

Lake Hallie Police Job Description-Policy 103, Section 8 Police Chief

LAW ENFORCEMENT

JOB TITLE: Chief of Police

Commission Approved: 12-18-13

Department: Law Enforcement

Reports To: Village Board; Police Committee

Representation: Non-represented

FLSA: Exempt

POSITION SUMMARY

This is a position with administrative and management responsibility for coordinating services by directing and supervising the personnel and the general administration of the Lake Hallie Police Department. The Chief of Police is the chief operating officer in the Village of Lake Hallie Police Department, which provides law enforcement and public safety services. The employee is required to exercise knowledge of police services to meet emergencies and other special situations. The duties are governed by policies set forth in Village Ordinances and State Laws, and while instructions are received from the Village Board, this employee must frequently exercise independent judgment and discretion in making decisions.

ESSENTIAL DUTIES AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to perform all essential functions as outlined in the respective Job Description of subordinate Law Enforcement Officers and their supervisors. In addition to the duties and responsibilities of a Law Enforcement Officer, an individual must be able to perform the following essentials of this job. Other duties must be done as lawfully assigned.

- This position will direct the day to day operation of the department in conformance with Village Policy, State and Federal laws and guidelines.
- The position exercises law enforcement powers and responsibilities assigned to police chiefs and sworn officers under State Statute and Municipal Ordinances.
- While this position plans and directs the entire police department, they may be required to perform routine, day to day law enforcements tasks to accomplish the goals of the organization.
- This position is responsible for maintaining high discipline, morale and efficiency within the department and for maintaining law and order in the community.
- This position is expected to exercise leadership by example and by clear communication of department requirements.
- This position develops grant proposals and monitors all grant funds allotted.
- This position insures the investigation of complaints against employees and grievances as well as takes necessary actions to resolve them.
- Responsibilities include compiling and maintaining information and records for budgeting and monitoring expenditures.
- Prepares and makes recommendations to the Village Board and the Police Commission.
- Review the records and reports of subordinate officers, and when appropriate forwards reports of investigations for further investigation or prosecution.
- Makes speeches and presentations and does other public relation work for the department.

SUPERVISORY RESPONSIBILITIES

Responsible for the overall direction, coordination, and evaluation of the department; is expected to carry out supervisory responsibilities in accordance with the Village of Lake Hallie policies and applicable ordinances. Responsibilities include interviewing and training employees; planning, assigning, and directing work; appraising performance; reward and disciplining employees; addressing complaints and resolving problems.

It is anticipated that the estimated duties of the Chief are 10% Patrol and 90% Supervision. (For example, during a 40 hour work week 4 hours of time would be spent on Patrol duties with 36 hours on Supervision.)

EDUCATION AND EXPERIENCE REQUIREMENTS

Knowledge required of the practices and principles of: Laws, regulations, standards, and ethics governing public sector law enforcement; effective management and supervision; budget supervision; budget service contract and grant funded planning; preparation; and administration; long and short range operation planning; personal administration, collective bargaining negotiation and administration and organizational behavior; information and records management

U.S. citizen; High school diploma or equivalent supplemented by a baccalaureate degree in police science, law enforcement, criminal justice administration, public administration or related field with the training and accreditation to be determined by the Police Commission. No felony convictions and good moral character.

CERTIFICATIONS, LICENSES, REGISTRATIONS

Must be State Certified as a Wisconsin Law Enforcement Officer, satisfactorily have completed all criteria needed for requirements without waiver. Successful out of State applicants who qualify for the WI Reciprocity Examination must successfully pass the state exam(s) within their probationary period, not to exceed 18 months from the original employment offer. A valid Wisconsin Driver's License must be maintained from the time of appointment. The license must allow unrestricted performance of Police Officer duties with no extensive driver's record, and no extensive criminal background. Ability to possess a firearm and maintain qualification in department required firearms.

LANGUAGE SKILLS

Ability to read and interpret documents and laws in the English language. Ability to listen and understand information and ideas spoken and written in a format so individuals may effectively understand and convey communications. Skills in interpersonal relations required so as to manage, direct, and command people in a manner which obtains maximum cooperation with minimum use of coercion and creation of hostility and rebellion.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent.

RESASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Inductive and deductive reasoning- ability to combine separate pieces of information, or specific answers to problems, to form general rules or conclusions; includes coming up with a logical explanation for why a series of seemingly unrelated events occur together deciding if an answer makes sense.

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. The employee is regularly required to stand, walk, use hands to finger, handle or feel objects; reach with hands and arms, hear and talk. The employee frequently is required to run, sit, stoop, kneel, crouch or crawl, climb, balance, taste, and smell. Required to regularly lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

ADDITIONAL QUALIFICATIONS

To be eligible for this position, at time of appointment applicant must have at least 10 years of active full-time law enforcement officer experience; and at least 5 years of full-time supervisory experience in a supervisory capacity in a command position comparable to that of a police middle management.

This position includes strong communications skills, and attention to details. Candidate is required to reside in the Village limits of Lake Hallie within two years of hire if allowed by law.

The Village of Lake Hallie is an Equal Opportunity employer and will provide reasonable accommodations to qualified individuals with disabilities in accordance to the Americans With Disabilities Act. The Village of Lake Hallie encourages incumbents and future employees to discuss potential accommodations.

X

Employee Signature

Employee's Printed Name _____ Date: _____