



EMPLOYMENT OPPORTUNITY

The City of Rockport is accepting applications for a **Chief of Police**. This position is responsible for directing the provision of police services for the City of Rockport and the Town of Fulton, including coordinating the internal and external activities of the department.

Candidate will hold a bachelor's degree or higher in business administration, criminal justice, public administration, or related field with three to five years' experience. Graduation from the FBI National Academy is preferred. Possession of or ability to readily obtain a valid driver's license by the State of Texas for the type of vehicle or equipment operated. Ability to meet current requirements set forth by the Texas Commission on Law Enforcement (TCOLE). Possession of or ability to readily obtain a TCOLE Advanced Peace Officer certification. Master's certification is preferred.

Salary range is \$39.99 to \$60.26 per hour, plus benefits. A City of Rockport application is required. Please visit www.cityofrockport.com to obtain the complete application and job description or 2751 S.H. 35 Bypass between the hours of 8:00 a.m. and 4:00 p.m. You may attach a copy of your resume/cover letter at time of application.

The City of Rockport is an EOE/ADA employer. The position will be open until 03/18/2019, and all qualified applicants are encouraged to apply.

City of Rockport, Texas Police Chief



The Community

The City of Rockport has a well-established reputation as one of the best destinations in Texas for artists, birding, boating fishing, or just a relaxing place to be. Rockport is consistently recognized nationally as a premiere community by sources such as *America's Best Places to Retire*, *Better Homes and Gardens Magazine*, *Budget Travel*, *The 100 Best Art Towns in America*, *Texas Highways Magazine*, *Texas Meetings and Events*, and *USA Today*.



Incorporated in 1871, Rockport is 13.5 square miles and serves as the county seat of Aransas County. Located 31 miles northeast of Corpus Christi along Texas Highway 35, Rockport has experienced slow, steady growth of 1.5%-2.0% over the last four decades. Prior to Hurricane Harvey in August 2017, the permanent population was approximately 10,500. Winter Texans add another 4,000 – 6,000 from November to April. Visitors during the Memorial Day to Labor Day season can be 20,000 or more, depending upon the holiday or festival. Hurricane Harvey destroyed most of the apartment units, which are slowly returning. Consequently, the city's population is estimated to be closer to 8,750 now.

According to the U.S. Census Bureau, in July 2018, the median household income was \$59,549. The cost of living in Rockport is 6% below the national average. The average value of a home in Rockport is \$215,374.

Because of the large number of visitors throughout the year, the community's retail sector has more to offer than most communities of 10,500. Education, county and local government, commercial fishing, retirement, health care, and tourist related shops and attractions make up a large part of the economy. The proximity to the 454,726-person Corpus Christi metropolitan area means just about any good or service is readily available.

Rockport’s medical needs are met by several physician offices and group clinics as well as Code 3 ER, Urgent Care ER, and Allegiance EMS. Corpus Christi is home to Christus Spohn Hospital - Shoreline, Christus Spohn Hospital - South, Corpus Christi Medical Center - Bay Area, Driscoll Children’s Medical Center, and Corpus Christi Medical Center – Doctor’s Regional.

Rockport is served by the Aransas County Independent School District, a 4A system with approximately 2,750 students in grades pre-k through 12 on four campuses. Sacred Heart School, affiliated with the Dioceses of Corpus Christi, provides a Montessori for 3-5-year-old children and a traditional K-5 campus. Nearby or regional higher education institutions are Del Mar Community College (Corpus Christi, 32 Miles), Texas A&M - Corpus Christi (37 miles), Coastal Bend College (Beeville, 65 miles), University of Houston – Victoria (70 miles), and Texas A&M – Kingsville (74 miles).

Governance and Organization

The City of Rockport is a home-rule city with a Council-Manager form of government. The City Council is comprised of the Mayor and four Council Members. The Mayor is elected at large, and Council Members are elected from single-member districts. All are elected on a nonpartisan basis for staggered, two-year terms with a ten-year term limit. The Council appoints the City Attorney, City Manager, City Secretary, and Municipal Court Judge. The City Manager appoints and removes department heads and professionally manages the day-to-day operations of the organization.

The City prides itself on being a fiscally sound, service-oriented city government. The City has 127 full-time employees providing building and development, information technology, municipal court, natural gas, parks, police, public safety communications, water, and wastewater services. In addition, the City contracts with third parties (primarily Aransas County) to provide animal control, jail services, juvenile case management, restaurant inspections, septic system inspections, and solid waste collection. The City’s FY 2018-2019 general fund budget is \$9,875,617 and the total budget for all funds \$33,867,980.

About the Department

The Rockport Police Department (RPD) is a full-service police agency. RPD provides law enforcement services for the city of Rockport and, via contract, to the neighboring town of Fulton. RPD is authorized to employ 30 full-time employees, including 26 sworn officers and four non-sworn staff members. RPD currently has a Patrol Division and a Criminal Investigations Division, each of which is supervised by a Commander. RPD historically responds to about 830 calls per month. The total annual department budget is \$3,962,939, with \$1,152,629 allocated to Administration, \$2,044,544 to Patrol, and \$765,776 to CID. The Department earned Law Enforcement Agency Best Practices Recognition from the Texas Police Chiefs Association in 2017.



About the Position

The Police Chief reports directly to the City Manager, is a key member of the City’s leadership team, has a strategic role in the management of the City, and serves as an advisor to department directors regarding emergency management, law enforcement, emergency communication, and security matters. The new Police Chief will have an active role in ongoing projects and will need to provide hands-on leadership and supervision of the daily tasks of the Department.

The range of the annual salary for the position is \$83,179.20 – \$125,340.80. Additional pay per month is provided for the following certifications above the minimum job qualifications:

- | | |
|-------------------------------------|----------|
| 1. FBI National Academy Certificate | \$150.00 |
| 2. Master's Degree | \$450.00 |
| 3. Master Police Certificate | \$300.00 |
| 4. School of Police Supervision | \$100.00 |
| 5. State Certified Fire Marshall | \$100.00 |



Benefits include:

1. Twelve paid vacation days each year
2. Twelve paid sick days each year
3. Eleven paid holidays
4. Paid employee dental and vision insurance
5. Medical insurance with approximately 75% paid by the city and approximately 25% paid by employee (dependent coverage is available)
6. Texas Municipal Retirement System: 7% contribution with 2:1 match and 5-year vesting
7. Paid Life Insurance: \$15,000 Life and AD&D policy (additional optional coverage available)
8. Tuition reimbursement available while attending college
9. Uniforms provided
10. Service side arm issued
11. Stability pay

Please see the accompanying job description for the full details of the position.

Ideal Candidate

The City of Rockport is looking for a dynamic police professional to lead RPD. Critical aspects needed in a successful applicant include the following:

- Ability to clearly articulate and instill a guiding vision and core set of organizational values
- Skill in building trusting relationships with area law enforcement officials and prosecutors
- Ability to work closely with various elected officials and civic, community, business, and religious organizations
- Successful application of fundamental leadership skills
- Ability to lead by example through hard-work, humility, integrity, and strong communication
- Experience using performance measures, data, and intelligence to guide goal-driven police leadership
- Proven record of leading organizational change
- Ability to mentor team members and to motivate an inclusive approach to teamwork
- Knowledge of the Texas Police Chiefs Association Best Practices Recognition Program or similar accreditation or best practices programs
- Deep understanding of modern policing philosophies and strategies such as Community Oriented Policing, Intelligence-Led Policing, and Problem Oriented Policing

The new leader will have the opportunity to build on a strong department eager to engage the community, deploy modern policing strategies, and refocus its mission to build a truly 21st century police department.

How to Apply

Rockport city management has decided to employ the services of Max Westbrook and Bruce Mills, both retired law enforcement administrators, to manage the recruitment and hiring process for this position. The position will be open for 45-days after it is initially posted, and all qualified applicants are encouraged to apply. Applications are available online at <http://www.cityofrockport.com/209/Human-Resources> or in person at the Rockport Service Center, 2751 S.H. 35 Bypass, Rockport, Texas. Applications may be returned via email to hr@cityofrockport.com, by fax to (361) 729-1126, or in person or mail to:

City of Rockport
Attn: Human Resources
2751 S.H. 35 Bypass
Rockport, TX 78382

Applicants selected for the background phase of the hiring process will be required to complete the Texas Commission on Law Enforcement personal history statement.

Other Community Information

1. City of Rockport: www.cityofrockport.com
2. Town of Fulton: <https://www.fultontexas.org/>
3. Aransas County: <http://www.aransascountytexas.gov/main/>
4. Chamber of Commerce: <https://www.rockport-fulton.org/>
5. *The Rockport Pilot*: www.rockportpilot.com
6. *Corpus Christi Caller-Times*: www.caller.com
7. Census Bureau QuickFacts: <https://www.census.gov/quickfacts/rockportcitytexas>
8. Area Events: Chamber of Commerce - <https://www.rockport-fulton.org/>
 - a. HummerBird Celebration: End of September annually
<https://www.rockport-fulton.org/HB>
 - b. Seafair: End of October annually
<https://www.rockport-fulton.org/Seafair-Home>
 - c. Fulton Oyster Fest: First of March annually
<http://fultonoysterfest.org/>
 - d. Art Festival: Near July 4th annually
<http://www.rockportartcenter.com/art-festival/>
 - e. Rockport Festival of Wine and Food
<https://www.texasmaritimemuseum.org/rockport-festival-of-wine-and-food>
 - f. Rockport Film Festival: First of November annually
<http://rockportfilmfestival.com/>
 - g. Rockport- Fulton Market Days: monthly
<http://members.rockport-fulton.org/events/details/rockport-fulton-market-days-40187>
 - h. Annual Aransas County Education Foundation Shopping Tournament

<https://www.shoprockportfulton.com/>

- i. Rockport Gospel Music Festival: <http://members.rockport-fulton.org/events/details/rockport-gospel-music-festival-jan-11-12-37174>
- j. Tropical Christmas: annually <http://members.rockport-fulton.org/events/details/rockport-tropical-christmas-dec-1-39444>

9. Hurricane Harvey

- a. News, Resources, and Links
<http://www.cityofrockport.com/669/Hurricane-Harvey---News-Resources-and-Li>
- b. Long-Term Recovery
<https://www.aransascounty.org/harvey/>
- c. Hurricane Harvey Recovery and Relief
https://www.rockport-fulton.org/Hurricane_Harvey_Recovery_Relief



Job Description

Chief of Police

PD/1

Police Department Grade: 25

JOB SUMMARY

This position is responsible for directing the provision of police services for the City of Rockport and the Town of Fulton, including coordinating the internal and external activities of the department.

MAJOR DUTIES

- Develops, plans and implements department goals and objectives; develops and implements policies and procedures.
- Supervises and participates in the development and administration of the Police Department budget; directs the forecast of additional funds needed for staffing, equipment, materials and supplies; monitors and approves expenditures.
- Oversees investigations of complaints against employees and determines appropriate departmental action, including suspension or termination as appropriate.
- Coordinates department activities with those of other departments and outside agencies or organizations; represents the department at city functions.
- Represents city public safety concerns at all called meetings of the Emergency Operations Center.
- Works with the City Manager and other department heads to assure the proper daily operation of the city and to provide a positive quality of life for residents and visitors.
- Directs, oversees, and participates in the development of the department's strategic plan; assigns work activities, projects and programs; monitors work flow; reviews and evaluates work products, methods, and procedures.
- Selects, hires, trains, motivates, evaluates and disciplines personnel; provides or coordinates staff training; works with employees to correct deficiencies.
- Confers with citizens and city officials on law enforcement problems and assists in the development of innovative municipal law enforcement policies.
- Provides technical and policy information and assistance to staff members, other City agencies, City boards/committees and citizens.
- Attends and participates in professional groups and committees such as city, county, and police conferences and meetings with other public officials.

- Coordinates law enforcement activities with the activities of other city departments and other law enforcement agencies.
- Collects and analyzes performance measures and other data to improve the efficiency and effectiveness of the department and its employees.
- Prepares and submits periodic reports to the City Manager regarding the department's activities and prepares a variety of other reports as appropriate.
- Ensures that protocols concerning confidentiality, security, and safety of the workplace and department data are developed, implemented, and maintained.
- Performs related duties.

KNOWLEDGE AND SKILLS REQUIRED BY THE POSITION

- Knowledge of law enforcement, traffic control, crime prevention, criminal investigation, and criminal process and arrest procedures, methods, and techniques.
- Knowledge of search-and-seizure laws and methods, and of evidence preservation and preservation principles.
- Knowledge of strategic planning, personnel management, and budget management principles.
- Knowledge of relevant laws, ordinances, court procedures, legal precedents, and government regulations.
- Knowledge of program assessment principles.
- Knowledge of management and supervisory principles and practices.
- Skill in the preparation of clear and precise administrative reports.
- Skill in the interpretation and application of federal, state, and local laws and regulations.
- Skill in planning, organizing, analyzing, decision making, and problem solving.
- Skill in the use and care of firearms and other standard and specialized equipment.
- Skill in the use of modern office equipment.
- Knowledge of computers and job-related software programs, including, but not limited to, Microsoft Office and PTS.
- Skill in public relations.

- Ability to use effective interpersonal relation skills to always maintain professional manner and to work cooperatively with other departments, employees, federal and state agencies, local officials, and the public.
- Skill in accurate and timely oral and written communication, including complex reports.

SUPERVISORY CONTROLS

The City Manager assigns work in terms of department goals and objectives. The manager reviews work through conferences, reports, and observation of department activities.

GUIDELINES

Guidelines include city and department policies and procedures, Texas codes, the Fair Labor Standards Act, Equal Employment Opportunity Commission regulations, and the Texas Public Information Act. These guidelines require judgment, selection, and interpretation in application. This position develops department guidelines.

COMPLEXITY / SCOPE OF WORK

- The work consists of varied administrative, management, technical, and supervisory duties. The broad range of decision-making activities required contributes to the complexity of the work.
- The purpose of this position is to plan, direct, and manage the overall provision of police services to the citizens of the city. Successful performance helps ensure the safety of life and property and results in the enforcement of local, state, and federal laws.

CONTACTS

- Contacts are typically with department personnel, other city employees, elected officials, judges, attorneys, business owners, citizens, suspects, representatives of other law enforcement agencies, and members of the media.
- Contacts are typically to give or exchange information, resolve problems, provide services, motivate and direct employees, and settle matters.

PHYSICAL DEMANDS / WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, stooping, walking, bending or crouching. The employee occasionally lifts light and heavy objects and uses tools or equipment requiring a high degree of dexterity.
- The work is typically performed in an office and outdoors, occasionally in cold or inclement weather. The work requires the use of specialized law enforcement equipment.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

This position has direct supervision over Police Commanders – Patrol and CID – and an Administrative Coordinator.

MINIMUM QUALIFICATIONS

- Knowledge and level of competency commonly associated with the completion of a baccalaureate degree in a course of study related to the occupational field. Completion of a master's degree in business administration, criminal justice, public administration, or related field is preferred.
- Experience sufficient to thoroughly understand the diverse objectives and functions of the subunits in the division/department in order to direct and coordinate work within the division/department, usually interpreted to require three to five years of related experience.
- An equivalent combination of education, training and/or experience may be considered.
- Graduation from the FBI National Academy, Southern Police Institute, Northwest Traffic Institute or other nationally recognized specialized training academy is preferred.
- Possession of or ability to readily obtain a valid driver's license issued by the State of Texas for the type of vehicle or equipment operated.
- Ability to meet current requirements set forth by the Texas Commission on Law Enforcement.
- Possession of or ability to readily obtain a TCOLE Advanced Peace Officer certification. Master's certification preferred.

**CITY OF
ROCKPORT**
2751 S.H. 35 BYP
Rockport, Texas 78382
361-729-2213
www.cityofrockport.com



EMPLOYMENT APPLICATION

The City of Rockport does not discriminate on the basis of race, color, national origin, sex, religion, age, mental or physical disabilities, veteran/reserve/national guard or any other similarly protected status in employment or the provision of services. We comply with all applicable laws governing employment practices and do not discriminate on the basis of any unlawful criteria.

Please Print

POSITION APPLIED FOR _____

NAME _____ TELEPHONE _____

ADDRESS _____

CITY, STATE, ZIP _____

ARE YOU UNDER 18? YES NO IF YES, GIVE BIRTH DATE _____

ARE YOU CURRENTLY EMPLOYED? YES NO IF YES, MAY WE CONTACT YOUR PRESENT EMPLOYER? YES NO IF NO, PLEASE EXPLAIN _____

HAVE YOU PREVIOUSLY WORKED FOR THE CITY? YES NO IF YES, WHAT DEPARTMENT? _____

ON WHAT DATE WOULD YOU BE AVAILABLE FOR WORK? _____

OTHER THAN MINOR TRAFFIC OFFENSES, HAVE YOU EVER BEEN CONVICTED OF A CRIME (MISDEMEANOR OR FELONY) OR RECEIVED A PROBATED SENTENCE (INCLUDING DEFERRED ADJUDICATION) FOR AN ALLEGED CRIME, BEEN ASSIGNED A PROBATION OFFICER, OR PLEADED NOLO CONTENDERE TO AN ALLEGED CRIME? (A "YES" RESPONSE WILL NOT NECESSARILY DISQUALIFY AN APPLICANT FROM EMPLOYMENT.) YES NO IF YES, PLEASE EXPLAIN _____

EDUCATION
(Transcripts may be required for verification of education)

SCHOOL	NAME AND LOCATION	MONTH/YEAR ATTENDED	GRADUATE	DIPLOMA OR DEGREE
HIGH SCHOOL		FM:	YES	GED:
		TO:	NO	
TECHNICAL SCHOOL		FM:	YES	
		TO:	NO	
COLLEGE/ UNIVERSITY		FM:	YES	
		TO:	NO	
GRADUATE SCHOOL		FM:	YES	
		TO:	NO	

LICENSES, REGISTRATIONS OR CERTIFICATIONS:

NAME OF TRADE OR PROFESSION _____

SPECIAL SKILLS AND QUALIFICATIONS. Please list any training, experience or hobbies related to your ability to perform the job. _____

INDICATE ANY LANGUAGES YOU SPEAK, WRITE AND/OR READ

_____ (Fluently) (Good) (Fair)

ARE YOU ABLE TO PERFORM THE ESSENTIAL FUNCTIONS OF THE JOB FOR WHICH YOU ARE APPLYING, WITH OR WITHOUT REASONABLE ACCOMMODATIONS? YES NO

If a reasonable accommodation(s) would be required for you to perform the essential functions of the job, describe any accommodations(s) required. _____

EMPLOYMENT EXPERIENCE

List most recent jobs first. Include job-related military service. If gap in employment, please explain.

EMPLOYER _____

SUPERVISOR _____ TELEPHONE _____
ADDRESS _____

JOB TITLE _____ FROM _____ TO _____

SALARY HOUR WEEK MONTH START _____ TO _____

REASON FOR LEAVING RESIGNED DISCHARGED LAY-OFF OTHER

EXPLAIN REASON FOR LEAVING _____

DESCRIBE YOUR DUTIES _____

EMPLOYMENT EXPERIENCE

EMPLOYER _____

SUPERVISOR _____ TELEPHONE _____

ADDRESS _____

JOB TITLE _____ FROM _____ TO _____

SALARY HOUR WEEK MONTH START _____ TO _____

REASON FOR LEAVING RESIGNED DISCHARGED LAY-OFF OTHER

EXPLAIN REASON FOR LEAVING _____

DESCRIBE YOUR DUTIES _____

EMPLOYMENT EXPERIENCE

EMPLOYER _____

SUPERVISOR _____ TELEPHONE _____

ADDRESS _____

JOB TITLE _____ FROM _____ TO _____

SALARY HOUR WEEK MONTH START _____ TO _____

REASON FOR LEAVING RESIGNED DISCHARGED LAY-OFF OTHER

EXPLAIN REASON FOR LEAVING _____

DESCRIBE YOUR DUTIES _____

REFERENCES

Please list the names, addresses and telephone numbers of three (3) people NOT related to you and NOT previous employers.

Name	Address	Telephone
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Name	Address	Telephone
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Name	Address	Telephone
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APPLICANT'S STATEMENT

I certify that answers given herein are true and complete to the bests of my knowledge.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

I understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with the City of Rockport is of an "at will" nature, which means that I may resign at any time and the City may discharge me at any time, with or without cause. I further understand that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically adopted by the City Council of the City of Rockport.

If employed, I understand that false or misleading information given in this application or in interview(s) may result in discharge. I understand, also, that I will be required to abide by all rules and regulations of the City of Rockport.

Signature of Applicant

Date

WAIVER OF CONFIDENTIALITY

I hereby waive my right of confidentiality and both authorize and request that information pertaining to my criminal history (if any) and driving record be made available to the City of Rockport to whom I have made an application for employment.

Signature of Applicant

Date

Texas Driver License Number

Class of License

Social Security Number

RELEASE OF PREVIOUS EMPLOYMENT INFORMATION

I hereby authorize and request any previous employer to release information to the City of Rockport regarding my previous employment.

Signature of Applicant

Date



Notice to Applicants

The City of Rockport participates in the Employer New Hire Reporting Program. We report information concerning each new employee to the Texas State Directory of New Hires. This information includes new employee's name, address, Social Security number, date of birth, salary information, and other personal and work information. This program assists the Office of the Attorney General in locating parents who owe child support and helps detect fraud in other public assistance programs such as welfare, unemployment compensation and worker's compensation.

Are you related to any elected or appointed official or current employee of the City of Rockport?

Yes No. If yes, list names(s) _____

[Relationships—Your: parent, spouse, children, father-in-law, mother-in-law, step-children (any child of the spouse who is not your natural or adoptive child); brother, sister, grandparent, grandchild; spouse's grandparents or grandchildren; great-grandparent, great-grandchild, aunt who is a sister of your parent, uncle who is the brother of your parent, nephew or niece who is the child of a brother or sister of your parent.]

Please Sign below to indicate that you have read this notice.

Applicant

Date