



Detailed Job Description

CHIEF OF POLICE

JOB TITLE CHIEF OF POLICE	SUPERVISOR RESPONSIBILITY All Sworn Police Officers in Patrol, Crime Analysis, Evidence and Investigations COMMUNICATIONS (DISPATCH) RECORDS MUNICIPAL COURT ANIMAL CONTROL	DIVISION/DEPARTMENT POLICE/ADMINISTRATION	
LOCATION Pittsburg, KS 66762	<u>EXEMPT</u> X Full-time: 40 Hours	DATE WRITTEN 09/01/2009	
REPORTS TO CITY MANAGER	SALARY \$56,450 - \$93,563 annually depending on experience, plus KP&F Retirement, health plan and other benefits	EXPERIENCE Bachelor’s Degree in Police Administration, Criminology, or a related field; Master’s Degree in a law enforcement related field preferred; Kansas Law Enforcement Officer’s Certification; Valid Kansas Driver’s License. *15 years as a certified Law Enforcement Officer in the State of Kansas, with at least 5 years of Command level rank and supervisory experience in a police department *Successful completion of an extended management training program such as the Southern Police Institute, Certified Public Management, FBI Academy, Northwestern School of Police Staff and Command or relevant management experience Public speaking and written communications with the media, community and elected officials Budgeting and planning for growth	
OVERTIME EXPECTATIONS As required	TRAVEL REQUIREMENTS As required for training, conferences and meetings		BENEFITS Per Employee Manual
JOB OBJECTIVE The primary function is to serve as executive officer of the Department with the responsibility of planning and directing all the functions, activities and operations of the City Police Department. This position is responsible for the protection of lives and property in the City through the supervision and direction of all police functions.			

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ESSENTIAL FUNCTIONS

Develops objectives, plans, programs and policies for the Police Department;
Prepares and oversees the Department budget and develops strategies that will ensure fiscal responsibility in carrying out effective law enforcement/policing programs;
Consults with the City Manager in formulating policies and regulations governing the activities of the Police Department;
Directs the selection, supervision, and work evaluation of department personnel;
Provides leadership and encourages leadership in management and supervisory personnel;
Represents the City and Police Department in maintaining liaison with civic, business, community, and professional organizations;
Develops leadership skills in police officers and civilian employees to assist them in interaction and problem solving efforts with the community;
Works with the Administrative Staff of the department to manage and make decisions on personnel issues, intra-agency disagreements, the development of employees in their positions, as well as the development of supervisors and managers in supervision and leadership principals and actions;
Holds all employees accountable for their actions and conduct and administers discipline in accordance with Department and City Employee policies and procedures;
Develops policies and procedures to administer the activities of the police department;
Meets with all supervisors and managers on a regular basis to discuss issues of management and department policy, and makes changes as necessary;
Plans and directs the long-term Police Department administrative, operational, support, public education, and public relations activities;
Develops service related issue plans for forecasting long range police operational and capital improvement needs and presents reports to Mayor and Commission;
Develops and manages Department policies, procedures, directives, and general orders;
Performs all work duties and activities in accordance with City and Department policies and procedures;
Works in a safe manner and reports unsafe activity and conditions. Follows City-wide safety policy and practices and adheres to responsibilities concerning safety prevention, reporting and monitoring

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

The theories, principles, and practices of leadership, supervision and training involved in the supervision and management of a City Department;
Police Department organization, mission, objectives, policies, procedures and operations;
Contemporary management techniques for planning, organizing, leading, and inspecting;
Contemporary legal issues such as criminal laws, labor laws, and civil laws that affect police agencies;
Police Department functions, procedures, policies, goals, organization, general orders, and rules and regulations;
Local, state and federal laws as applicable to municipal law enforcement;
Municipal budget preparation and planning methods and techniques for a City department;
Operation of a personal computer and job-related software.

Ability to:

Supervise, manage and lead the City Police Department under both routine and emergency circumstances;
Analyze complex police management problems and apply effective solutions;
Plan, assign, supervise, and review the work of police officers and other assigned staff;
Deal constructively with conflict and develop effective solutions;
Make quick, sound judgment decisions in tactical situations;
Supervise and lead subordinates through instruction in the performance of their duties;
Understand and apply departmental, state, and local law enforcement procedures, policies, rules, and regulations;
Analyze situations quickly and objectively, to recognize actual and potential dangers, and to determine proper course of action;
Establish and maintain effective relations with department employees and with citizens with varied racial, ethnic, or economic backgrounds;
Demonstrate proficiency in the use and care of firearms;
Communicate clearly and concisely, orally and in writing;
Prepare accurate and grammatically correct written reports;
Operate a motor vehicle;

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Operate standard office equipment including a personal computer using program applications appropriate to assigned duties;
Keep immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
Uphold the Law Enforcement Code of Ethics at all times;
Respond to citizen requests in a courteous and effective manner;
Make sound and reasonable decisions in accordance with laws, ordinances, regulations, and established procedures;
Perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
Demonstrate integrity, ingenuity, and inventiveness in the performance of assigned tasks.

WORK REQUIREMENTS: *The environment characteristics described here are representative of those an employee encounters while performing essential functions.*

The primary duties of this class are performed in both a general office environment and an outdoor environment that may include exposure to adverse weather conditions and to potential personal danger

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.*

Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to discern verbal instructions, lead and direct a major city department, communicate effectively and perform telephone and radio communication;
Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to comprehend written work instructions, observe department processes and procedures, prepare and review a wide variety of written and financial materials, and sight and shoot a firearm;
Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to use a firearm safely and effectively, prepare reports and evaluations, utilize equipment required for the performance of duties, and operate a vehicle;
Sufficient personal mobility, flexibility, stamina, strength, and physical reflexes, with or without reasonable accommodation, which permits the employee to bend or stoop repeatedly, sit or stand for long periods of time and perform all duties required in a law enforcement environment.

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