Reading: Read and comprehend manuals, journals, letters, memos, reports
Writing: Write accurate, coherent policies and procedures, letters, reports
Math: Perform simple mathematical computation related to financial and budgetary management; understand statistical data; complex mathematical computation as it relates to accident and criminal investigations
Reasoning: Analyze police problems and situations for the purpose of planning corrective policies and procedures; interpret policies, analyze diverse data
Advanced Theoretical Knowledge: Advanced knowledge of municipal police administration and organization; technical and operating principles, practices, problems of law enforcement and crime prevention activities; and City ordinances and state and federal laws relating to police operations, law enforcement, personnel management, human relations, instructional technology

ACCEPTABLE EXPERIENCE AND TRAINING:
Bachelor's degree in Business Management, Public Administration, Law Enforcement, Criminal Justice, or a related field (management or administration preferred), plus at least ten years of experience in municipal law enforcement, including six years of command-level position experience;

Or high school graduate, or its equivalent, and sufficient college-level and other training courses to attain advanced law enforcement certification, plus at least fifteen years of experience in municipal law enforcement;

Or any equivalent combination of experience and training that provides the required knowledge, skills, and abilities

CERTIFICATES AND LICENSES REQUIRED:

Valid Texas Drivers License, Advanced Law Enforcement Officer certification from the Texas Commission on Law Enforcement Officer Standards and Education. Instructor certifications preferred.

I acknowledge that I have read and understand the duties and demands required of this position and further affirm that I can perform them as described with or without reasonable accommodations. This job description does not constitute an employment agreement and is subject to change as deemed appropriate by the City of Taylor.

Applicant or Employee:

_____	_____	_____
Printed Name	Signature	Date

CITY OF TAYLOR
APPLICATION FOR EMPLOYMENT

An Equal Opportunity/Affirmative Action Employer

400 Porter Street, Taylor, Texas 76574
Phone: 512/352-5993
www.taylortx.gov

If you need assistance in completing this employment application, please inquire at the Human Resources Office. The City conducts pre-employment qualification testing and personal interviews in the application process. If you believe you will require reasonable accommodations (e.g., interpreter, TDD, scheduling adjustments) in the application process, please inform the Human Resources Office in writing when you submit your application.

PERSONAL DATA

FOR OFFICE USE ONLY

Received_____ Ltr sent_____

Refs chkd_____ Bkgd ck_____

Interview_____ Hired_____

_____
(LAST NAME) (FIRST NAME) (INITIAL)

_____
(STREET ADDRESS, RFD, P.O. BOX)

_____
(CITY) (STATE) (ZIP CODE)

Phone Numbers:(____)_____ Social Security Number_____

(____)_____ Position(s) Applied for_____

Date you would be available to start work? _____

Check type of work you are seeking: ☐ Regular ☐ Temporary ☐ Part time ☐ Full time

Have you ever filed an application with the City of Taylor before? ☐ Yes ☐ No If yes, when?_____

Have you ever been employed here before? ☐ Yes ☐ No If yes, when?_____

Are you related to any person employed by the City of Taylor? ☐ Yes ☐ No
If yes, list name and relationship: _____

Minimum Salary Requesting $_____ per_____

Name of School Attended	City/State	Dates Attended From To	Certificate/Diploma or Degree Received

SKILLS: List any additional special skills you may have (computer software, special equipment, languages, etc.)

EMPLOYMENT EXPERIENCE: List each position held. Start with your present or most recent assignment and work backward. If you need additional space, please continue on a separate sheet of paper. Attach additional sheets or resume if needed.

May we contact your present employer? ☐ **Yes** ☐ **No**

Employer	**Employed From:** **To:**
Employer Address	**Starting salary** **Ending Salary**
Job Title	**Supervisor and Phone no.**
Summary of job duties	**Reason for leaving**

Employer	**Employed From:** **To:**
Employer Address	**Starting salary** **Ending Salary**
Job Title	**Supervisor and Phone no.**
Summary of job duties	**Reason for leaving**

Employer	**Employed From:** **To:**
Employer Address	**Starting salary** **Ending Salary**
Job Title	**Supervisor and Phone no.**
Summary of job duties	**Reason for leaving**

ADDITIONAL INFORMATION: By law, you must be authorized to work in the United States in order to be employed by the City of Taylor. Are you a citizen of the United States or legally authorized to work in the United States? ☐ **Yes** ☐ **No**

Have you ever been convicted of a felony, misdemeanor, or any other crime or been the subject of deferred adjudication?

☐ **Yes** ☐ **No** If yes, give details below.

If yes, please explain. (Omit convictions for minor traffic citations unless the position for which you are applying requires the operation of a motor vehicle. Conviction will not result in your automatic disqualification for employment but a false statement or an omission will disqualify you. The seriousness of the crime, the date of conviction and the relevance of the crime to the position will be considered.)

Date of Offense Month/Year	Type of Offense	Level and Degree of Offense			Court Disposition **(Convicted, Deferred Adjudication)**
		Felony	Misdemeanor	Other Crime	

Do you have a current Texas Driver's License? ☐ **Yes** ☐ **No** License #_____

Type of license: ☐ Class C ☐ CDL ☐ Other_____

If you are 18 years old or younger please give your date of birth _____

REFERENCES: List three persons not related to you who are qualified to describe your capabilities for the position you seek.

NAME	ADDRESS	PHONE	OCCUPATION

AUTHORIZATION FOR RELEASE OF INFORMATION: I certify that the statements and information contained herein are true, complete and correct to the best of my knowledge and I authorize any former employer to release to an authorized representative of the City of Taylor any and all employment records or other information it may have about my employment. I understand that the information will be used for the purpose of evaluating my application for employment and that I am responsible for providing legal documents and verifying my identity and eligibility for employment. In addition, I understand that if selected for an interview, true copies of all degrees, certificates or licenses listed on this application will be required before an offer of employment can be made. A photocopy of this authorization shall be as valid as the original.

I certify that all the information provided by me in connection with my application, whether on this document or not, is true and complete, and I understand that any misstatement, falsification, or omission of information shall be grounds for refusal to hire or, if hired, termination.

I understand that the City of Taylor may check with the Texas Department of Public Safety and/or the Federal Bureau of Investigation for any criminal history in accordance with job requirements.

I understand that offers of employment are conditioned upon my passing a Drug Screening.

I understand that if hired, my employment would be for no definite period of time and may, regardless of the date of payment of my wages or salary, be terminated at any time. All information is subject to verification and that intentional misrepresentation on my application or during the interview process will subject me to immediate discharge. The City of Taylor is an “at-will” employer and only written representations of offers made by the City of Taylor will be enforceable.

Signature of Applicant:_____ Date:_____

CITY OF TAYLOR
APPLICATION FOR EMPLOYMENT

An Equal Opportunity/Affirmative Action Employer

400 Porter Street, Taylor, Texas 76574
Phone: 512/352-5993
www.taylortx.gov

EEOC STATISTICAL DATA FORM

Dear Applicant:
Our commitment to a policy of providing equal employment opportunities to all applicants without regard to race, color, disability, religion, age, sex or national origin requires that certain information on all job applicants be gathered and maintained for statistical purposes only. Completion of this form is voluntary on your part and will not affect your opportunity for employment with us. However, to fulfill our commitment, we would appreciate your supplying the information requested below.

PLEASE NOTE: The information requested on this form will be used for statistical reporting purposes only. It will be separated from your application form and will not be used in any way in evaluating your qualifications for employment, nor will it become part of your personnel file if you are hired.

INSTRUCTIONS: Please check the box corresponding to the correct response(s) in each of the categories below.

SEX

- ☐ Male
- ☐ Female

AGE (in years)

- ☐ Under 40
- ☐ 40 and above

RACIAL/ETHNIC GROUP

- ☐ Caucasian (Not of Hispanic Origin)
- ☐ Black (Not of Hispanic Origin)
- ☐ Hispanic Origin
- ☐ Asian or Pacific Islander
- ☐ American Indian or Alaskan Native

HOW DID YOU FIND OUT ABOUT THE JOB?

- ☐ Posted Job Announcement
- ☐ Texas Employment Commission
- ☐ Current Employee
- ☐ Friend
- ☐ Newspaper_____
- ☐ Just walked in
- ☐ Other (specify) _____

DISABILITY

Do you have a disability? ☐ Yes ☐ No

(A disability is described as: 1) physical or mental impairment which substantially limits a major life activity; 2) previous record of such an impairment; or 3) being regarded as having such an impairment.)

CITY OF TAYLOR
APPLICATION FOR EMPLOYMENT
An Equal Opportunity/Affirmative Action Employer

400 Porter Street, Taylor, Texas 76574
512/352-5993
www.taylortx.gov

Authorization for Release of Information

I hereby authorize any investigator or duly accredited representative of the City of Taylor bearing this release to obtain any information from schools, residential management agents, employers, criminal justice agencies, or individuals, relating to my activities. This information may include, but is not limited to, academic, residential, achievement, performance, attendance, personal history, disciplinary, and conviction records. I hereby direct you to release such information upon request of the bearer. I understand that the information released is for official use by the City of Taylor and may be disclosed to such third parties as necessary in the fulfillment of official responsibilities.

Written inquiries about criminal convictions will not automatically disqualify an applicant for a particular job and the type and seriousness of the crime, the frequency of violations, the applicants age at the time of conviction, the date of conviction, and the applicant's entire work and educational history will be considered.

I hereby release any individual, including record custodians, from any and all liability for damages of whatever kind or nature which may at any time result to me on account of compliance, or any attempts to comply, with this authorization.

Applicant's name (Print or Type)	Date
Applicant's signature	Social Security Number
Address	Phone

DPS Computerized Criminal History (CCH) Verification

(AGENCY COPY)

I, _____, have been notified that a computerized criminal
APPLICANT or EMPLOYEE NAME)Please Print)
history (CCH) verification check will be performed by accessing the Texas Department of Public Safety Secure Website and will be based on name and DOB information I supply.

Because the name based information is not an exact search and only fingerprint record searches represent true identification to criminal history, the organization (as listed below) conducting the criminal history check is not allowed to discuss any information obtained using this method, therefore the agency may offer the opportunity to have a fingerprint search performed to clear any misidentification based on the name search, if the search provides a criminal report I know could not be mine.

For the fingerprinting process I will be required to submit a full and complete set of my fingerprints for analysis through the Texas Department of Public Safety AFIS (automated fingerprint identification system). I have been made aware that in order to complete this process I must have the correct fingerprinting (FAST) form from this agency, make an online appointment, submit a full and complete set of my fingerprints, and pay a fee of $9.95 to the fingerprinting services company, L1 Enrollment Services.

Once this process is completed and the agency receives the data from DPS, the information on my fingerprint criminal history record may be discussed with me.

(This copy must remain on file by your agency. Required for future DPS Audits)

_____
Signature of Applicant or Employee

_____
Date

_CITY OF TAYLOR_____
Agency Name (Please print)

_STARLA A. HALL_____
Agency Representative Name (Please print)

_____ _____
Signature of Agency Representative Date

Please:
Check and Initial each Applicable Space

CCH Report Printed:
YES_____NO_____ _____initial

Purpose of CCH:_____

Hire____ Not Hired____ _____initial
Date Printed:_____ _____initial
Destroyed Date_____ _____initial

Retain in your files

CITY OF TAYLOR
APPLICATION FOR EMPLOYMENT

An Equal Opportunity/Affirmative Action Employer

400 Porter Street, Taylor, Texas 76574
Phone: 512/352-5993
www.taylortx.gov

NEPOTISM CERTIFICATION

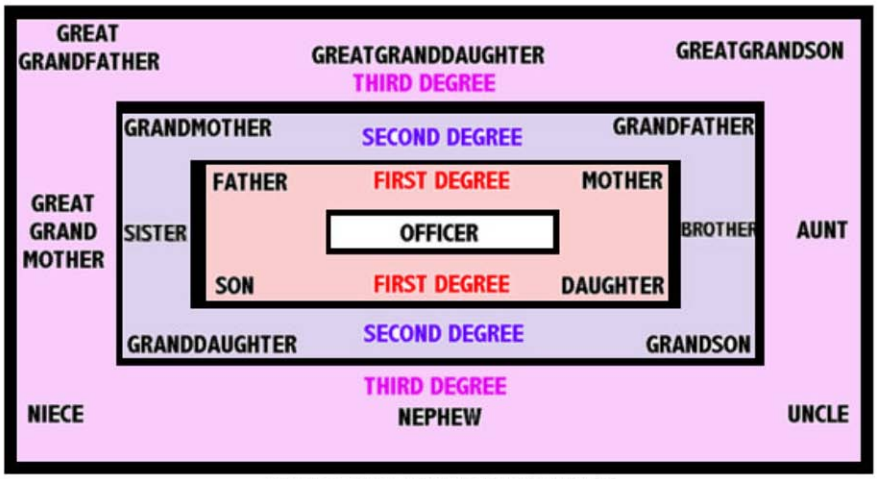
Applicant's Name _____

Position(s) Applying For: _____

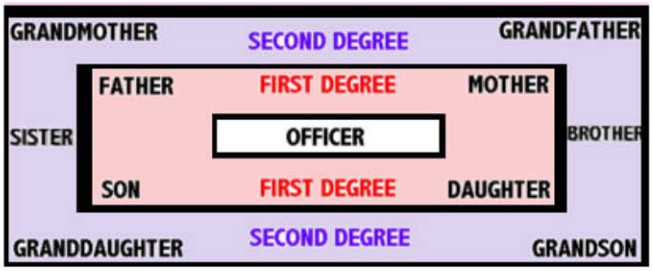
No person may be employed by the City of Taylor who is related within the second degree of affinity (marriage) or within the third degree of consanguinity (blood) to any member of the City Council, City Manager or to any employee who would supervise his or her job performance. (See the chart below.)

Are you or your spouse related by blood to any of the above parties or to your prospective supervisor in any way? ☐ Yes ☐ No If yes, please explain

Nepotism Charts



CONSANGUINITY KINSHIP CHART



AFFINITY KINSHIP CHART

* Spouses of relatives within the first or second degree of consanguinity (e.g., son-in-law, mother-in-law, brother-in-law, etc.) are also included in the prohibition.

Signature_____ **Date** _____