

Job Title: Police Chief
Department: Police Department
Reports To: Mayor & City Council
FLSA Status: Exempt
Revised Date: December 2012

NATURE OF WORK

This is highly responsible work in planning, organizing and directing the activities of the Police

Work involves the responsibility for efficient police operations and management; assuring that law and order are maintained, criminals are apprehended, and measures are taken to prevent crimes and protect lives and property. Work also includes consulting with the City Administrator and other city officials in determining overall plans and police operations. Supervision is exercised directly, or through subordinate supervisors, over all employees of the Department. Work is performed with considerable latitude in interpreting and applying policies and regulations, and work is measured by total results obtained. The **Mayor** has direct supervision of the Chief of Police.

ESSENTIAL FUNCTIONS AND DUTIES

Directs, supervises and participates in law enforcement and protective service activities performed by the Police Department including patrol, crime prevention and criminal investigation in an administrative position.

Directs a staff of law enforcement employees and is directly responsible for all police officer scheduling.

Responsible for training, development, scheduling and effective application of police personnel; evaluates individual performance, and analyzes results for purpose of improving police services.

Coordinates police programs with overall policies and procedures of the city government; consults with other city officials in policy planning and administrative methods; keeps other city officials informed of results of police operations and of resources required to meet performance expectations; participates in the preparation of the annual departmental budget, and in the control and expenditures of appropriations.

Cooperates with county, state, and federal officers in the apprehension of wanted persons, in the provision of information, and in joint programs of police training and advancement of law enforcement methods.

Patrols the City in police vehicle exercising field supervision over patrol units; responds to requests for police services on major incidents where supervisory presence is desirable.

Plans, directs, and participates in detailed and thorough investigation of criminal offenses; participates in developing evidence of crime.

Makes a thorough search of crime scene for evidence; prepares and presents evidence or clues; gathers and protects evidence; searches for and apprehends criminals; takes pictures and obtains fingerprints at crime scene.

Plans and directs administrative support activities in records and communications.

Performs internal studies and analyzes departmental methods for effectiveness; develops manual and regulatory guides for use in departmental operations.

Initiates and actively participates in short and long range planning for the department, as well as the various divisions and units within the department.

Administers formal discipline and adjusts and authorizes grievance settlements; counsels subordinate personnel in the appropriate resolution of police matters.

Attends Council meetings; reports activities of the department to the Mayor and Council.

NON-ESSENTIAL FUNCTIONS AND DUTIES

Performs other duties as they may arise.

MINIMUM ESSENTIAL REQUIREMENTS OF WORK

Graduation from a college or university with a Bachelor's Degree in Police Science, Law Enforcement, Criminology, or closely related field; **OR** extensive progressively responsible experience in police supervisory and administrative work; or any equivalent combination of experience and training that would provide the following knowledge, abilities and skills:

Extensive knowledge of the principles and practices of modern police administration and methods.

Extensive knowledge of the standards by which the quality of police service is evaluated and the use of police records and their application to police administration.

Thorough knowledge of the principles and methods of organization, management, and supervision.

State of Iowa Law Enforcement Certification.

Possession of a current State of Iowa Driver's License upon appointment in this classification and continued maintenance of the license throughout period of employment.

Peace Officer Permit to carry a weapon.

Skill in the use and care of firearms, and other police equipment.

Ability to read, write and understand English.

Ability to prepare well-written, clear and accurate technical and administrative reports for operational purposes.

Ability to orally communicate with adequate volume and clarity as to operate departmental radio equipment, and address groups of officers, civilians and government bodies.

ADDITIONAL QUALIFICATIONS RECOMMENDED

Ability to deal fairly and courteously with the public and to promote the goals and objectives of the police department.

Ability to establish and maintain effective working relationships with fellow employees, City officials other department heads and the general public.

Ability to have adequate physical strength and stamina to perform all aspects of those expected of a regular patrolman.