

City of Park Falls

Position Description for

POLICE CHIEF

GENERAL NATURE OF POSITION

The Chief of Police directs the daily operations of the police department and exercises law enforcement powers and responsibilities as assigned to police chiefs and sworn officers under state statute and Park Falls Municipal Ordinance. Responsibilities include the protection of lives and property, development and implementation of policies and procedures, establishment of department goals and priorities and the implementation of department programs. As the chief operating officer of the police department, the Chief must exercise independent judgment in complex matters that are often complicated by emergency conditions. The supervision of the Chief of Police is exercised by the Mayor and City Council of the City or their designee as described in Wisconsin Statute 62.09(13).

ESSENTIAL DUTIES AND RESPONSIBILITIES

Management:

- Proactively plan, organize, staff, direct and control operations of the department.
- Coordinate activities with the Mayor and City Administrator

Police Chief Position Description-2

Personnel:

- Review, develop and implement policies and procedures related to the day-to-day operations of the department
- Direct or monitor activities of subordinates and staff.
- Administer and maintain appropriate discipline in compliance with department policies, rules, and regulations.
- Monitor the planning, conduct and systematic evaluation of entry level training programs, in-service training programs and other activities designed to meet the continuing education and training needs of police officers and civilian staff.
- Evaluate the performance of department employees.
- Advise and assist the Mayor and Personnel Committee in matters related to the promotion and retention of officers in the department.
- Develop the department's organizational structure, including lines of authority, responsibility, and communications.
- Delegate first-line management duties to subordinate officers.
- Administer the logistical needs of subordinates by providing supplies, coordinating vehicles and equipment, assignment of repairs, etc.
- Identify problems and needs of subordinates and provide assistance and direction.

Law Enforcement:

- Have intermediate to advanced knowledge of constitutional theory and principles, federal laws, state statutes, principles and accepted practices growing out of case law with clear evidence of knowledge in the following areas:
- Nature, purpose, and protection of civil rights including criminal sanctions and civil liability for the violation of civil rights by police agencies and officers.
- Legal issues and practices affecting police agencies in conducting searches, seizing property, making arrests, using force, conducting interrogations and investigations.
- Legal principles and practices are adhered to, ensuring due process when dealing with members of the department and members of the public served by the department.
- When needed function as a law enforcement officer performing routine patrol, responding to calls for assistance, apprehending individuals and investigating crimes.
- Review, develop and propose, for consideration by the Mayor and Common Council, policies governing prevention of crimes, enforcement of state statutes and City Ordinances and the protection of people and property.

Police Chief Position Description-3

- Establish and maintain liaison with local courts, prosecutors, correctional agencies, federal, state, and local authorities, and the news media.
- Apply for and administer financial grants.
- Evaluate ongoing situations, monitor radio traffic, reassign department personnel and equipment as necessary or channel the information to the appropriate agency.
- Perform other related duties as assigned.

Communications and Appearances:

- Provide a channel of communication between the department and the City Administrator, Mayor, Common Council, other City departments, schools, businesses, and the community at large.
- Maintain appropriate records and prepare reports.
- Meet with and make presentations to individuals and groups that include elected and appointed officials, other police entities, school officials, community clubs, business representatives and community residents.
- Attend conferences and meetings related to law enforcement.
- Represent the department at a variety of national, state and local meetings.
- Participate in community activities.
- Attend Common Council Meetings and other meeting as requested by the City Administrator.

Budget:

- Monitor department expenditures and revenues; coordinate adjustments to capital improvements and operating budgets with the City Administrator, Mayor, City Treasurer and Finance Committee.
- Direct the periodic review of the police department's long-range capital improvement plans and budget.
- Assist in the development of a proposed annual operating budget for the Police Department for submission and review by the City Administrator, Mayor, and Finance Committee.

Planning:

- Coordinate planning with other City of Park Falls departments and other units of government as required.
- Assist the Mayor and Personnel Committee in all phases of recruitment, screening, testing, selection, promotion, and retention of police officers.
- Ensure the proper management of major police events and the related subsequent review of police employee's actions.
- Participate in continuing education and training programs to support and enhance the knowledge necessary of this position. Remain current in the philosophy, strategies, and methods of law enforcement.

**Police Chief
Position Description-4**

QUALIFICATION REQUIREMENTS

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

EDUCATION AND/OR EXPERIENCE

Associates Degree in Criminal Justice required and Bachelor's Degree in Criminal Justice preferred.

Certification or capacity to meet certification requirements established for police officers under section 165.85(4), Wisconsin Statutes

A valid Wisconsin driver's license.

Five (5) or more years of satisfactory performance in a senior management or senior staff position in preferably a municipal police organization.

No felony criminal convictions and no restrictions on possessing a firearm.

RESIDENCY

Residency within the City is encouraged.

ESSENTIAL KNOWLEDGE AND PERFORMANCE ABILITIES

- Extensive knowledge of the principles and practices of modern police management.
- Extensive knowledge of the principles and practices of crime prevention, detection, and criminal investigations.
- Extensive knowledge and willingness to develop, implement and practice the strategies of community-based policing.
- Considerable knowledge of laws pertaining to criminal justice and traffic enforcement and the ability and willingness to apply the spirit of the law.
- Considerable knowledge of municipal organizational structure and its operation.
- Considerable knowledge of administrative methods and procedures.

Police Chief Position Description-5

- Considerable knowledge of the principles of supervision and techniques to measure and improve productivity.
- Considerable knowledge of the techniques used to evaluate individuals, unit and agency performance.
- Considerable knowledge of principles and practices used to determine appropriate discipline in a police environment.
- Considerable knowledge and skills in interpersonal communications and public relations.
- Considerable knowledge of the strategies and procedures of budgeting and fiscal management.
- Excellent written and verbal communications skills.
- Knowledge of the strategies employed in labor relations and the statutory provisions governing municipal labor relations under Wisconsin Statute 111.
- Considerable knowledge of the rules of evidence and techniques and best practices for the maintenance of the evidence room.
- Considerable knowledge of the Wisconsin Sex Offender Registry and of all laws and ordinances pertaining to Sex Offender Registrants.
- Considerable knowledge of laws and best practices for locating missing persons, including children and vulnerable adults. Considerable knowledge of the resources available to assist with locating missing and/or exploited children and vulnerable adults.
- Requires the use of personal computers and various software programs, equipment commonly used in the field of law enforcement, law enforcement weapons, motor vehicles, communications equipment and various office machine equipment.
- Ability to speak effectively to large groups of people.
- Ability to make decisions in all types of situations, exercising sound judgment even during emergency conditions.
- Ability to establish and maintain effective working relationships with elected and appointed officials, other government agencies, service and community organizations, private businesses and the public in general.

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

**Police Chief
Position Description-6**

Ability to see, hear and speak and capacity to intermittently sit, stand, walk, bend, and occasionally lift heavy weights.

Physical strength capable of subduing violent and unruly persons.

Ability to meet department standards in the use of firearms with both hands and from the shoulder.

Capability to drive a motor vehicle for long periods and in all weather conditions.

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

WORK SCHEDULE

Requires considerable on-call duty outside of regular work hours.

The City of Park Falls is an Equal Opportunity Employer

I have read and acknowledge receipt of the above job description:

Name _____ Title_____

Date _____