Chief of Police

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

SUMMARY DESCRIPTION

Under general administrative direction of the City Manager, plans, directs, manages, and oversees the activities and operations of the Police Department including law enforcement, crime prevention, and administrative support services and activities; coordinates assigned activities with other departments and outside agencies; and provides highly responsible and complex administrative support to the City Manager.

IDENTIFYING CHARACTERISTICS

The Chief of Police is considered a Department Head with responsibility for directing the activities of a Department within the City. Positions at this class level serve as a member of the City's senior management team and provide advice and counsel to the City Manager regarding strategic policy and problem solving issues relating to the assigned Department and the City overall. The incumbent is responsible for accomplishing the City's goals and objectives related to assigned program areas.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Assumes full management responsibility for all department services and activities including preserving order, protecting life and property, and enforcing laws and municipal ordinances.

2. Manages the development and implementation of departmental goals, objectives, and priorities for each assigned service area; recommends and administers policies and procedures.

3. Establishes, within City policy, appropriate service and staffing levels; monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; allocates resources accordingly.

4. Assesses and monitors work load, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement; directs and implements changes.

5. Plans, directs, and coordinates, through subordinate level staff, the Police Department's work plan; assigns projects and programmatic areas of responsibility; oversees sensitive investigations and the gathering of intelligence information; reviews and evaluates work methods and procedures; meets with key staff to identify and resolve problems.

6. As necessary, respond to major incidents reported to the Police Department and ensures that the Incident Commander is following Incident Command System/Standardized Emergency Management System (ICS/SEMS) protocol; assumes role as Incident Commander or other role as needed for the situation.

7. Selects, trains, motivates, and evaluates assigned personnel; provides or coordinates staff training; ensures training records are maintained on all personnel; works with employees to correct deficiencies; implements discipline and termination procedures.

8. Oversees and participates in the development and administration of the department budget; approves the forecast of funds needed for staffing, equipment, materials, and supplies; approves expenditures and implements budgetary adjustments as appropriate and necessary.

9. Manages the handling, maintenance, and distribution of all police records.

10. Oversees and controls the purchasing, maintenance, and inventory of Police Department equipment and property including communication equipment, vehicles and related equipment, computer equipment, and safety equipment.

11. Represents the Police Department to other departments, elected officials, and outside agencies; coordinates assigned activities with those of other departments and outside agencies and organizations; participates with other department heads on City projects, special events, programs, and committees as assigned by the City Manager.

12. Meets with various officials, citizens, members of the public, and representatives of the news media; gives speeches and presentations to local service clubs and organizations to further the public relations of the Police Department; responds to and resolve difficult and sensitive citizen inquiries and complaints; explains, justifies, and defends department programs, policies, and activities; negotiates and resolves sensitive and controversial issues.

13. Confers with citizens and area officials on law enforcement problems and assists in the development of innovative municipal law enforcement policies.

14. Participates on a variety of boards, commissions, and committees; attends local, regional, and state conferences on public safety; obtains information and cooperation on public safety issues; establishes and maintains cooperative working relationship with other Police Departments.

15. Confers with attorneys concerning the prosecution of criminal complaints, civil litigation, and/or disciplinary issues.

16. Performs related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

1. Operations, services and activities of a comprehensive municipal law enforcement program.

2. Principles and practices of program development and administration.

3. Principles and practices of law enforcement administration, organization, and management.

4. Law enforcement theory, principles, and practices and their application to a wide variety of services and programs.

5. Methods and techniques used in providing the full range of law enforcement and crime prevention services and activities including investigation and identification, patrol, traffic control, records management, care and custody of persons and property, and crime prevention.

6. Use of firearms and other modern police equipment.

7. Methods and techniques of public relations.

8. Recent court decisions and how they affect department operations.

9. Principles and practices of municipal budget preparation and administration.

10. Principles of supervision, training, and performance evaluation.

11. Pertinent Federal, State, and local laws, codes, and regulations.

Ability to:

1. Manage and direct a comprehensive law enforcement program.

2. Develop and administer departmental goals, objectives, and procedures.

3. Analyze and assess programs, policies, and operational needs and make appropriate adjustments.

4. Identify and respond to sensitive community and organizational issues, concerns, and needs.

5. Plan, organize, direct, and coordinate the work of lower level staff.

6. Delegate authority and responsibility.

7. Select, supervise, train, and evaluate staff.

8. Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.

9. Research, analyze, and evaluate new service delivery methods and techniques.

10. Prepare clear and concise administrative and financial reports.

11. Prepare and administer large and complex budgets.

12. Effectively use and qualify with law enforcement tools and weapons including firearms, batons, defensive tactics, and other safety equipment.

13. Operate specialized law enforcement equipment including specialized police vehicles, radios, video systems, and radars.

14. Meet the physical requirements necessary to safely and effectively perform the assigned duties.

15. Act quickly and calmly in emergencies.

16. Interpret, apply, and make decisions in accordance with applicable Federal, State, and local policies, laws, and regulations.

17. Effectively present information and respond to questions from groups of managers, customers, and the general public.

18. Communicate clearly and concisely, both orally and in writing.

19. Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education/Training:
Equivalent to a Bachelor's degree from an accredited college or university with major course work in criminal justice, police science, business or public administration, or a related field.

Experience:
Six years of increasingly responsible law enforcement experience including three years of management and administrative responsibility.

License or Certificate:
Possession of, or ability to obtain by date of appointment, an appropriate driver's license.
Possession of a P.O.S.T. Management Certificate.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment:
Standard office setting, reactive emergency, natural or man-made disaster, and routine peace keeping environments with travel to various locations to attend meetings or respond to major crime scenes, disasters or critical incidents; the employee is occasionally exposed to outside weather conditions; occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, risk of electrical shock, risk of radiation, and vibration; the noise level in the work environment is usually moderate; however, the noise level is occasionally very loud due to sirens, firearm training, etc.; incumbents may be required to work extended hours including evenings and weekends and may be required to travel outside City boundaries to attend meetings.

Physical:
Primary functions require sufficient physical ability to work in an office setting; walk, stand, or sit for prolonged periods of time; occasionally stoop, bend, kneel, crouch, reach, and twist; occasionally climb and balance; regularly push, pull, lift, and/or carry light to moderate weights; frequently lift and/or move moderate to heavy weights; occasionally lift and/or move heavy weights; operate office equipment including use of computer keyboard; requires a sense of touch, finger dexterity, and gripping with hands and fingers; ability to speak and hear to exchange

information; ability to operate a vehicle to travel to various locations; ability to operate and use specialized law enforcement tools and equipment including guns and handcuffs.

Vision:
See in the normal visual range with or without correction.

Hearing:
Hear in the normal audio range with or without correction.

Date Established: Date
Date Revised: June, 2004
Johnson & Associates