



CITY OF WEST LIBERTY, IOWA

Police Chief

DATE: Adopted 12/20

CLASSIFICATION: Exempt **DEPARTMENT:** Police

JOB DESCRIPTION:

Summary/Objective

The Police Chief is responsible for the activities of the Police Department in law enforcement and crime prevention, assuring that law and order are maintained and that measures are implemented to prevent crime and protect life and property. The Police Chief leads the Administrative and Command Staffs. Duties include planning, directing and organizing the programs and activities of the Police Department; assuring enforcement of State laws and City Ordinances; formulating rules and regulations for the guidance and conduct of members of the Police Department; administering discipline as necessary. The Police Chief must maintain and exert managerial and leadership capabilities and prepare a detailed budget of proposed revenues and expenditures as directed by City Policy. The Police Chief must prepare and submit monthly reports of activities of the Police Department, as well as ensures certification compliance for all employees; and evaluate Department programs, initiatives, and program activities.

DISTINGUISHING CHARACTERISTICS:

The Police Chief is held accountable for the overall direction and operation of the Police Department. The Police Chief works under the supervision of the Mayor and City Council and reports to the City Manager.

ESSENTIAL FUNCTIONS:

- Plans, organizes, and directs the maintenance of law and order, the protection of life and property, the regulation of traffic, the apprehension, arrest, and detention of law violators, and maintains police records and the communications systems.
- Ensures that City policy is followed by police personnel with respect to public relations, enforcement of law and ordinances, confidentiality, traffic control and regulations, patrol and policing of public areas, regulations and inspection of police enforced licenses.
- Supervises staff in their assigned duties including scheduling work; prioritizing assignments; preparing payroll, attendance, and activity forms; monitoring work; conducting performance evaluations; and handling disciplinary actions and union grievances.
- Develops policies and coordinates department training; trains all department employees in policies and standard operating procedures; interprets policies and procedures; ensures that all employees are in compliance with state regulations for certification and fulfills reporting requirements for same.
- Evaluates programs and program activities, including implementing goal and objectives; evaluating operations; making improvements or changes; supervising crime prevention; police activities and coordinating activities with other departments and agencies.

- Assists the Mayor, Council, City Clerk, and all department heads in preparing the annual budget in the manner prescribed by law.
- Prepares and submits monthly reports of activities of the Police Department.
- Ensures all background investigations are completed-
- Prepares a budget of proposed revenues and expenditures for the following fiscal year and five-year Capital Improvement Plan; assist with monitoring and coding of expenses and gives preliminary approval to payment of departmental bills.
- Seeks grants opportunities. Oversees proper administration of all grants awarded to the department and ensures compliance with grant requirements.
- Participates in meetings, conferences, and training programs.
- Assists in union negotiations; interpret contract language; participates in the resolution of grievances.
- Meets with persons reporting incidents and making complaints to the Department; interviews witnesses and suspects to obtain statements and submit proper reports.
- Mediates and/or counsels persons in situations where these persons are in dispute or disagreement.
- Appears in court to present evidence and testimony.
- Arrests violators of the law in compliance with local, state, and federal regulations, ordinances, laws, and standard operating procedures.
- Handles public problems and complaints; field and investigate citizen complaints against the city, individual officers, or the department.
- Assists the Mayor/City Manager/City Clerk in the development of regulatory ordinances and laws regarding public safety.
- Attends staff meetings and other meetings as directed.
- Assists other City departments and other local organizations as needed.
- Plans for special events requiring police assistance.
- Encourages and promotes compliance with safety rules and the use of safety equipment.
- Performs other duties of a similar nature or level.
- Assigns any duties to any officer or employee to fulfill the needs of the department.
- Performs the duties of subordinate personnel when necessary.

QUALIFICATIONS:

- Knowledge of the Department position requirements and duties.
- Knowledge of managerial principles and techniques.
- Knowledge of state code and city ordinances, city and department policies and procedures, and the current bargaining agreement.
- Knowledge of patrol, investigative, and arrest procedures.
- Knowledge of computer hardware and software applications including Microsoft Office, Adobe applications, Google Email, Google Drive, Google Forms, and related programs.
- Knowledge of emergency operation planning.

SKILLS AND ABILITIES:

- Skills monitoring and assigning work to department personnel.
- Ability to report, write or edit articles for publication.
- Ability to prepare and deliver lectures.
- Ability to interview, counsel or advise people.

- Have interpersonal relationships that encourage openness, candor and trust, both internally and outside of the City of West Liberty, establishing and maintaining an effective working relationship with coworkers, supervisor, City Council, Mayor, the press and the general public.
- Have exceptional oral and written communication skills, communicating effectively, both orally and in writing, in a wide variety of situations with diverse individuals and groups.
- Have excellent time management and organizational skills. Must have the ability to manage multiple projects and prioritize workload in a timely and effective manner. Performing duties efficiently and accurately to meet time sensitive deadlines.
- Ability to be innovative and creative in decision-making and problem resolution situations and in the performance of job duties.
- Understand and maintain confidentiality of all City and personnel information.
- Ability to schedule duty and training.
- Ability to inventory and order materials and supplies.
- Ability to obtain relevant Federal Emergency Management Agency (FEMA) and National Incident Management System (NIMS) certifications.
- Ability to perform cardiopulmonary resuscitation (CPR), properly use an automated external defibrillator (AED), and administer first aid.
- Skills using weapons and applying defense tactics.
- Ability to operate automobiles and all equipment including an AED, radar, and other devices such as computers and related software applications.
- Ability conducting investigations, interrogations, and working with informants.
- Ability to perform the duties of subordinate personnel.
- Ability to direct officers, detectives, and investigators at crime or incident scenes.
- Ability to gather, preserve, handle and document evidence and crime scene photographs.
- Ability to train, coach, supervise, and motivate employees.
- Ability to represent the City of West Liberty in a professional and positive manner.

TRAINING AND EXPERIENCE REQUIREMENTS:

Education:	Graduation from High School or equivalent G.E.D. and bachelor's degree majoring in police science, law enforcement, criminal justice, public administration, political science, or related field.
Experience:	At least five years of increased management and supervision responsibility in law enforcement.
Preferred Education/Training:	Master's Degree majoring in law enforcement, criminal justice, public administration, political science, or related field. Completion of a Police Command School.

LICENSING REQUIREMENTS:

- Iowa Law Enforcement Certification as a Peace Officer.
- Possess and maintain an Iowa Peace Officer Permit to Carry Weapons.
- Cardio Pulmonary Resuscitation Certification.
- Valid Iowa Driver's License.

ESSENTIAL PHYSICAL ABILITIES:

Positions in this class typically require climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, driving, pushing, pulling, lifting, grasping, feeling, talking, hearing, seeing and repetitive motions.

The Police Chief may be subjected to personal injury, physical violence, fumes, odors, dusts, poor ventilation, blood, body fluids, extreme temperatures, inadequate lighting, workspace restrictions, intense noises, and travel. Duties may be hazardous and life threatening. May be exposed to extreme temperatures, long hours, and weekend and holiday duties.

Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.

Position also requires office-type work while completing reports, reviewing reports, and completing other administrative work.

SUPERVISORY RESPONSIBILITY:

The Police Chief manages all employees of the Police Department; position is responsible for performance management and facilitation of hiring of employees within those departments.

POSITION TYPE AND EXPECTED HOURS OF WORK:

This is a full-time position. General days and hours of work are Monday through Friday 8:00 a.m. to 5:00 p.m.; however, days and hours vary and are dependent on the needs of the department. Some holidays will be worked.

DISCLAIMER:

The above information is intended to describe the general nature and level of work to be performed by employees in this position. It is not intended to be an exhaustive list of all duties, responsibilities, requirements, and working conditions. The City reserves the right to change or assign other duties to this position as needed and as deemed appropriate. Employees holding this position will be required to perform any other job-related duties requested by management. Reasonable accommodations may be made as needed for employees to perform the essential duties and responsibilities and meet the requirements of the position. City of West Liberty employees are considered at-will employees. An employee may terminate his/her employment at any time and the City may also terminate the employee's employment at any time. Unless otherwise provided by contract or law, all employment with the City of West Liberty is to be considered "at-will".

SIGNATURES:

Employee signature below constitutes employee's understanding of the requirements, essential functions, and duties of the position.

Employee_____ Date_____