

**City of Centerville
Job Description**

Job Title: Chief of Police
FLSA Status: Exempt
Reports to: Councilmembers over Department
Revision Date: 01/2020

Department: Police/Public Safety
Pay Scale: Public Safety
Grade/Step: Salary
Salary Range: \$70,000 - \$85,000
(Depending upon Experience)

JOB SUMMARY:

This is a highly responsible administrative position concerned with planning and directing the activities of the Police Department. Work is performed in accordance with established policies and procedures. The incumbent will have considerable latitude in the exercise of individual initiative in the performance of duties and responsibilities. Duties include planning and directing the activities of the Police Department, and in coordinating these efforts with those of other public safety agencies. Duties are performed under supervision of the Councilmembers over the Police Department.

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

ESSENTIAL DUTIES AND RESPONSIBILITIES:

*The following duties are **representative** of the work required for this job. **These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.***

- Plans, directs and oversees the operation of the following divisions: Patrol, Investigations and Administrative. Ensures that optimum efficiency and effectiveness are maintained by ongoing identification of more effective and efficient means of police service delivery; makes recommendations to Councilmembers over Department for implementation by the Governing Authority.
- Works with command staff and each department supervisor to evaluate daily operations. Processes employee concerns and problems, counsels when necessary. Consults the City Clerk, Director of Operations and City Attorney regarding all personnel matters. Notifies/informs Councilmembers over the Department regarding all personnel matters.
- Plans for the personnel, equipment, and apparatus needs of the Department.
- Develops short and long range goals for Department activities and equipment.
- Research programs and policies applicable to Department and makes recommendation to Councilmembers over Department for implementation by the Governing Authority.
- Continuously searches for grants, loans and other funding sources, applicable to Department, available from governmental and non-governmental agencies. Works with City Accountant to coordinate departmental grant administration and record-keeping.
- Undertake crime prevention measures to ensure the health, safety, and well-being of all city residents.
- Shall participate as needed in drug investigations to minimize the availability and use of illegal drugs within the city.
- Patrol roadways within the City of Centerville to ensure motorist compliance with applicable laws.
- Shall respond to 911 calls for law enforcement assistance when necessary.
- Shall investigate traffic accidents within the city limits as needed.

- Work special details when security is necessary for events occurring within the City of Centerville.
- Write reports regarding all incidents responded to or investigated.
- Complete state required 20 hours of continuing education training to maintain certification.
- Ensure adequate staffing through developing the work schedule for Police Officers.
- Performs varied administrative, planning, and coordinating functions; assists with the preparation of an annual operational budget for the Police Department; receives and carries out special assignments.
- Effects changes in organizational and operational procedures to obtain desired results.
- Informs supervisors on departmental directives and objectives; effects authorized procedural changes; provides advice or assistance with difficult or unusual problems.
- Takes personal charge of major incidents where unusual or very difficult circumstances exist.
- Studies crimes and other reports to determine trends.
- Attends all regular, special and called meetings of the Governing Authority unless excused.
- Attends various meetings as appropriate that require city representation as directed when a member of the Governing Authority is unable to attend.
- Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES:

- Extensive knowledge of modern principles and practices of police administration and patrol operations.
- Knowledge of all local, state, and federal laws pertinent to law enforcement.
- Knowledge of all regulations associated with the use of handguns, firearms, handcuffs, radar, and computer programs.
- Knowledge of city and departmental rules, regulations, and procedures;
- Knowledge of city geography, streets, and buildings.
- Knowledge of Intoximeter and its proper use.
- Skill in discharging firearms, as demonstrated by obtaining appropriate state certifications.
- Skill in conflict resolution.
- Ability to adapt to dynamic, changing situations that could endanger life or property.
- Ability to safely operate vehicles at high rates of speed, or in tight quarters.
- Extensive knowledge of federal, state, and local laws and ordinances and court rulings which govern and affect police operations and practices.
- Extensive knowledge of the City, including its geography, types of business activities, and areas of high crime incidence.
- Thorough knowledge of the principles of management, including functions concerned with personnel, public finance and budgeting, and of administrative and supervisory practices and methods.
- Skills in dealing with problems concerning public relations and the ability to foster public confidence and interest in the workings of the department.
- Skill in the use of firearms and other police equipment.
- Ability to plan, organize, and effectively direct the operations of the Police Department.
- Ability and willingness to effectively speak before public groups on topics related to the Police Department.
- Ability to understand and carry out oral and written instructions.
- Ability to prepare clear and comprehensive reports and letters.

MINIMUM TRAINING AND/OR EXPERIENCE TO PERFORM ESSENTIAL JOB FUNCTIONS:

The Chief of Police shall possess a Bachelor's Degree in Criminal Justice or related area from an accredited college or university and shall also possess and maintain P.O.S.T. Certification. The Chief of Police must possess a minimum of eight (8) years of continuous service as a sworn law enforcement officer, or an equivalent combination of education and experience that may be substituted if it is determined to be directly related to the foregoing specific requirements. The Chief of Police must retain certification for the operation of radar, Intoximeter, and firearms.

SUPERVISORY CONTROL AND RESPONSILITIES:

The Chief of Police has supervisory responsibility over the Lieutenants, and ultimately all Police Officers. The Chief of Police Services reports to the Councilmembers over the Police Department and works at the pleasure of the Governing Authority.

TRAVEL:

The Chief of Police may be required to travel to meetings held throughout the state in order to maintain certifications and to pick up or transport inmates to other detention facilities. The Chief of Police must possess and maintain a valid driver's license and must have access to reliable transportation. The Chief of Police may be required to attend meetings that occur during the evenings, and/or during the early morning, or court sessions that are scheduled during off-duty hours.

GUIDELINES:

The Chief of Police utilizes regulations and data set forth in accordance with the City of Centerville Personnel Manual, City Council guidelines, Centerville Police Department Standard Operating Procedures, and applicable federal, state, and local laws.

(ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

LANGUAGE SKILLS:

Ability to read, interpret and communicate basic instructions and technical manuals. Ability to write and convey information through notes and citations. Ability to speak effectively to transfer information from one source to another. The incumbent must also be able to inform individuals of laws and local ordinances in a non-threatening manner.

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. The incumbent must also be able to perform various calculations in the performance of the jobs.

COMMUNICATION SKILLS:

Must be able to communicate orally and in written form in order to give or exchange information, resolve problems, provide service, influence or direct others, to interrogate others, and justify, defend, negotiate, or settle matters. Contacts are generally made with the general public, other city employees, lawyers, judges, federal, state, and local law enforcement entities, motorists, victims, suspected offenders, and others.

REASONING ABILITY:

Ability to apply common sense and understanding to carry out instructions furnished in written and oral format. The incumbent must also possess the ability to deal with complex problems in

non-standardized situations. The Chief of Police must be able to clearly analyze situations in often hostile environments.

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. While performing the duties of this job, the employee is regularly required to sit, stand, stoop, bend, walk, run, carry, or lift. The employee must be able to lift and/or move objects up to 50 pounds. Occasionally the situation will arise where the incumbent must defend himself/herself against personal attack by another individual. Specific vision abilities required by this job include close vision and the ability to adjust focus and distinguish between shades of colors.

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 these essential functions. The work environment is dangerous and includes, but is not limited to exposure to extreme weather conditions, exposure to dust, dirt, grease, etc., regular exposure to weapons, traveling at high rates of speed, toxic or irritating chemicals, fumes and smoke, all of which require protective devices by the Chief of Police.

I, the employee, understand that this document is not to be construed as a contract, either implied or explicit. All information contained herein is merely an attempt by the City of Centerville to explain the essential duties that I am expected to perform. I understand that, at my supervisor's discretion, additional duties and responsibilities may be placed upon me at any time.

Employee's Signature: _____ *Date:* _____

Supervisor's Signature: _____ *Date:* _____