



Town of Ponder Job Description

TITLE	Police Chief		
REPORTS TO	Town Administrator	PAY RANGE	\$85,000 – 95,000 annually
DEPARTMENT	Police	FSLA	Exempt
DATE	4/28/2026	JOB FAMILY	Police

GENERAL PURPOSE:

The Chief of Police, under minimal direction, is responsible for the planning, organizing and directing of all activities and operations of the Police Department. This employee administers a comprehensive program for prevention of crime and law enforcement for the Town, including the Town of Ponder ordinances. This employee also is responsible for keeping the Town Administrator informed of any concerns and/or problems directly or indirectly relating to areas of responsibility. The Chief of Police supervises the police administration, criminal investigations, physical evidence and property, crime prevention, patrol, emergency communications, school liaison divisions and related community programs. This employee also oversees and directs the preparation of departmental budget.

ESSENTIAL FUNCTIONS:

- Evaluates effectiveness of Departmental law enforcement activities and develops and implements plans for improved operations.
- Develops, reviews, appeals, and enforces Departmental rules, regulations, and standard operating procedures.
- Performs administrative personnel duties, including recommendations for hire and termination, performance evaluations of supervised administrative staff and division supervisors, staff training and physical fitness, initiates internal investigations when appropriate and directs corrective action in coordination with the Human Resources Department and the Town Administrators Office.
- In coordination with the Towns overall strategic plan, vision and mission, the incumbent directs, plans, organizes and coordinates Police Department programs and activities including enforcement of federal, state and municipal laws, statutes, and ordinances; criminal investigation, detection and prevention; traffic control and enforcement; 911 emergency communication services; record-keeping and other law enforcement activities.
- Meets with press, community organizations, Town of Ponder Council and citizens to discuss current problems and departmental activities.
- Directs, oversees, and participates in the development of the Police Department’s goals, objectives, work plan, procurement process, control of grants and auditing of expenditures, departmental budget and related performance measures,.
- Attends civic events, professional, service and community group meetings at schools, churches and other places of public gathering to promote the activities of the Town and Police Department in an effort to maintain community relations.



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- Works with other municipal, county, state, and federal law enforcement agencies/ task forces and other regional agencies to coordinate, plan and solve related law enforcement activities.
- Maintains a physical inventory and fix asset record of assigned departmental property as well as property received due to seizure in accordance with all federal and state laws.
- Performs related duties as assigned.

KNOWLEDGE AND SKILLS REQUIRED:

The Chief of Police must also have knowledge of policies, Texas Police Chiefs Association and procedures of law enforcement, crime prevention methodology and technology. Possess knowledge of modern principles and practices of police administration and leadership. Knowledge of the Town of Ponder ordinances and laws is desirable. The employee must be knowledgeable of current management techniques and human resources-related laws and regulations.

The Chief of Police must: be proficient in the use of issued firearms; Possess the ability to strategically plan and coordinate personnel and resources; the ability to develop, interpret and apply established rules, regulations, policies and procedures, ordinances, laws, penal and traffic code; have the ability to think clearly and respond to emergency situations while applying rules and regulations for the protection of people and property including the use of weapons and force; have the ability to communicate effectively and deal courteously and diplomatically with diverse cross sections of the public and understand the psychology of basic human behavior; possess the ability to analyze and propose solutions to complex problems. The employee must also be able to speak publicly and address the media.

EXPERIENCE:

The Chief of Police must have a Bachelor's degree in criminal justice, police science or related field. Incumbent must also have at least ten (10) years experience in law enforcement, involving positions with a minimum of seven (7) years of progressive supervisory responsibility and demonstrated ability paid full time employment in a supervisory capacity in law enforcement is required. This employee must possess Master Peace Officers Certification from the Texas Commission on Law Enforcement. Completion of advanced management and leadership training such as the FBI Academy or the Law Enforcement Management Institute of Texas Leadership Command College is preferred. Employee must also have a current Texas driver's license, a good driving record and pass a medical physical examination, polygraph, psychological exam and drug screen.



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PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

The Chief of Police is a licensed police officer and therefore must be able to meet all physical requirements. This position requires a high level of physical activity; employ a variety of static and dynamic postures such as standing, driving, walking, forward/side/overhead reaching, sitting, kneeling, fingering, handling (gripping & grasping), talking, hearing, smelling, near and far acuity, color perception, peripheral vision, crouching, squatting, crawling, bending, stooping, twisting, turning, and climbing up and down ladders and stairs in order to complete daily tasks. An officer must have no respiratory illness and they must possess the ability to see completely, including binocular vision correctable to 20/20 vision.

REPORTING RELATIONSHIP:

The Chief of Police reports directly to the Town Administrator and indirectly to the Town of Ponder Council, depending on task assigned

EMPLOYEE ACKNOWLEDGEMENT:

I acknowledge that I have received a copy of my job description and will direct any questions to my supervisor or Human Resources.

Employee Signature:	Date:
Director Signature:	Date: