|  |  |
| --- | --- |
| Job Title: Police Chief | Reports to: City Administrator |
| Department: Police Department | Job Grade: Exempt |
| Revision Date: | Fair Labor Standards Act (FLSA) |

**Position Summary**

Serves as department head with overall responsibility for management, administration and law enforcement activities. Also performs the duties of patrol/police officer.

**Characteristics of a Successful Police Chief**

|  |  |
| --- | --- |
| * Positive role model for others * Motivated * Enthusiastic learner * Self-starter * Flexible and adapts easily to new situations * Take’s pride in their work | * Keeps a focus on creating an exceptional service experience * Easily builds rapport with others * Detail oriented * Honest * Accountable for their actions * Ability to troubleshoot and think through complex systems |

**Essential Job Functions**

* Plans, organizes, directs and reviews the operations of the police department.
* Undertakes and/or recommends to the council full complement of personnel actions such as interviewing, hiring, suspending, discharging, disciplining, coaching and assigning department personnel.
* Schedules work shifts and oversee officer training.
* Inspects patrol officers' appearance and periodically check patrol vehicles for conformance to city standards.
* Supervises and coordinates the collection and security of evidence.
* Oversees inventory and maintenance programs for all departmental equipment and vehicles. Ordering and/or requesting appropriate level of repairs and services.
* Advises Mayor and council about police and department affairs.
* Prepares monthly reports for council review about patrol activities and departmental operations.
* Prepares budget and makes recommendations to the Mayor and council.
* Develops and administers departmental policies, procedures and rules based on statutory and regulatory data at local, state and federal levels.
* Acts as the primary liaison to, and cooperates with, local, state and other federal law enforcement agencies.
* Acts as liaison with city and county attorneys on investigations and other legal matters.
* Directs and supervises the exchange of criminal records between departmental and other local, state and federal law enforcement agencies.
* Keeps current with all local, state and federal laws and law enforcement developments.
* Investigates deaths within the city and files reports with the medical examiner’s office.
* Searches for lost or missing.
* May service court orders such as subpoenas, garnishments, property executions, commitments, show cause, property seizure, arrest order and eviction notices.
* Represents police department before numerous public and private groups.
* Checks and verifies appropriate information prior to commercial establishment being licensed.
* Assumes control of traffic accident scenes, maintains order and traffic flow, assists and renders first aid to injured persons and investigates traffic accidents.
* Reviews and assigns patrol officers to problem areas.
* Makes safety related presentations at local locations and events.
* Serves as City Emergency Management Director.
* Directs and manages animal control activities.
* Records, oversees and publishes sex offender registrations for the City.
* Performs all essential functions of a patrol officer.
* Performs all other duties as assigned.

**Requirements/Knowledge/Abilities**

* Effectively using personal and departmental equipment.
* Knowledge in departmental policies, directives, procedures
* Gathering appropriate information through interviewing victims, witnesses and suspects. Using these skills to contact other law enforcement agencies for the exchange of information.
* Operating city police vehicles in all kinds of weather conditions and situations
* Comprehending and applying city, county, state and federal criminal, traffic and civil laws and ordinances.
* Working independently and interacting with diverse groups such as: Juveniles, the mentally ill, the mentally challenged and the elderly.
* Analyzing problems/situations and take decisive, effective actions.
* Preparing routine reports, case files and correspondence.
* Establishing and maintaining effective working relationships with coworkers.
* Effectively using supervisory and administrative practices, methods and processed.
* Mediating disputes.
* Effectively and efficiently managing the police department.
* Communicating effectively orally and in writing.

**Judgment/Decision Making**

* Performs tasks and duties under general supervision, using established policies and procedures and some innovation.
* Analyze situation quickly and objectively to determine proper course of action.
* Good general intelligence and emotional stability.
* Accurate judgement and effective decision making under pressure and stressful situations.

**Relation to Others**

* Works to promote teamwork within the department and throughout the City of Watford City.
* Shares information, is cooperative and, when appropriate, assists others.
* Exhibits a positive image and outlook when interacting with co-workers and/or the public.
* Accepts responsibility and works well when given responsibility.
* Maintains cooperation and relations between the Department and other city, county, state, and federal departments and organizations
* Copes with situations firmly, courteously, tactfully and with respect for the rights of others.

**Education/Experience**

* Associate Degree in Law Enforcement or the Sciences
* Bachelor Degree preferred.
* Valid ND POST license.
* State Peace Officer’s license.
* Valid ND driver license with required endorsements.
* Ten (10) years experience as a full-time licensed police officer and five (5) years of supervisory (administrative and personnel) experience or equivalent preferred.
* Proficient in Microsoft Word, Excel, and other Microsoft Office applications.

**Working Conditions/Physical Demands**

* Must pass a medical exam, drug screening test, and background check before hire. The City pays for the exam and screening.
* Climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, driving, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, seeing, and repetitive motions.
* May be subjected to personal injury, physical violence, gases, blood, body fluids, oils, extreme temperatures, inadequate lighting, work space restrictions, intense noises, and travel.
* Very Heavy Work: 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.
* Smoking prohibited while on duty or while in uniform.

*NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.*

*Some requirements in this job description may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.*

*All requirements are subject to modification to reasonably accommodate individuals with disabilities.*

*Requirements are representative of minimum levels of knowledge, skills, and experience required.  To perform this job successfully, the worker must possess the abilities and aptitudes to perform each duty proficiently.*

*This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship.  The City Administrator retains the discretion to add duties or change the duties of this position at any time.*