

Police Chief Position Description

Position:	Police Chief
Department:	Public Safety
Appointing Authority:	Police & Fire Commission
Position supervises:	All Police Department personnel
Reports to:	City Administrator
Date:	November 14, 2018
FLSA Status:	Exempt
Pay Classification:	Grade 12 (annual salary \$74,984 - \$96,408)

Position Summary:

This position has administrative responsibility for effectively and efficiently leading operations of the Police Department. The Chief maintains direct control and management of all members of the department and the lawful exercise of their duties, subject to the provisions of Wisconsin statutes, city ordinances and such other orders as may be issued by the Council, Mayor or City Administrator as provided by law. The Chief shall report to and work closely with the City Administrator.

Responsibilities also include carrying out the Department's mission, goals and objectives; developing and enforcing rules, policies and procedures; and planning, coordination and direction of resources to provide for police patrol and traffic safety, crime prevention and detection, criminal investigations, animal control and community services. The Chief will be expected to employ the best practices of community oriented-policing and problem oriented-policing. The Chief frequently serves in a uniformed capacity and occasionally works a regular patrol shift. The Chief also advises and assists police officers in criminal and other investigations. Additionally, the Chief coordinates with other governmental agencies in solving cases as well as developing and implementing procedures for preventing crime.

The Chief must be able to lead the Department to its full performance capabilities, guided by the principles of safety, while organizing people, projects and schedules on an ongoing basis, and also achieving and maintaining high employee morale. The individual shall possess the skills for writing grant application submissions. The individual serving in this position will exhibit strong communications, customer service, human relations, leadership and managerial skills.

The Chief attends meetings of the Common Council, Police and Fire Commission, Finance and Personnel Committees and others as required. The Chief presents at civic club meetings, schools and other places of public gathering to explain the activities and functions of the Police Department as well as attending regional interagency meetings.

Essential Duties/Responsibilities:

The following duties/responsibilities are specific to this position. These are not to be construed as exclusive or all-inclusive; as other duties/responsibilities may be required:

- Directs and supervises the activities of the Police Department and other personnel, including implementing disciplinary actions, if necessary.
- Functions within the National Incident Management and Incident Command Systems.
- Plans, organizes, directs and administers all policies, operations and activities of the department.
- Oversee administration of training at all levels to ensure safe and effective operations.
- Supervises day to day operations of the Police Department.
- Assures the Department's compliance with applicable Federal, State and local laws and regulations

- and standards of safety.
- Attends all relevant interagency meetings to ensure Altoona Police Department representation; participates in Leadership Team meetings.
- Reviews the schedule for officers; reviews and approves time off requests, or delegates appropriately.
- Coordinates, schedules and participates in public education and events; works closely with staff to coordinate events and educational topics; provides educational classes and police drills, conducts demonstrations on crime prevention, police safety and emergency preparedness in schools, churches, daycares, community service groups, etc.
- Deals promptly, directly, and cooperatively with citizens on a frequent basis with regard to their police-related issues and questions.
- Responds to complaints regarding police code violations, police hazards, etc.
- Develops and administers the Police Department budget, including capital improvement plan.
- Completes long range planning for the Police Department and participates in updates to the City's Comprehensive Plan.
- Completes annual evaluations of assigned subordinates.
- Administers and enforces the standard operating guidelines, city and department rules and regulations and code of conduct.
- Assists in the development of new and improved Standard Operating Guidelines as necessary.
- Reviews written reports and other necessary reports/documents to ensure they are completed and comply with standards; takes corrective action when necessary.
- Identifies employee training needs and implements steps to assure all training requirements are met.
- Coordinates new officer orientation/training program.
- Identifies grant opportunities, prepares and coordinates grant applications and administration.
- Analyzes and reviews the use of department vehicles and fleet maintenance to minimize costs and maximize efficient use.
- Conducts staff meetings, reviews operations and develops solutions to agency issues.

Supervision Exercised:

- Supervises all Lieutenants, Sergeants and officers either directly or through subordinate police officers.

Minimum Qualifications:

- A valid Wisconsin driver's license; if a new resident to Wisconsin, must obtain within 60 days of hire
- Associate's degree required; Bachelor's degree or equivalent education and/or experience preferred
- State of Wisconsin Police Officer certification or equivalent certification from other state required
- Must possess five (5) years of demonstrated progressive police leadership experience
- Must possess three (3) years of police supervisory experience
- Excellent verbal and written communication skills

Common Equipment Used

- Firearms (Handgun, Rifle and Shotgun)
- Chemical weapons
- Handcuffs, tasers and other less than lethal devices
- Radios, Telephone, Office Computers, Mobile Data Terminals
- Breathalyzer
- Mobile and stationary radar units

Knowledge of:

- Principles and practices of modern police administration, management and leadership.
- Work rules and regulations related to the police department operations and activities
- The City personnel manual and Standard Operating Guidelines
- The geography of the City of Altoona
- Computer operations, software, records management, MACH, Policehouse, TraCs, Spillman, ICAC, IPOLIS, etc.
- Principles of safety, and awareness of occupational hazards and their prevention.
- Principles and practices of modern emergency management, event management and risk management.
- All applicable Federal, State and local laws and regulations.
- Evidence and seized property handling.

Ability to:

- Communicate effectively.
- Use police equipment and other safety devices required.
- Foster cooperation and team work among subordinates required.
- Identify and analyze problems, evaluate alternative solutions and make sound judgments, especially in stressful situations.
- Establish and maintain effective working relationships with diverse populations including City elected and appointed officials, co-workers, supervisors, civic groups, news media and the general public.
- Implement the principles of a proactive/participative management style.
- Pass annual State of Wisconsin handgun certification

Physical Demands:

- Requires walking, standing and/or sitting to a significant degree. Occasional running.
- Ability to maintain physical fitness for duty.
- Exerting 76-100 pounds seldom; exerting 31-75 pounds occasionally; exerting 0-30 pounds frequently.

Environmental Conditions:

- Usually works inside work (approximately 65% of the time) and sometimes outside (approximately 35% of the time).
- Occasionally exposed to hazards or risk of bodily injury
- Occasionally exposed to heat and cold extremes and temperature changes
- Usually exposed to moderate noise; occasionally exposed to extreme noise.
- Occasionally exposed to vibration, toxic conditions, odors, dust and poor ventilation.
- Occasionally works with non-cooperative public with possible exposure to infectious diseases.
- Occasionally works in emergency and disaster situations.
- Occasionally engages in high hazard driving situations and hazardous traffic situations.

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Approved: