



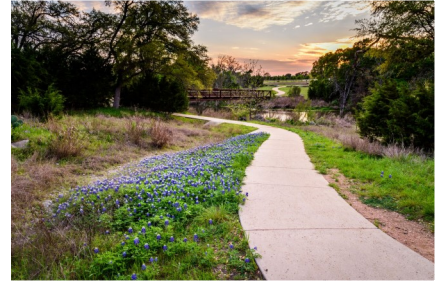
*City of Cedar Park, TX*

# Police Chief



## The Community

The City of Cedar Park is a vibrant suburb of over 82,000 located 17 miles northwest of downtown Austin and is recognized for its fast growth in the dynamic Central Texas region. Cedar Park is the third largest city in the Austin metropolitan area, ideally situated for corporate headquarters and has a growing number of high tech and major manufacturing employers. With deep roots as a small community and ability to retain a hometown feel, it is known for its outstanding schools, pro-business climate and relaxed family environment. Named one of the Best Suburbs for Growing Families and Best Small City in America in 2020, Cedar Park offers all the benefits of life in the beautiful Texas Hill Country, with desirable neighborhoods, an entrepreneurial business environment, and an effective, well-managed city government.



## Government

Cedar Park operates under the council-manager form of government, per the city charter. The council-manager form is a system of local government that combines the political leadership of elected officials in the form of a council or other governing body with the managerial experience of an appointed local government manager. The Cedar Park City Council consists of a Mayor and six at-large Council positions. All of these elected positions are volunteer. The City Manager is appointed by the City Council and serves as the Chief Administrative Officer for the City. The current City Manager has been with the City since 1996 and was appointed City Manager in 2006. In addition, the three Assistant City Managers have more than four decades of experience with the City, providing stable leadership within the City Management team. Working with the Mayor and City Council, The City Manager oversees a robust, full-service city operation known for being innovative, forward-thinking, and implementing best practices in local government.



## The Department

The Cedar Park Police Department is home to 100 sworn law enforcement and 37 non-sworn (civilian) employees. In 2003, the City adopted Texas Local Government Code Chapter 143, Municipal Civil Service for Firefighters and Police Officers, and the City Council adopted Meet & Confer for the Police Department in 2005. Each sworn member of the Department has a rank: Chief, Assistant Chief, Commander, Lieutenant, Sergeant, Corporal and Officer and are assigned to divisions including: Patrol, Criminal Investigations, Organized Crime, Traffic, Professional Standards, Community Services, Training, Records, Communications, Property & Evidence and Animal Control.

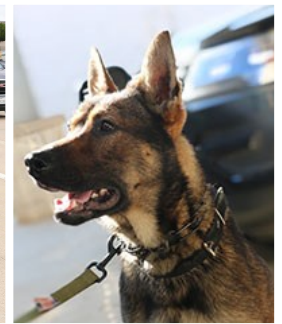
In 2011, the Cedar Park Police Department received standing as a Recognized Law Enforcement Agency through the Texas Police Chief's Best Practices Recognition Program. As of May 4th, 2019, the Cedar Park Police Department was recognized as an Accredited Law Enforcement Agency through the Commission on Accreditation for Law Enforcement Agencies, Inc., (CALEA).



## Core Values

- **Life** - We hold the preservation of life as our sacred duty.
- **Law** - We recognize our fundamental responsibility is to obey and enforce the law with fairness, equality, and without bias.
- **Integrity** - We accept nothing less than truth, honesty, integrity, and a consistent high standard of moral and ethical conduct.
- **Accountability** - We believe our actions and decisions are accountable to each other and the community we serve.
- **Service** - We are dedicated to courteous, compassionate and effective service to our community.
- **Community Partnerships** - We rely on essential community partnerships to exchange ideas, anticipate problems, promote prevention and create awareness in an effort to reduce crime.
- **Excellence** - We strive for excellence through a continuous improvement, pursuit of knowledge, attention to detail and a vision for the future.





## The Police Chief

The Police Chief protects the city's residents, property and enforces laws and ordinances by providing ethical leadership, supervision and management of the Police Department and its resources. The Police Chief plans, coordinates, and directs the activities of the department; promotes engagement with the community regarding safety issues; and serves on the City Manager's Executive Leadership Team.

### Essential Functions and Responsibilities

- Manages and oversees the overall operations of the Police Department to include ultimate responsibility for budgeting, planning, directing and coordinating departmental services and activities in each division
- Responsible for the hiring, supervision, discipline and termination of Police Department employees to include ensuring establishment and implementation of sufficient training and development, assignment and review of work and performance standards and oversight
- Establishes, within City policy and direction, appropriate service and staffing levels; monitors and evaluates the efficiency and effectiveness of methods and procedures; allocates resources accordingly
- Communicates effectively and professionally with City Council, City Manager, department staff and the general public regarding law enforcement situations and issues
- Prepares departmental strategic plan, with short-and long-term goals; plans, submits for approval, and administers Police Department budget to support department services and goals
- Reviews, prepares, and updates necessary special projects, departmental plans, special orders, and written directives
- Ensures development and maintenance of up-to-date departmental operations manuals and other policies and procedures
- Conducts follow-up of citizens' complaints and ensures fair and thorough department internal investigations
- Assists officers at the scene of a crime when necessary; ensures appropriate command presence during emergencies
- Works cooperatively to ensure coordination of department activities, special events, and tasks with city departments and other law enforcement agencies
- Promotes community engagement and assesses community needs related to safety and law enforcement
- Collects, reviews, and controls police records regarding criminal offenses, motor vehicle accidents, criminal records, necessary statistical data, and other required written, filmed, or taped data of police activities when necessary; utilizes statistical data to guide activities to reduce crime
- Ensures review and approval of payroll, overtime, material and cash requisitions, and other paperwork
- Meets with and responds to the City Manager and other city officials and the public when requested
- Provides for maintenance, control, and inspection of department facilities and equipment, including department vehicles



## **Essential Functions and Responsibilities continued..**

- Prepares for and attends City directors' meetings, City Council meetings, and local civic functions
- Chairs department commanders' meetings and serves on committees as appointed by the City Manager
- Performs effective departmental public relations activities, including speaking to schools, churches, and other civic organizations
- Maintains current knowledge of applicable laws and statutes, pending legislation, and conduct research to address new issues and their impact

## **Knowledge, Skills, and Abilities**

- Knowledge of budgetary techniques; municipal police administration and organization; Texas Penal Code, Code of Criminal Procedures, and Family Code; Texas Civil Service and Local Rules; technical and operating principles, practices, and problems of law enforcement and crime prevention activities; departmental rules and regulations; state, federal, and local laws; city ordinances; and the use and care of vehicles, firearms, and specialized equipment.
- Skill/Ability to establish and maintain effective and professional working relationships with city officials and staff, other law enforcement agencies, judicial officials, and the general public; analyze situations and adopt a quick, effective, and reasonable course of action; supervise and motivate employees and ensure accountability for performance standards; demonstrate proficiency in both oral and written communication and public presentations; prepare reports; and operate computer using standard word processing, spreadsheet, and data inquiry software as well as more technical police and law enforcement software and systems.

## **Ideal Candidate**

The ideal candidate should possess detailed knowledge of the principles and practices of municipal law enforcement and police operations.

This individual will need to display strong leadership, communication, decision-making, and negotiation skills and instill these traits within the rank and file of the Police Department. It is imperative that this individual build credibility and is able to infuse accountability and respect within the department. The ideal candidate must exhibit strong collaboration and relationship-building skills in working with the entire organization and the community.

The ideal candidate will understand how to blend intelligence-based policing and community-based policing with an emphasis on continuous training. This person should be able to build successful partnerships within the community to ensure a common vision is enacted and supported. The ideal candidate should have strong interpersonal skills, be an effective listener, be responsive to employee input, and provide timely feedback. The new Police Chief should be active and visible in the community.

The ideal candidate will be skilled in creating a positive atmosphere for employees in the organization and within the Police Department. The successful candidate will need to be approachable and personable, value integrity and have a commitment to transparency and ethics.

## Education and Experience

Qualified applicants will have a Bachelor's Degree in Criminal Justice, Public Administration or Business Administration, or a related field in addition to ten (10) years of progressively more responsible law enforcement experience, including at least five (5) years as a police chief, deputy or assistant chief or in a significant administrative staff position. A valid Texas Driver's License, or the ability to obtain one within six months of hire, with acceptable driving record is required. A Master's Degree and/or graduation from the FBI Academy or PERF's Senior Management Institute for Police (SMIP) strongly preferred.

## Required Certifications

Advanced certification by the Texas Commission on Law Enforcement (TCOLE) is required.

## Salary

The City of Cedar Park is offering a competitive salary commensurate with experience and a comprehensive benefits package. Relocation assistance will be available for the successful out of area candidate.

## How to Apply

Interested applicants should forward a cover letter and resume to:

**resumes@affionpublic.com**

**Reference: CPPC**

Affion Public  
PO Box 794  
Hershey, PA 17033  
888.321.4922  
[www.affionpublic.com](http://www.affionpublic.com)



*The City of Cedar Park is an Equal Employment Opportunity Employer.*