

CHIEF OF POLICE

EXEMPT:	Yes	DEPARTMENT:	Police Department
REPORTS TO:	City Manager	PAY RANGE:	Starting \$68,000

GENERAL PURPOSE

Under broad policy guidance, directs and coordinates activities of the Police Department and other City public safety activities in accordance with authority delegated by federal and state statutes and City ordinances, by performing the following duties personally or through subordinates.

SUPERVISION RECEIVED

Works under the general supervision of the City Manager.

EXAMPLES OF ESSENTIAL DUTIES AND RESPONSIBILITIES

The below list is intended to be illustrative of the responsibilities of the position and not all encompassing. The City may change these duties at any time.

- Researches, develops, promulgates, implements, and evaluates departmental policies and procedures required to achieve the objectives of the department and the needs of the community in a safe, efficient, and effective manner in accordance with federal and state statutes and City ordinances.
- Coordinates and administers daily police activities.
- Prepares department budget and recommends expenditures of the department within the scope of the City's budget.
- Commands force during emergencies.
- Attends Council workshops and meetings as directed by the City Manager to present budgets, programs, services and facilities activity reports, studies, analyses and plans for future and present activities.
- Negotiates, consults, and works closely with emergency radio/telephone communication services.
- Creates and maintains a general emergency preparedness management plan in coordination with County, State, Federal, and local officials.
- Prepares requests for government agencies to obtain funds for special operations or for purchasing department equipment.
- Oversees the maintenance of police records, property, and facilities.
- Participates in all community policing activities including traffic patrol, code enforcement, and animal control. Issues citations and takes immediate actions to mitigate problems and disputes.
- Assists with the apprehension, arrest, detention, and investigation of law violators.
- Enforces traffic laws, vehicle codes, and promotes traffic safety. Directs traffic, reports unsafe road conditions, and otherwise promotes vehicular and pedestrian safety.
- Responds to major crime scenes and directs the activities of personnel present to ensure appropriate processing of the site and proper interviewing of victims and witnesses.

- Reviews and approves all reports, logs, subpoenas, summons, records and associated documentation prepared by the officers and submitted for final signature; meets with subordinate personnel to discuss errors noted and/or to suggest improvements; prepares or acts as final signatory on all reports and records disseminated to City administration and/or as required by applicable state, regional and federal agencies.
- Recruit, select, supervise, train, and evaluate assigned staff.
- Prepares and presents periodic reports at staff meetings to the City Manager concerning all police activities; prepares statistical reports to reflect the breakdown of types and number of matters handled; prepares written reports for dissemination to the City Manager and City Council.
- Attends professional seminars and conferences to stay abreast of innovations and changes in police science and special local concerns, e.g. pawn shops, etc.; meets with area law enforcement chiefs, District Attorney personnel, and law enforcement groups (e.g. Crime Stoppers) to share intelligence and maintain professional relationships.
- Develops training and continuing education requirements for the Department.
- May address schools, civic groups, and business groups to provide information on departmental programs or to discuss topics related to police activities, e.g. DUI, alcohol awareness, home/business security, etc.; meets with citizens regarding complaints against officers/police activities.
- Prepares or directs the preparation of annual reports on State and Federal grants.
- Meets with vendors to evaluate the purchase of new equipment.
- Perform related work as required and assigned.

KNOWLEDGE, SKILLS & ABILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions. The requirements listed below are representative of the knowledge, skill, and/or ability required:

- Extensive knowledge of the principles of police administration and the ability to apply these principles, techniques, and methods to field operations and administration of the department; ability to apply supervisory techniques to organize and maintain effective departmental programs and operations.
- Extensive knowledge of Federal, State and municipal statutes, codes, ordinances, and relevant case law; ability to apply same tactfully, firmly, and impartially in a variety of situations.
- Extensive knowledge of the principles, practices, techniques, and equipment of law enforcement; thorough knowledge of the policies and procedures and methods utilized by the City.
- Demonstrated skill in the use of firearms, departmental vehicles and related equipment including, but not limited to, the use of car and hand-held radios, radar, Taser, evidence kits, emergency highway equipment, and emergency medical equipment.
- Skills and experience in computer word processing.
- Ability to effectively plan, organize, implement, and coordinate the work of a police department.
- Ability to command the respect of police officers and to assign, direct, and evaluate their work.

- Ability to act and react to emergency and/or threatening situations in a manner consistent with law; ability to protect oneself in threatening situations and to subdue and control unruly and resisting individuals.
- Ability to qualify regularly as a marksman to departmental standards.
- Ability to assign, evaluate, and correct the work of others in a fair and impartial manner.
- Ability to establish and maintain effective working relationships with subordinates, superiors, fellow workers, court officials, suspects, witnesses, other law enforcement personnel, and the general public; ability to communicate effectively, both orally and in writing, with same.
- Ability to qualify quarterly for firearms proficiency.
- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, and governmental regulations.
- Ability to write reports, business correspondence, and procedure manuals.
- Ability to effectively present information and respond to questions from City officials, representatives of other law enforcement agencies, the media and the public.
- Ability to develop and manage operating and capital budgets.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

EDUCATION & EXPERIENCE

- Bachelor's degree in police science, criminology, criminal justice, public administration or a related field is preferred.
- Ten (10) years of progressively responsible experience in law enforcement, two of which should be at the rank of Division Chief/Captain or the equivalent is preferred.
- A combination of education and experience may be considered.

LICENSES AND CERTIFICATIONS

- Graduation from police academy or equivalent required.
- Colorado Peace Officers Standards Certificate required.
- Colorado State Supervision and Management Certificates or equivalent required.
- Colorado Association of Chiefs of Police executive certification desirable.
- Valid Colorado Driver's License and satisfactory driving record.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

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. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

Frequency Guide			
Rarely (R)	Occasionally (O)	Frequently (F)	Constantly (C)
Less than - 5%	6 – 30%	31% - 70%	Over 70%
Physical Task	Frequency	Physical Surroundings	Frequency
Sitting	F	Extreme Temperatures	O
Standing	F	Inside Work	C
Walking	F	Outside Work	O
Running	R	Walking on uneven surfaces	O
Stooping	O	Working at height	R
Kneeling	R	Other:	
Squatting	R		
Climbing	R	Environmental Conditions	
Balancing	O	Exposure to Chemicals	O
Reaching	O	Exposure to Gases/Fumes/Dust	O
Grasping	C	High Noise Levels	R
Fingering	C	Moderate Noise Levels	O
Handling	C	Vibrations	R
Visual Acuity: Near	F	Light/Power Equipment Ops	O
Visual Acuity Far	O	Heavy Equipment Operation	O
Depth Perception	R	Work in Traffic	O
Color Discrimination	R	Local Travel	F
Peripheral Vision	O	Out of City Travel	O
Talking	C	Other:	
Hearing	C		
Other:		Weight of Objects Moved	
		Over 100 pounds	R
		Over 50 Pounds	O
		Over 10 pounds	O

Work requires a non-traditional work schedule including evenings and weekends as required.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee

Date