



CHIEF OF POLICE

Department: **Police** Class Code: **38**
Reports to: **Town Manager** FLSA Status: **Exempt**

GENERAL PURPOSE: Under administrative direction, serves as the Chief Administrator of the Police Department. Work responsibilities extend to policy development, control and supervision of the Department with accountability for the effective delivery of law enforcement services.

PRIMARY DUTIES AND RESPONSIBILITIES:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Oversees, directs and plans all activities of the Police Department; designs and implements various law enforcement programs; maintains field control during emergencies.
- Formulates Department policies and objectives in consultation with Town management; determines methods and procedures to accomplish objectives; develops standards and regulations for Department field and office operations.
- Prepares, implements and oversees the Department budget.
- Ensures that crime and complaint investigations are thorough and in compliance with applicable rules, regulations and ordinances; cooperates with local, state and federal law enforcement agencies in the apprehension and detention of wanted persons.
- Oversees internal affairs investigations.
- Ensures that Department record keeping, reporting and records retention functions conform to established procedures and all correspondence and regular reports are timely and appropriate.
- Maintains effective community relations by conducting speaking engagements and working with civic groups, schools, business groups, etc.; follows up on complaints and suggestions.
- Develops and maintains an effective organization, including selection of candidates, establishment of training and development plans, counseling individuals to develop their career potential and implementing disciplinary action as necessary.
- Works with other police departments and law enforcement agencies to stay current on developments in order to recognize patterns of crime; shares information; attends job-related meetings and functions.
- Interprets and explains state and federal rules and regulations; participates in the interpretation and correct application of policies and procedures while maintaining confidentiality.
- Reviews various activity reports.
- Maintains the integrity, professionalism, values and goals of the Town by assuring that all rules and regulations are followed, and that accountability and public trust are preserved.
- Supports the relationship between the Town and the constituent population by demonstrating courteous and cooperative behavior when interacting with residents, visitors and Town staff; enthusiastically promotes the Town's goals and priorities in compliance with all policies and procedures.
- Performs related duties as required or assigned.

JOB DESCRIPTION

Chief of Police

MINIMUM QUALIFICATIONS:

Education and Experience:

Bachelor’s degree in Criminal Justice or a closely related field and seven years of progressive supervisory and leadership experience, including three years at the command level, or an equivalent combination of education, training and experience.

Required Licenses or Certifications:

POST certification.
Possession of a valid State of Arizona driver’s license.

Required Knowledge of:

- Principles and practices of administrative management
- Principles and practices of effective employee supervision.
- Principles and practices of modern police administration.
- Law enforcement principles, practices, procedures, techniques and equipment.
- Principles and practices of major case management and felony level investigations.
- Principles and practices of project management.
- Principles and practices of leadership.
- State statutes, local ordinances, and federal codes regarding law enforcement.
- Uses and applications of personal computers and various software applications.

Required Ability to:

- Develop and maintain effective working relationships with Town staff, Council members, various external organizations and individuals and the general public.
- Apply law enforcement principles, practices and procedures to solve cases.
- Interpret laws and regulations, make decisions, maintain composure, and work effectively under stressful conditions.
- Evaluate facts and evidence, drawing logical conclusions and making proper recommendations.
- Communicate effectively, both orally and in writing.
- Assess and prioritize multiple tasks, projects and demands.
- Operate a personal computer utilizing a variety of business software.
- Effectively use firearms and operate law enforcement vehicles.

Physical Demands / Work Environment:

- Work is performed in both indoor and outdoor work environments. May be required to perform a full range of motion with lifting and/or carrying supplies, materials, equipment and/or items weighing up to 100 pounds. Potential exposure to adverse weather conditions. May be exposed to potentially violent individuals. May be required to perform rescue work and CPR. May be exposed to hazardous chemicals. May be exposed to infectious diseases. Vision requirements include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus. Required to pass Arizona POST background requirements.

Core values: Integrity, Teamwork, Respectful, Communication, Service, Leadership, Innovation

Classification	Adopted	Revised	Retitled	Class Code / Range	FLS Designation	Step

APPROVED: _____

DATE: _____