

**City of Dallas**  
**Classification Specification**

<b>Title:</b>	<b>City Marshal</b>	<b>Class Code:</b>	<b>46510</b>
<b>Application:</b>	<b>Single Incumbent</b>	<b>Pay Grade:</b>	<b>M</b>
<b>Supplemental/Code:</b>	<b>Administrative/1</b>	<b>Established:</b>	<b>08/09/01</b>
<b>FLSA Status:</b>	<b>Exempt</b>	<b>Revised:</b>	<b>01/01/09</b>

**Position Purpose:**

Serves as the Dallas City Marshal and is responsible for the apprehension, arrest and detention of persons who commit criminal acts or may have outstanding City of Dallas warrants.

**Essential Function:**

1. Responsible for coordination of law enforcement support to the Municipal Courts.
2. Oversees the operation of the City of Dallas Detention Center for persons detained for public intoxication and Class C warrants.
3. Responsible for prisoner transfers between other law enforcement agencies and the county jail.
4. Manages the warrant enforcement program to apprehend persons with outstanding City of Dallas warrants.
5. Maintains a cooperative environment with approximately 125 police agencies, other City departments, and the media to ensure effective operations of the Marshal's Office.
6. Ensures the safety of prisoners and officers in the Marshal's Office including monitoring the training of both Detention Officers and Deputy City Marshals, in addition to submitting necessary documentation to the State.
7. Is responsible for and oversees the budget for the City Marshal's Office and ensures expenditures remain within limits and provides for monthly, quarterly, and annual reports reflecting departmental activity.
8. Directly or indirectly supervises all personnel in the City Marshal's Office including hiring, deployment, training, performance evaluations, and disciplinary actions to ensure effective personnel management.
9. Develops, implements and revises new and existing policies and procedures as well as interprets and implements local, state and federal laws and regulations.
10. Responsible for serving civil process documents (subpoenas, summons, etc.) issued by the Municipal Court, Civil Service Trial Board, City Manager's Office, and City Attorney's Office.
11. Oversees the Internal Affairs function of the City Marshal's Office by investigating complaints generated both internally and externally.
12. Manages Illegal Dump Team to investigate and apprehend chronic illegal dumpers.
13. Regular, reliable and punctual attendance is an essential function of the job.

**Knowledge, Skills and Abilities Required to Perform Work:**

Thorough knowledge of all operations for a large municipal city marshal's office.

Knowledge of ordinances involved in enforcement activities.

Ability to supervise and manage a staff of Deputy City Marshals, detention officers and support personnel.

Knowledge of the laws related to apprehension, arrest and detention of persons.

Ability to create and maintain a cooperative work environment with numerous police agencies, media, and the public.

Ability to establish and maintain an effective working relationship with all levels of management, city officials, vendors, other government agencies, other employees and the general public.

Ability to monitor and ensure the safety of officers and prisoners including public inebriates.

Ability to develop and operate within an established budget.

Must have an Advanced Law Enforcement Officer Certification

**Working Conditions and Hazards:**

Typically works in an office environment, but may work in adverse/inclement weather conditions.

On call 24 hours, 7 days a week

---

The above statements are intended to describe the general nature and level of work performed by personnel assigned to this classification and is not necessarily an exhaustive list of all responsibilities, duties and skills required.