



JOB DESCRIPTION

JOB TITLE	Chief of Police	DATE CREATED	
JOB LOCATION	City Hall		
GENERAL DESCRIPTION	The Chief shall be responsible for the performance of the Police Department; all of its functions and all persons who are members of the Department shall serve under the direction of the Chief.		
DEPARTMENT	Police	REPORTS TO: NAME	Dan Clark
SUBDIVISION		REPORTS TO: TITLE	City Administrator

POSITION DETAILS

FULL-TIME	<input checked="" type="radio"/>	PART-TIME	<input type="radio"/>	45	HOURS PER WEEK
CONTRACTOR	<input type="radio"/>	INTERN	<input type="radio"/>	EXEMPT	<input checked="" type="radio"/>
				NONEXEMPT	<input type="radio"/>

DETAILED JOB DESCRIPTION	<ol style="list-style-type: none"> 1. Plan, coordinate, supervise and evaluate police department operations. 2. Develop policies and procedures for the Police Department mandated by law, by the Mayor/City Council, and by the Police Chief's direct Supervisor, the City Administrator, to ensure smooth and efficient operations. 3. To become aware, learn and ensure that the directives from the City Council are shared with the department employees and implemented according to policy set by the Mayor/City Council. 4. Assure that personnel are assigned to shifts or working units which provide optimum effectiveness in terms of current situations and circumstances. 5. Prepare and closely monitor the Police Department annual budget. Monthly reports will include any deviation from prepared/approved annual budget by the City Council. 6. Coordinate and implement the orientation and training protocol for all staff in the Police Department. 7. Responsible for development and maintenance of systems, records and legal documents that provide for the proper evaluation, control, and documentation of the Police Department operations. 8. Prepare and submit periodic reports to the City Administrator upon request, regarding the Department's activities and/or any appropriate report. 9. All overtime is documented and a report each pay period is provided to the City Administrator. 10. All daily operations are monitored closely. 11. Good communication between the Chief and his supervisor, the City Administrator, is essential to ensure mutual respect for one another's positions and responsibilities. Good communication also serves as a liaison between the City Administrator and the Mayor/Council regarding the Police Department operations. 12. As a Department Head, the Chief will be responsible for preparing a written monthly report for the City Council agenda packet.
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Supervisory Responsibility

Exercises supervision over all police department staff directly or through subordinate supervisors.

Work Environment

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines. While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, and vibration. It may be expected that the individual could be exposed to blood or other potentially infectious materials during the course of their duties.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle, or feel; and reach with hands and arms.

Position Type/Expected Hours of Work

This is a full time position and hours of work and days are Monday through Friday 8:00am to 5pm. Occasional evening and weekend work may be required as job duties demand.

Travel

Travel is primarily locally during the business day, although some out of the area travel and overnight may be expected.

COMPETENCIES

1. Ethical Conduct.
2. Communication Proficiency.
3. Leadership.
4. Stress Management/Composure.
5. Time Management.
6. Problem Solving/Analysis.
7. Decision Making.
8. Diversity and Inclusion.
9. Project Management.
10. Personal Effectiveness/Credibility.

Preferred Education & Experience

1. Graduation from an accredited college or university with a Bachelor's degree in police science, law enforcement, criminal justice, public administration or a closely related field.
2. Ten (10) years of experience in police work, preferably three years of which must have been in a managerial position.
3. Thorough knowledge of current law enforcement principles, procedures, techniques, and equipment.
4. Thorough knowledge of applicable laws, ordinances, and department rules and regulations.
5. Experience working with the public and media are preferred.

Additional Eligibility Qualifications

1. Valid driver's license.
2. Ability to meet Department's physical standards.
3. Basic Law Enforcement Training Certification. (ISPA)

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee name (printed) _____

Employee signature _____

Date. _____

