

CHIEF OF POLICE

FLSA STATUS - Exempt

DESCRIPTION OF WORK

Under administrative direction of the City Manager and legislative determination of policy, is responsible for planning, organizing and directing the work of the Police Department; functions supervised include patrol, investigation, crime prevention, 911 Communications Center, animal control, Victims Advocate program and nuisance abatement.

DUTIES-EXAMPLES OF WORK

ESSENTIAL DUTIES:

Performs work of complex difficulty in planning, administering and leading the activities and responsibilities of the Police Department. Plans, organizes, staffs and directs the maintenance of law and order, the protection of life and property, the regulation of traffic, the apprehension, arrest and detention of law violators, the communications with emergency services and the maintenance of police records; determines policies to be followed by personnel in the department with respect to public relations, enforcement of laws and ordinances, vice control and suppression, traffic control and regulations, and patrol and policing of public areas, regulations and inspection of police-enforced licenses and carries them out; prepares and presents recommended annual and capital budget; administers personnel policies; maintains personnel records; establishes and oversees training programs; patrols and investigates crimes and accidents; responds to citizen, Council and departmental complaints; prepares and issues press releases; administers discipline in accordance with established guidelines; assists in the development of regulatory ordinances and laws regarding public safety; attends City Council meetings; determines departmental personnel policies and broad training requirements and makes necessary recommendations to the City Manager; supervises special studies and the preparation of comprehensive reports; coordinates law enforcement activities with other departments and agencies; supervises the animal shelter facilities; responds to telephone and walk-in traffic from the public; serves on civic committees; participates in training; reviews employees' performance; meets with citizens and staff to determine quality and level of service being provided. Ability to respond to emergency call-out at any time required.

OTHER DUTIES:

Enforces applicable codes; performs other duties as assigned and needed.

QUALIFICATIONS

Thorough knowledge of municipal police administration and organization.

Thorough knowledge of the technical and operating principles, practices and problems of law enforcement and crime prevention activities, laws governing custody of persons, search and seizure, and the rules of evidence.

Ability to plan, assign and coordinate the work of varied activities within a police department.

Ability to analyze police problems and to respond and plan policies and procedures.

Ability to command the respect of police officers and staff, and to assign, direct and evaluate their work.

Ability to interpret local, State and applicable Federal laws.

CHIEF OF POLICE – cont.

Ability to make effective public presentations.

Ability to establish and maintain effective working relationships with employees, officials, other law enforcement agencies and the public.

PHYSICAL AND SENSORY REQUIREMENTS

Ability to perform sedentary to moderate physical work, to lift and carry up to 100 pounds and occasionally heavy physical work;

Ability to stand, walk, sit, ride, reach, grasp, push and perform similar body movements;

Possesses hand/eye/foot coordination adequate to use a computer and other office equipment, firearms and operate a vehicle;

Ability to talk and hear in person and by telephone, and two-way radio;

Ability to see and read instructions, manuals, crimes in progress, evidence and figures on a computer screen.

EXPERIENCE AND TRAINING

Any combination of experience, education and training equivalent to a bachelor degree in Criminal Justice with emphasis in administration, and ten years of law enforcement experience, including five years of responsible administrative or supervisory experience in a municipal police department.

SPECIAL REQUIREMENTS:

Certification by the State as a Professional Police Officer; completion of advanced courses of police techniques and administration; possession of a valid driver's license.