

## **Job Description Police Chief**

**Department:** Public Safety/Police Department

**Work Location:** Town Hall, 0110 Whispering Pines Circle, Blue River

**FLSA Status:** Exempt, Full Time

**Reports to:** Town Manager

Chief Law enforcement officer for the Town of Blue River charged with direct oversight and control of Police Department including budgets, inventory, and personnel.

### **ESSENTIAL DUTIES**

*The following statements are illustrative of the essential functions of the job and do not include other nonessential or peripheral duties that may be required. The Town of Blue River retains the right to modify or change the essential and additional functions of the job at any time.*

- Directs and coordinates the Police Department's financial or budget activities to fund operations and increase efficiency.
- Confer with other Town management and staff members to discuss issues, coordinate activities and resolve problems.
- Analyze operations to evaluate performance of the Police Department and its staff in meeting objectives, goals and missions or to determine areas of potential cost reduction, program improvement or policy change.
- Direct, plan or implement policy and procedures, objectives, or activities of the Police Department to insure continuing operations to increase productivity.
- Prepare budgets for approval, including those for funding or implementation of programs.
- Negotiate contracts or agreements with suppliers, distributors, other municipal, county, state or federal agencies.
- Review reports submitted by staff members and recommend approval or suggest changes.
- Appoint sworn or civilian employees within the Police Department and assign or delegate responsibilities to them.
- Supervise and coordinate the investigation of criminal cases, offering guidance and expertise to officers, and ensuring that procedures are conducted in accordance with applicable laws, policies and regulations.
- Maintain logs, prepare reports, and direct the preparation, handling, and maintenance of police department records.
- Explain police operations to subordinates to assist them in performing their job duties.
- Cooperate with court personnel and officials from other law enforcement agencies and testify in court as necessary.
- Review content of written policy and procedures and general orders to ensure adherence to legal requirements.
- Plans and supervises the scheduling and coordinating of shift activities.
- Attends conferences and meetings to keep abreast of current trends in the law enforcement field; represents the Town of Blue River and the Police Department in a variety of local, county, state and other meetings and conferences.
- Investigate and resolve personnel problems within the police department and charges of misconduct against staff members as appropriate.

- Direct collection, preparation, and handling of evidence and property.
- Inform personnel of changes in regulations and policies, implications of new or amended laws, and new techniques of police work.
- Direct or coordinate training of staff in proper police work procedures.
- Monitor and evaluate the job performance of subordinates, and authorize promotions and transfers.
- Provide for public safety by maintaining order, responding to emergencies, protecting people and property, enforcing motor vehicle and criminal laws, and promoting good community relations.
- Records facts to prepare reports that document incidents and activities.
- Monitor, note, report, and investigate suspicious persons and situations, safety hazards, and unusual or illegal activity within the Town of Blue River.
- Identify, pursue, and arrest suspects and perpetrators of criminal acts.
- Patrol the Town of Blue River on foot or motorized conveyance, responding promptly to calls for service.
- Review facts of incidents to determine if criminal act or statute violations were involved.
- Render aid to accident victims or other persons requiring first aid for physical injuries.
- Investigate traffic accidents or other accidents to determine causes and to determine if a crime has been committed.
- Testify in court to present evidence or act as a witness in traffic and criminal cases.
- Photograph or draw diagrams of crime or accident scenes and interview principals and witnesses.

### **ADDITIONAL DUTIES**

Perform other duties as assigned and required by the Town Manager.

### **REPORTING RELATIONSHIPS**

#### **Supervision Received:**

General supervision is received from the Town Manager.

#### **Supervision Exercised:**

Has direct supervisory accountability for all positions, employees, operations, and activities within the Police Department; typically includes coordinating staff training, assigning and reviewing work, and evaluating performance.

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

#### **Education and Experience:**

- This position requires a Bachelor's Degree in a related field, such as Criminal Justice, Public Administration, Psychology, etc., from an accredited College or University.

- Completion of a Police Command and Staff course of instruction, such as the FBI National Academy, Northwestern University School of Police Staff and Command, Southern Police Institute Command College or equivalent course of instruction is highly desirable.
- Ten years of continuous law enforcement experience with five of those years serving in a progressive supervision capacity with the rank of Sergeant or above.

**Special Qualifications:**

- Must be a minimum of 21 years of age.
- Must be a legal resident of the United States or legally able to work in the United States.
- Must possess a valid Colorado Driver's License or able to obtain within 30 days of hire.
- Colorado Peace Officers Standards and Training certification or able to obtain such POST certification within 6 months of employment.

**Knowledge of:**

- Laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules, and the democratic political process.
- Knowledge of relevant equipment, policies, and strategies to promote effective local, state, or national security operations for the protection of people, data, property, and institutions.
- Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
- Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership techniques, production methods, and coordination of people and resources.
- Knowledge of human behavior and performance; individual differences in ability, personality and interests; learning and motivation; psychological research methods; and assessment and treatment of behavioral and affective disorders.
- Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- Knowledge of principles and procedures for personnel recruitment, selection, training, compensation and benefits, labor relations and negotiation, and personnel information systems.
- Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.
- Knowledge of group behavior and dynamics, societal trends and influences, human migrations, ethnicity, cultures and their history and origins.
- Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, designing forms, and other office procedures and terminology.

**Ability to:**

- The ability to listen to and understand information and ideas presented through spoken words and sentences.
- The ability to communicate information and ideas in speaking so others will understand.
- The ability to apply general rules to specific problems to produce answers that make sense.

- The ability to tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem.
- The ability to read and understand information and ideas presented in writing.
- The ability to combine pieces of information to form general rules or conclusions (including finding a relationship among seemingly unrelated events.)
- The ability to arrange things or actions in a certain order to pattern according to a specific rule or set of rules (e.g., patterns of numbers, letters, words, pictures, mathematical operations).
- The ability to communicate information and ideas in writing so others will understand.
- The ability to speak clearly so others can understand you in normal and stressful situations.
- The ability to identify and understand the speech of another person.
- The ability to apply general rules to specific problems to produce answers that makes sense.
- The ability to come up with a number of ideas about a topic (the number of ideas is important, not their quality, correctness, or creativity).

### **TOOLS & EQUIPMENT USED**

Motorized conveyance, such as an fully equipped police patrol vehicle, police mobile and hand-held radio, mounted and hand-held Radar/Lidar, service semiautomatic pistol and other weapons as required, straight or collapsible Baton, X-26 Taser, handcuffs, breathalyzer, cellular telephone, Mobile Data Computers (MDC), which include CBI NCIC/CCIC portal access, first aid equipment and Chemical Agents. Extensive use of computers for Reporting and other communication as required.

### **PHYSICAL DEMANDS**

The employee is required to perform shift work including days, evenings and nights including weekends and holidays. The employee must also be able to serve on an On-Call status as needed.

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.

While performing the duties of the job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to stand, walk, use hands to finger, handle, or operate objects, controls, or tools listed above; reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, and taste or smell.

The employee must occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

### **WORK ENVIRONMENT**

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.

While performing the duties of this job, the employee frequently works in outside weather conditions. The employee occasionally works near moving mechanical parts; in high; precarious places; and with explosives

and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, and vibration.

The noise level in the work environment is usually moderate.