



Position Description

Job Title	Chief of Police
Department	Police
Employment Status	Full time
Exempt/Non Exempt Status	Exempt

Scope of Work

This is highly responsible professional and administrative work in planning, organizing, and directing the activities of the Police Department in accordance with authority delegated by City officials. Responsibilities include determining the Department's mission, goals and objectives; developing and enforcing rules, policies and procedures; and planning, coordinating and directing resources used to provide police patrol, criminal investigations, crime prevention, community services and public safety communications.

Supervision

Received	Police and Fire Commission, Mayor and Council
Exercised	Directly or indirectly supervises all Department personnel.

Essential Job Functions The job functions listed herein are neither exclusive nor exhaustive, but are intended to be illustrative of the types of tasks the employee will most likely be expected to perform on a regular basis. The employee may be asked to perform different or additional tasks than the ones listed here, as the needs of the employer and/or the requirements of the position change.

- Ensures compliance with state mandated policies and procedures.
- Determines Department goals and objectives based on analysis of professional trends and patterns; researches and analyzes case law related to policies, procedures, rules and regulations.
- Develops and implements Department policies and procedures.
- Participates with the City Administrator and the Police Commission in the budget process; prepares and submits the Department budget; administers approved budget and controls Department

expenditures.

- Establishes and performs oversight of Department records systems.
- Enforces all laws and ordinances within the community.
- Directly or indirectly supervises and manages all Department personnel and equipment.
- Conducts and oversees internal Department investigations, as needed.
- Serves as the Emergency Management Coordinator on behalf of public safety.
- Develops and implements short and long term planning for the Department.
- Prepares monthly reports to the Police Commission and City Council related to law enforcement activities.
- Prepares and distributes an annual report to City Council to include expenditures, arrests and criminal trends.
- Prepares monthly Uniform Crime Reports for submission to the State.
- Provides leadership and promotes active involvement in community events; meets with various community and civic groups; serves as spokesperson for the Department.
- Works with local school district in support of the Police School Liaison position.
- Reviews and approves payroll on a bi-weekly basis.
- Administers labor agreements for police personnel; responds to union grievances and represents City on personnel and labor relations matters.
- Reviews, approves and pays appropriate vendor invoices.
- Pursues funds as needed for special operations.
- Supports and practices a philosophy of community policing whereby the values and participation of the community are held in high regard.
- Provides effective and efficient customer services and promotes and maintains responsive community relations.
- Follows and promotes safe work practices.

Other Job Functions

- Performs related duties as assigned.

Requirements of Work

Graduation from an accredited college or university with a Bachelor's Degree in Public Administration, Criminal Justice or a closely related field, plus additional education and certification as a law enforcement officer; and at least 15 years of law enforcement experience including several years at a supervisory level; or any equivalent combination of training and experience which provides the following knowledge, ability and skills:

Knowledge of	<ul style="list-style-type: none">• The principles and practices of modern police administration, organization, management and supervision.• Laws, rules, regulations, policies and procedures pertaining to law enforcement and the ability to interpret and apply them.• Modern police patrol techniques, criminal investigations and crime prevention methods.• Business English (grammar, spelling, punctuation, tone).
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	<ul style="list-style-type: none"> • The use of standard office equipment including computers and relevant software.
Ability to	<ul style="list-style-type: none"> • Prepare and present clear, concise, and logical reports and presentations. • Prepare and administer department budget. • Testify effectively in court proceedings and at commission hearings. • Work under stress and resolve problems involving conflict and danger; make sound decisions while utilizing available resources. • Multitask and prioritize workload. • Delegate and assign tasks; effectively manage the work of subordinates. • Provide leadership and promote teamwork. • Establish and maintain effective working relationships with public officials, state and federal authorities, civic leaders, employees and the general public. • Maintain confidential information. • Maintain physical fitness required to perform job tasks.
Skill in	<ul style="list-style-type: none"> • Organization. • Public relations. • Oral and written communications. • Dealing tactfully, courteously and professionally with all with whom the position must come in contact, exercising sound and effective judgment in doing so.

Necessary Special Requirements

Certified Law Enforcement Officer; valid Wisconsin driver’s license; ability to pass a criminal and financial background check.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is performed mostly in an office setting; hand-eye coordination is necessary to operate computers and various pieces of office equipment.
- Specific vision abilities required by this job include close vision, prolonged visual concentration and the ability to adjust focus.
- While performing the duties of this job, the employee is frequently required to sit, stand, walk, talk and hear; use hands and fingers to handle, feel, or operate objects, tools, or controls and reach with hands and arms.
- The employee is frequently required to bend, climb, balance, stoop, kneel, crouch, or crawl.
- The employee must occasionally lift and/or move up to 50 pounds.
- The employee may be exposed to severe weather and other unpleasant conditions while performing tasks, including extreme heat, cold, wetness and humidity; smoke, toxic agents, hazardous sites and dangerous situations or conditions; heavy machinery, violence, disease and potentially life-threatening situations.

