

Perry City
Job Description

Chief of Police

Division: Administration
Department: Police
FLSA: Non-Exempt

Reports to: Mayor
Date Prepared: October 8, 2018

Purpose:

Performs professional, administrative, and managerial duties related to planning, organizing, directing, and coordinating the enforcement of federal, state, and local laws as needed to preserve the peace and protect citizen rights and property. Provides assistance to the patrol division by being available for calls or backup when officers need assistance.

Essential Functions

- Researches, writes, establishes and evaluates department policies and procedures to implement executive and legislative directives from the mayor and city council; implements strategies to better carry out policies and goals; conducts program evaluations and formulates action to upgrade a departmental efficiency and capability as needed.
- Develops organizational structures including lines of authority, responsibility, and communication in order to carry out the policies and goals for city law enforcement; revises organizational structure as required.
- Responds as needed to assist at a supervisory level during investigations, evidence searches, interrogations, and other law enforcement activities needed to preserve public safety.
- Directs the supervision of department personnel; assures adequate shift scheduling; reviews letters of recommendation or reprimand; disciplines as necessary; directs the maintenance of department personnel records; establishes policies for hiring and firing; conducts interviews; evaluates employee performance.
- Plans law enforcement programs and implements strategies in order to better carry out policies and goals; reviews department performance and effectiveness and formulates action to upgrade department efficiency and capability as needed; searches funding alternatives and writes applications for grants.
- Prepares & administers the department budgets; reviews and/or approves all purchase orders and requisition forms; orders equipment, supplies, and large budget expenditures; verifies costs incurred by the department; reviews all time

sheets and requests for overtime; insures payrolls are submitted promptly and accurately.

- Monitors departmental compliance with established standard operating procedures; develops and implements quality control guidelines.
- Supervises personnel functions of the department; hires, fires, promotes, demotes, transfers, evaluates, and otherwise disciplines department personnel; handles grievances and disciplinary matters related to work assignments, interpersonal relationships, officer conduct, and general behavior; evaluates and assures delivery of necessary training needed by the department.
- Writes general orders and interdepartmental communications as needed.
- Directs day-to-day administrative operations and clerical maintenance functions; reviews reports for technical accuracy and quality; may assist to assure proper documentation of all departmental training activities and requirements as needed to maintain certifications.
- Prepares and submits periodic reports to mayor and city council and Federal and State officials regarding department activity; prepares a variety of other reports as appropriate; assists in developing and making recommendations for traffic planning for installation of traffic control devices.
- Meets with elected and/or appointed officials, other law enforcement agencies, community and business representatives, and the public in all aspects of city law enforcement activities; assumes responsibility for department public relations.
- Attends various State and local task force, interagency, legal-update, and other meetings to maintain an effective networking system and provides coordination within the law enforcement agencies and other departments; coordinates and conducts departmental meetings; attends conferences and meetings to keep abreast of current trends in law enforcement.
- Directs and coordinates emergency actions, criminal investigations, traffic enforcement, and other enforcement activities as required; supervises and monitors the maintenance of the police record keeping system; monitors reports.
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- Directs maintenance and safekeeping of physical evidence, stolen property, abandoned property, and other items falling under custody of Perry City police department; controls and oversees city equipment and property assigned to the police

department.

- Coordinates Law Enforcement Trainings at the Three Mile Creek Sports Complex and other duties as assigned by the Mayor.
- Patrols, as needed, all areas of Perry City in patrol vehicles. Responds to assist, secure crime scene for evidence searches, makes preliminary investigations, and interrogates complaints, witnesses, and suspects.
- Performs other duties as required and/or assigned

Knowledge, Experience & Requirements:

1. Graduation from a college or university with a bachelor's degree in police science, criminology or some other related field, and/or eight to ten years of progressively responsible law enforcement experience; two of which must have been in a supervisory capacity.
2. Thorough knowledge of law enforcement principles, methods, and techniques; legal and political environment associated with police administration; federal, state, county, and city ordinances; principles of law enforcement administration; investigative procedures and practices; legal liabilities associated with arrest and law enforcement; court room procedures and laws of evidence; principles of effective supervision and employee motivation, interpersonal communication skills, and public relations; budgetary practices and procedures and fiscal management; local geography, road systems, and boundaries; standard first-aid administration.
3. Working knowledge of English, grammar and technical writing skills.
4. Some knowledge of principles of psychology and sociology.
5. Ability to work with mathematical concepts for budgeting, speed enforcement, automobile accident reconstruction, and other law enforcement duties.
6. Proficiency in the proper use and care of firearms; familiar with the operation of other special police equipment; able to manage sensitive law enforcement issues and interdepartmental conflicts; experience in emergency response driving.
7. Ability to administer and supervise city-wide comprehensive law enforcement program; exercise sound judgment in evaluating situations and in making decisions in emergency situations; assure compliance with and follow safety practices and procedures common to law enforcement work; operate a personal computer and various programs, such as Microsoft Word, Excel, etc.; communicate effectively, both verbally and in writing; establish and maintain effective working relationships with elected and appointed officials, other law enforcement agencies, service and community organizations, private businesses, and the public.
8. Must possess a valid Utah driver's license.
9. Must be Utah P.O.S.T. certified and must maintain certification by attending the required training hours as outlined by P.O.S.T.
10. Maintain and keep current all applicable certifications needed to operate department law enforcement equipment and systems i.e. radar, firearms, intoxilizer, BCI, Spillman.

Interpersonal and Communication Skills:

Language skills- Ability to read, analyze, and interpret complex documents. Ability to respond effectively to the most sensitive inquiries or complaints. Ability to write speeches or articles using original or innovative techniques or style. Ability to make effective persuasive speeches

and presentations on controversial or complex topics to top management, public groups, and the city council.

Physical Requirements and Work Environment:

Tasks generally performed in a comfortable office setting. Talking, hearing, and seeing are required to perform daily functions. May occasionally be exposed to hazards common to law enforcement. Mental application utilizes memory for details, emotional stability, discriminating thinking, and creative problem solving. Frequent travel required in course of performing portions of job functions. Must also have the ability to lift more than 100 pounds, stand for long periods of time, walk, sit, use hands & fingers, handle or feel, reach with hands and arms, climb or balance, stoop, kneel, crouch or crawl, talk and hear, taste and smell. Must have the ability to work in all outdoor weather conditions, work near moving mechanical parts, and work in high precarious places. Must be able to work in conditions where fumes or airborne particles, toxic or caustic chemicals may be present. Specific vision requirements include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus to handle traffic violation and criminal activity.

Supervision Received

As regulated by State and City law and policy, and under the direction of the Mayor.

Supervisory/Management Skills:

Provides general supervision to all police department personnel directly or through subordinate supervisors.