

Adopted: September 2001 , Revised: \_\_\_\_\_

**Class Title: Chief Of Police**

**BRIEF DESCRIPTION OF THE CLASSIFICATION:**

Responsible for the efficient management and direction of the Police department through leadership, planning, and organizing. Ensures that laws and ordinances are enforced, ethical and professional standards are followed, and that measures are implemented to prevent crimes and protect lives and property. Develops and implements policies and procedures. Develops executive command staff of the police department. Oversees and approves the departmental budget process and submission to the City Manager. Recommends appropriate staffing levels for the department.

**ESSENTIAL FUNCTIONS:**

*This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.*

Physical Strength Code		ESSENTIAL FUNCTIONS
1	S	Plans and directs the programs and activities of the department by providing leadership and direction, recommending policies, implementing measures to prevent, predict and monitor crime, planning departmental goals, objectives, and strategies, and applying technology to policing.
2	S	Manages the department by monitoring the methods the department uses to apprehend law violators, cooperating with local, state, and federal officers to apprehend wanted persons, ensuring compliance with ethical and professional standards, representing the department in public relations matters, presenting budget estimates, controlling departmental expenditures, and establishing operational standards for the department.
3	S	Facilitates the preparation of reports on department activities by developing discussion topics and projects, and writing or supervising others in the preparation of reports to the City Manager and Council..
4	S	Determines and approves the allocation of personnel and resources through out the department.

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**CLASS REQUIREMENTS:**

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Formal Education / Knowledge	Work requires broad knowledge in a general professional or technical field. High School diploma or GED and have obtained a 4 year Baccalureate degree from an accredited college in a subject/field related to law enforcement.
Experience	Three years experience as Assistant Chief of Police or the equivalent of seven years experience as a high level management /executive police officer..
Certifications and Other Requirements	Valid Driver’s License, Police Recruit Training School, Department of Criminal Justice Services Certifiable
Reading	Work requires the ability to read reports, policies and procedures, financial documents, federal, state, and city codes, and federal publications.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division, and statistical analysis.
Writing	Work requires the ability to write reports and documents.
Managerial	Managerial responsibilities include writing departmental policies, promoting crime prevention and police activities, developing strategic plans, and handling personnel issues.
Budget Responsibility	Responsible for final approval of budgetary recommendations to the City Manager and monitors progress toward fiscal objectives and adjusts plans as necessary to reach them.
Supervisory / Organizational Control	Work requires managing and monitoring work performance of senior department managers including evaluating program/work objectives and effectiveness, establishing broad organizational goals and realigning work and staffing assignments for the department. Provides personnel and discipline recommendations.
Complexity	Work is of the broadest scope dealing with highly complex concepts and issues of great importance to the City. Highly important policies, procedures or precedents are approved or rejected by individuals in this classification.
Interpersonal / Human Relations Skills	Contacts others within the organization. These contacts may involve similar work units or departments within the City such as the Executive Department and the City Manager's Office, which may be involved in decision making or providing approval or decision making authority for purchases or projects. Works with individuals outside the City who may belong to professional or peer organizations. Working with various state and federal agencies may also be required. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers, brokers and sales representatives.

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**OVERALL PHYSICAL STRENGTH DEMANDS:**

Sedentary	X	Light	Medium	Heavy	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time		L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

**PHYSICAL DEMANDS:**

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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*This is a description of the way the job is currently performed; it does not address the potential for accommodation.*

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	F	Presentations, filing, crime scene investigation
Sitting	F	Computer, desk work, meetings, driving
Walking	F	Inter-office, to/from meetings, to/from office equipment, crime scene investigation
Lifting	O	Equipment, weapons, files, reports
Carrying	O	Equipment, weapons, files, reports
Pushing/Pulling	R	Chairs, file cabinet drawers
Reaching	O	Into cabinets
Handling	O	Equipment, weapons, files, reports
Fine Dexterity	F	Computer keyboard, telephone keypad, weapons, writing, calculator
Kneeling	R	Crime scene investigation
Crouching	R	Retrieving files
Crawling	N	
Bending	O	Retrieving files
Twisting	O	Retrieving files
Climbing	O	Stairs
Balancing	R	Stairs
Vision	C	Computer, desk work, reading, driving, crime scene investigation
Hearing	C	Staff, supervisor, citizens, council, telephone
Talking	C	Staff, supervisor, citizens, council, telephone
Foot Controls	F	Driving
Other (specify)	N	

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**MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:**

Office equipment, computer systems and equipment

**ENVIRONMENTAL FACTORS:**

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	M	Dirt and Dust	D
Chemical Hazards	M	Extreme Temperatures	S
Electrical Hazards	M	Noise and Vibration	M
Fire Hazards	M	Fumes and Odors	M
Explosives	D	Wetness/Humidity	S
Communicable Diseases	M	Darkness or Poor Lighting	M
Physical Danger or Abuse	M		
Other (see 1 below)	N		

PRIMARY WORK LOCATION	
Office Environment	X
Warehouse	--
Shop	--
Vehicle	X
Outdoors	X
Other (see 2 below)	--

- (1)
- (2)

**PROTECTIVE EQUIPMENT REQUIRED:**

Bullet proof vest, helmet, gas mask, goggles, handgun

**NON-PHYSICAL DEMANDS:**

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	O
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	F
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	F
Noisy/Distracting Environment	O
Other (see 3 below)	N

- (3)