

Chief of Police

City of Richmond, Texas





City of Richmond Government

The City of Richmond has operated under a Commission form of government from 1913 until 2013, when after a charter election was held the citizens elected to become a Home-Rule city. The Charter provided for a Commission-Manager form of government. The Commission, vested with policy-making and legislative authority, is comprised of a Mayor and four Commission members. The Mayor and Commission members are all elected at large for staggered three-year terms, with no term limits. The City Commission is responsible, among other things, for passing ordinances, adopting the budget, and hiring of the City's Manager, City Attorney and Municipal Judge.

The City provides a full range of municipal services: public safety (police and fire protection), public improvements, streets and highways, water and wastewater, sanitation, repair and maintenance of infrastructure, recreation, and general administrative services. The City has a Fiscal Year (FY) 2019-2020 overall operating budget of \$17.7 million and has funding for 182.9 FTEs.

To learn more about the City of Richmond, visit the City's website at www.richmondtx.gov.

The Opportunity

The City of Richmond, Texas is conducting a statewide recruitment for its next Chief of Police. As the county seat of Fort Bend County, the City of Richmond lies in the growing edge of the Houston metropolitan area. Steeped in history, tradition, and stability, Richmond seeks a Chief of Police who can lead its Police Department forward.

About Richmond, Texas

Located 15 miles southwest of Houston along the banks of the Brazos River, Richmond is the county seat of Fort Bend County. With a population of 12,391, Richmond lies between the City of Rosenberg and the City of Sugar Land. Served by U.S. Highway 90, 59/69 and 99, Richmond is poised to capture significant growth in the expanding Houston metropolitan area.

Named after Richmond, England, the town was first incorporated by the Republic of Texas in May 1837. In December of the same year, when Fort Bend County was formed, Richmond became its seat of government.

Richmond was named #1 in the 10 Best Houston Suburbs to live in, ranking #1 in the Most Affordable Houston Suburbs and #1 in the Best Houston Suburbs for Young Couples by Movoto Real Estate, and is one of the top 50 safest cities in Texas. With the amenities of a major metropolitan area only minutes away, Richmond offers small-town living and an unbeatable quality of life.

The Richmond Police Department

The Richmond Police Department is a municipal police department with 38 sworn officers and 11 civilian employees. The Department has been recognized nationally for its community policing successes and actively engages the Richmond community through both formal programs such as Coffee with a Cop and day-to-day encounters. The Department's mission is: "Our mission is to provide fair and impartial service while working with the community to improve the quality of life for all. We strive to do the right thing, for the right reason, in every situation."

Reporting to the Chief are an assistant chief and the administrative assistant. Four lieutenants report to the Assistant Chief and lead the various Divisions of the Department, which provides its services through 49 FTE personnel (38 sworn officers and 11 professional staff) and a FY 19-20 total budget of \$4.6 million. The Richmond Police Department is recognized as a Texas Best Practices agency by the Texas Police Chiefs' Association. The Department regularly facilitates a Citizens' Police Academy and the Richmond Citizen's Police Academy Alumni Association, a 501(c)3 organization, that provides supporting services without being directly affiliated with the City or the Police Department.

The Position

Reporting directly to the City Manager, the Chief of Police is responsible for all activities of the Richmond Police Department including police operations and administration. The City expects an active leader who is highly communicative, engaging, and accessible to the members of the Richmond Police Department.

The Police Chief is expected to not only lead the activities of the Police Department, but also be a key business partner on the City Manager's executive team. He/she must consistently work toward the overall betterment of the City of Richmond and not simply the Richmond Police Department. This work is done in an environment of transparency, accountability, and collaboration.

In the community, the Police Chief is a prominent representative of the City and must always conduct him/herself in a manner beyond reproach, while forming effective relationships with all segments of Richmond.

The full job description for the position can be found at: <https://www.ralphandersen.com/jobs/cop-richmond/>.

Challenges and Opportunities

The next Police Chief should be prepared to address any number of known challenges and opportunities:

- The Richmond Police Department has many opportunities for technological improvements. Most notable is the implementation of a \$67,500 Justice Assistant Grant to install Mobile Data Terminals, and a \$5,800 grant to aid in the transition to the National Incident Based Reporting System (NIBRS).

- As the county seat of Fort Bend County, approximately 40 percent of the property is exempt from property taxes, creating challenges for funding city operations – including the Police Department. Despite this, the Richmond Police Department is well-resourced compared to similar agencies. The next Chief of Police will have the opportunity and support to examine Agency operations to maximize its efficiency and effectiveness, as well as to modernize as appropriate.
- Significant opportunities await the next Chief of Police to build an organizational culture that promotes teamwork, service, and professional development. The Police Chief must also work as a trusted partner within the greater City organization.
- To ensure the next generation of leaders are in place, effective succession planning will be a key goal for the next Chief of Police.
- Working with the community to improve the quality of life in Richmond will also encourage and promote residential and business development.

The Ideal Candidate

The City of Richmond is seeking a forward thinking, Chief of Police of excellent reputation and character to move its Police Department forward. The ideal candidate will possess personal traits and experience that will translate to greater success:

- The next Chief of Police must be a strong leader and communicator, able to cast the vision, direction, and values across the Department and in harmony with the greater City organization.



- The City Manager desires an innovative Chief of Police, able to implement best practices and technologies to drive efficiencies and maximize service delivery.
- As a smaller agency, the Richmond Police Department has enhanced its operations through successfully competing for grant funding. Familiarity, or direct experience, with pursuing grant opportunities is desired.
- The Chief of Police must ensure the Agency's vision and direction are in alignment with the City of Richmond's overall vision and direction, and continually seek opportunities to engage the Department with the greater City family.
- As a prominent representative of the City of Richmond, the Chief of Police must develop a strong network of community connections and promote the accountability and transparency of the Richmond Police Department, and the City of Richmond, in a manner that conveys genuine concern and compassion.

Experience and Education

Education: A Bachelor's Degree in criminal justice, public or business administration, or related field from an accredited school or university.

Experience: At least ten years of progressively responsible police service experience with a minimum of five years of experience managing multiple organizational units.

Any combination of related education, experience, certifications, and licenses that will result in a candidate successfully performing the essential functions of the job is considered qualifying.

The successful candidates must be eligible for certification by the Texas Commission on Law Enforcement Officer Standards and Education at the intermediate level or its equivalent as determined by that Commission.

The selected candidate will be required to live within a 10-mile radius of the City of Richmond.

The Compensation

The anticipated starting salary is up to \$120,000, depending on qualifications. A superior benefits package is also offered, including Texas Municipal Retirement System at the 7% employee contribution level with a 2-to-1 match by the City upon retirement. Other benefits include medical, dental, vision, life, and disability insurance as well as vacation, sick leave, holiday pay, an optional Valic 457 deferred compensation plan, and other highly competitive benefits. Further details on compensation may be obtained through Ralph Andersen & Associates.



The Recruitment Process

Interested candidates should **apply by March 2, 2020**. Electronic submittals are strongly preferred to apply@ralphandersen.com and should include a compelling cover letter and a comprehensive resume.

The City of Richmond will review candidate resumes the week of March 30, 2020, and interviews are scheduled for the week of April 13, 2020. Top candidates may be asked to complete a written supplemental questionnaire to elaborate on areas of expertise and demonstrate their ability to communicate effectively.

This recruitment incorporates existing rules and regulations that govern public sector recruitments in the State of Texas. In accordance with public disclosure/open record laws, information submitted for consideration may be made available to the public upon request by interested parties.

Interested candidates are encouraged to contact Chief Greg Nelson (ret.) at (916) 630-4900 with confidential inquiries and questions regarding the recruitment process.



The City of Richmond is committed to equal employment opportunity as a way to recruit, hire, and retain the most qualified employees.