

## **CHIEF OF POLICE**

### **NATURE OF WORK**

Subject to administrative direction of the City Administrator, is responsible for planning and directing the work of the police department and animal control.

### **EXAMPLES OF WORK PERFORMED**

Plans, organizes and directs the maintenance of law and order, the protection of life and property, the regulation of traffic, the apprehension, arrest and detection of law violators and the maintenance of police records and facilities.

Deploys personnel; determines departmental 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, patrol and policing of public areas, regulations and inspection of police-enforced licenses, and cooperation with other law enforcement agencies.

Identifies law enforcement needs and problems in the community and determines revised policies and corrective action; establishes goals and objectives; defines alternatives; chooses course of action; monitors achievement; assists in the development of regulatory ordinances and laws regarding public safety.

Prepares reports and information for the Mayor, Council and Administrator and recommends needed major policies; coordinates city law enforcement activities with those of other agencies; analyzes budgetary problems within the department and submits an annual budget for consideration.

Determines departmental personnel policies and broad training requirements makes necessary recommendations to the administration as to disciplinary actions made in the department; consults with division heads and vises on departmental problems.

Supervises studies and the preparation of comprehensive reports; investigates complaints against the department and personnel; initiates, plans, develops and implements communication records and report systems and schedules; monitors federal and other funds available and recommends application for appropriate grant funds.

Performs other work which is consistent with the essential elements of the job.

### **DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS**

Knowledge of the principles and practices of modern police administration and police methods.

Knowledge of laws enforced by the department and the current practice of personnel administration.

Possesses strong leadership and executive skills.

Ability to formulate and standardize rules, regulations and procedures.

Ability to resolve problems, manage conflicts and maintain high professional standards.

Ability to establish and achieve goals and objectives.

Ability to communicate both orally and in writing.

Ability to supervise others.

Ability to work with a labor union.

Ability to establish and maintain effective relationships with fellow employees, other criminal justice agencies, superiors, officials and the public.

### **EXPERIENCE AND TRAINING**

Any combination of experience and training equivalent to a bachelor degree in Police Administration, criminal justice or a related field, plus seven years of progressively responsible law enforcement and police administration experience, including four years in a responsible command or administrative capacity.

### **SPECIAL REQUIREMENTS**

Certified as a Law Enforcement Officer by the State; certified in Law Enforcement Management and Supervision by the State; possession of a valid driver's license.

<b>GRADE</b>	
<b>PAY</b>	
<b>UNION</b>	
<b>FLSA</b>	Exempt

Revised 2010