



POLICE CHIEF

DEFINITION

To plan, organize, assign, manage, and coordinate the work of Police Department personnel in enforcing laws and ordinances, protecting life and property, preserving order, and preventing crime. Provide highly responsible professional management and technical staff assistance to the City Administrator.

DISTINGUISHING CHARACTERISTICS

The Police Chief, under the direction of the City Administrator, supervises the operation of the Police Department. The Police Chief has considerable latitude for the exercise of judgement and discretion in the development of policies and standards for law enforcement and crime prevention.

ESSENTIAL JOB FUNCTIONS

Duties may include, but are not limited to, the following:

- ▶ Plan, direct, supervise, evaluate and coordinate the activities of the Police Department personnel in preserving order, protecting life and property, enforcing state laws, federal laws, municipal ordinances, regulating traffic and the apprehension of violators.
- ▶ Continuously monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; assess and monitor work loads, administrative and support systems, and internal reporting relationships; identify opportunities for improvements; and direct the implementation of changes.
- ▶ Represent the Police Department to the public; explain, justify and defend Police Department programs, policies, and activities; and negotiate and resolve sensitive, significant and controversial issues.
- ▶ Formulate department rules, procedures, and policies and see that they are adhered to.
- ▶ Prepare and direct the administration of the department's budget.
- ▶ Confer with the City Administrator and assist with municipal law development and enforcement.

QUALIFICATIONS

Knowledge of:

- Principles and practices of modern law enforcement.
- Pertinent local, state and federal laws.
- Rules and regulations for both the City and the department.
- Principles of supervision, training and performance evaluations.
- Criminal laws, codes, ordinances and court interpretations, including the rights of citizens.

- Principles and practices of budget development and administration.
- Disaster preparedness planning and implementation.

Ability to:

- Communicate clearly and concisely both orally and in writing.
- Develop, coordinate and administer departmental budget expenditures.
- Formulate, place in effect and administer sound departmental policies.
- Plan for new capital facility enhancements.
- Establish and maintain cooperative and effective relationships with departmental employees, City staff, other law enforcement agencies, public officials and the general public.
- Properly interpret and make decisions in accordance with laws, regulations, and policies.
- Select, motivate and evaluate staff and provide for their training and professional development.
- Analyze complex technical and administrative police procedures, work standards and internal controls.

Education/Experience/License:

Any combination of education and experience that would likely provide the required knowledge and skills is qualifying. A typical way to obtain the knowledge and skills would be:

- Possess a minimum of eight years of broad and extensive experience in all major phases of municipal police work, including at least five years in a responsible law enforcement management position.
- Possess a P.O.S.T. Management Certificate.
- Equivalent to a Bachelor's Degree from an accredited college or university with major course work in police science, public or business administration, or a related field.
- Possess a valid Class III Driver's License.

WORKING CONDITIONS

A person in this position must be found to be free from any physical, emotional or mental condition which might adversely affect the exercise of the powers related to a sworn police officer.

Physical condition shall be evaluated by a licensed physician, and the emotional and mental condition shall be evaluated by a licensed psychologist who possesses a doctoral degree in psychology. The medical examination will only be given after all other testing for the position has been successfully completed and a conditional offer of employment has been given to the applicant.

Work in an office environment; sustained posture in a seated position for prolonged periods of time; exposure to an emergency peace control environment; and travel to attend a variety of meetings.

SPECIAL CONDITIONS

Must reside within twenty minutes normal driving time to the Police Department within one year from the date of appointment.