

# JOB DESCRIPTION

## CITY OF DEVILS LAKE

**JOB TITLE:** POLICE CHIEF

**DEPARTMENT:** POLICE DEPT

**REPORTS TO:** CITY COMMISSION & CITY ADMINISTRATOR

**FLSA STATUS:** EXEMPT

**DATE:** FEBRUARY 1, 2024

### SCOPE OF POSITION

The chief of police is the chief administrative officer of the department and has final authority in all matters of policy, operations, and discipline. The chief exercises all lawful powers of the office and issues such lawful orders as are necessary to assure the effective performance of the department. Through the chief of police the department is responsible for the enforcement of all laws coming within its legal jurisdiction. The chief of police is responsible for planning, directing, coordinating, controlling and staffing all activities of the department. The chief is also responsible for its continued and efficient operation, for the enforcement of rules and regulations within the department, for the completion and forwarding of such reports as may be required by proper authority and for the department's relations with local citizens, the local government, and other related agencies. The chief is responsible for training of all members of the department. The chief shall have general charge of the station house and all property of the police department.

### ESSENTIAL DUTIES

1. Organizes, directs, and controls all resources of the department to preserve the peace, protect persons and property and enforce the law, including:
  - Establishes a routine of daily duties to be performed by officers. Designates an officer to serve as commanding officer in the chief's absence.
  - Assigns details or transfers any employee of the department to or from any assignment whenever the chief deems such action to be in the best interest of the efficiency, discipline or morale of the department.
  - Adopts a policy covering the safekeeping of all evidence and any property recovered, found or confiscated.
  - Cooperates with other law enforcement agencies in the apprehension and detention of wanted persons and with other agencies where activities of the police division are involved.
  - Ensures compliance with all laws which the department or its officers have the authority to enforce.
  - As necessary, recommends and makes recommendations for the adoption of new city codes or the amendment of existing ones.
  - Supervises the maintenance of police vehicles and any other equipment needed for the operation of the department.
  
2. Relate effectively with City Commission, staff, and citizens in the community, including:

- Receives and disposes of complaints; attends civic club and school meetings to explain the activities and functions of the police department, and to establish favorable public relations.
  - Communication to the Board issues requiring it's support or input
3. Hire, train, supervise and evaluate staff including:
- Set and follow necessary personnel procedures implementing the City policies and pertinent laws
  - Prioritize, schedule and assign duties to staff
  - Lead with the objective of creating a positive work environment
  - Provide staff with written performance evaluations as well as ongoing formal and informal feedback
  - Maintains a personnel record system in which shall be kept all pertinent information on all departmental members and employees.
  - Ensures that all employees have copies of the department's policy manual.
  - Investigates all cases of alleged or apparent misconduct by department personnel, and addresses all matters accordingly.
  - Keeps informed of departmental affairs, ensuring that the duties and responsibilities of members and employees are properly discharged.
  - Plans and coordinates training of members concerning police procedures, duties, and proper use of equipment.
4. General police department administration including:
- Develop and oversee the department budget; controls the expenditure of department appropriations and prepares annual estimates of needs.
  - Prepares periodic and special reports, and assures that adequate records are maintained of all department activities
  - In consultation with the city commission, formulates policies and regulations governing activities of the police department.
  - Determine maintenance needs for library infrastructure and long-range planning
  - Promulgates all general and special orders of the department and issues orders, written and oral, consistent with the chief's powers, duties, and responsibilities.
5. Lead the integration of information technology in departmental operations including:
- Continual evaluation of technology and software being used, solicitation of feedback from officers and staff regarding the effectiveness of programs and equipment.
6. When appropriate, performs the duties of a police officer and sergeant in enforcing the law.
7. Other Essential Duties

**KNOWLEDGE, SKILLS AND ABILITIES**

**Knowledge** The incumbent must have comprehensive knowledge in the following areas:

- Laws, rules, and court decisions relating to the administration of criminal justice and law enforcement
- scientific methods of crime detection, criminal identification and radio communication
- controlling laws and ordinances
- the geography of the city
- Applicable bylaws and procedures

**Skills** The incumbent must demonstrate the following skills:

- Leadership ability
- Analytical and problem solving skills
- Decision making skills
- Effective verbal and listening communications skills
- Computer skills
- Effective public relations and public speaking skills
- Time management skills
- Supervision skills; demonstrated ability to lead and direct the activities of police officers
- Ability to maintain cooperative relationships with other city officials and with the general public
- Ability to evaluate the effectiveness of the police operation and to institute improvements
- Ability to prepare and review reports

**Personal attributes** The incumbent must also demonstrate the following personal attributes:

- Maintain standards of conduct
- Be respectful
- Demonstrated resourcefulness and sound judgment in emergencies
- Possess cultural awareness and sensitivity
- Demonstrated integrity
- Demonstrated tact
- Be flexible
- Demonstrate sound work ethics
- Be consistent and fair
- Excellent command of the English language, both oral and written
- Excellent interpersonal skills
- Demonstrated community involvement and passion for community well-being

### **QUALIFICATIONS**

- A high school degree
- Possession of valid North Dakota driver's and peace officer license
- 10 years of police experience (at least 5 years of which served at a supervisory level.)

### **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:

- Endure extended periods of standing, walking, sitting, and talking or hearing. Duties require occasional periods of running or balancing, pulling/pushing items, lifting/carrying items, keyboarding, reaching with hands and arms, stooping, kneeling, crouching, or crawling. Weights up to 75 pounds are encountered. Vision requirements include close vision and ability to adjust focus. Reading materials and verbal instructions require complex interpretation.

### **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 the essential functions.

- Availability 24 hours a day (in case of emergencies – backup should be notified and available when Chief is not). May be required to work extended shifts especially during emergency situations. Some duties are performed indoors in office environment with minimal hazards; however, at times Chief will be working in difficult circumstances and exposure to dangerous situations, toxic materials, and all weather conditions is possible. Travel both in and out of the City is required. The noise level is usually moderate. Must be able to transport oneself to work and work-related meetings, workshops, conferences, etc.

*This job description is not intended to be a complete list of duties, skills, responsibilities, or working conditions associated with the job. It is intended to be a reasonable outline of those principle job elements essential in meeting the performance standards of this position.*