

## CITY OF FILER POLICE DEPARTMENT CLASS SPECIFICATION

### CHIEF OF POLICE

Pay Grade: To be determined depending on experience  
FSLA Designation: Exempt

#### **Classification Summary**

The principle function of an employee in this class is to serve as executive officer of the City Police Department with the responsibility of planning, organizing, staffing and directing all the functions, activities, and operations of the Filer City Police Department and Reserve Officers. This position is responsible for the protection of lives and property in the City through the supervision and direction of all police functions and other related work as required. The work is performed under the general direction of the Mayor and City Council, but considerable latitude is granted for the exercise of independent judgment and initiative. Direct and indirect supervision is exercised over the work of all police department employees. The principle duties of this class are performed in both a general office environment and an outdoor environment that may include exposure to adverse weather conditions and to potential personal danger.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES (may vary by assignment)**

- Develops and implements objectives, plans, programs, policies, activities and operations for the Police Department;
- Prepares and administers the Department budget and develops strategies that will ensure fiscal responsibility in carrying out effective law enforcement/policing programs;
- Consults with the Mayor in formulating policies and regulations and implementing City Council directives governing the activities of the Police Department.
- Directs the selection, supervision, evaluation and assignments of Department personnel;
- Provides leadership and encourages leadership in management and supervisory personnel;
- Represents the City and Police Department in maintaining liaison with civic, business, community and professional organizations;

- Coordinates Department assistance and response for community celebrations, holidays, activities and special events;
- Evaluates trends in criminal activities and formulates a Department response;
- Develops leadership skills in police officers and civilian employees to assist them in interaction and problem solving efforts with the community;
- Works with the Administrative staff of the Department to manage and make decisions on personnel issues, the development of employees in their positions, as well as the development of supervisors and managers in supervision and leadership principles and actions;
- Conducts sensitive investigations into allegations of official misconduct or violations of law by public officials, employees, or police officers and conducts or arranges for internal affairs investigations as required;
- Holds all Police Department employees accountable for their actions and conduct, and administers discipline in accordance with Department and City of Filer Employee policies and procedures;
- Develops policies and procedures to administer, document, and evaluate the activities of all divisions and bureaus of the Department;
- Meets with supervisors on a regular basis to discuss issues of management and Department policy, and makes changes as necessary;
- Plans and directs the long-term Police Department administrative, operational, support, public education, and public relations activities;
- Develops service related issue plans for forecasting long range police operational and capital improvement needs and presents reports to Mayor and City Council;
- Develops and manages Department policies, procedures, directives, and general orders;
- Prepares and presents periodic reports on Department activities to the Mayor and City Council;
- Represents the City and Department at conferences and meetings to stay current on trends in the law enforcement field and represents the City at a variety of local, area, state and other meetings;
- Ensures appropriate Department cooperation and coordination with other local, state, and federal law enforcement agencies;
- Attends meetings and conferences to keep abreast of new developments and municipal operations;
- Maintains cooperative working relationships with City staff, community leaders, and elected officials;
- Performs all work duties and activities in accordance with City and Department policies, procedures and safety practices.

## **OTHER DUTIES AND RESPONSIBILITIES**

- May supervise overall department response to emergency situations and major crime scenes;
- The Police Chief is responsible for a regular daytime shift to be used for administration and patrol duties and to be on call after duty hours to respond to emergency situations;
- Must live within an appropriate response time to the City of Filer;
- May be required to work other than regularly scheduled work hours.

## **KNOWLEDGE, SKILLS AND ABILITIES**

Knowledge of:

- Police Department organization, mission, objectives, general orders, policies, procedures, and operations;
- The theories, principles, and practices of leadership, supervision and training involved in the supervision and management of a City Department;
- Current management principles, techniques, and objectives for planning, organizing, leading and administering a police department;
- Current legal issues such as criminal laws, labor laws, and civil laws that affect police agencies and administration;
- Police Department functions, procedures, policies, goals, organization, general orders, and rules and regulations;
- Local, state and federal laws applicable to municipal law enforcement;
- Court and legal proceedings, including chain of custody, search and seizure, rules of evidence, and civil rights rulings and procedures;
- Municipal budget preparation and administrative methods;
- Operation of standard office equipment, a personal computer, and job-related software;
- Police equipment, including vehicles, speed radar units, alcohol testing equipment, communications units, body armor, handcuffs, firearms, batons, pepper and related disablement sprays, and other related equipment;
- Crime prevention and education techniques;
- Conflict resolution and mediation techniques and objectives;
- City and Department policies, procedures, regulations, and operational standards;
- Effective communication skills.

Ability to:

- Analyze complex police management problems and apply effective solutions;
- Train, motivate, and evaluate the work of others to ensure the quality and efficiency of work, the understanding of their responsibilities, and the resolution of their questions;
- Plan, assign, supervise, and review the work of police officers and other assigned staff; Supervise and lead subordinates through instruction in the performance of their duties;
- Deal constructively with conflict and develop effective solutions;

- Make quick, sound judgement decisions in tactical situations;
- Understand and apply departmental, state and local law enforcement procedures, policies, rules and regulations;
- Analyze situations quickly and objectively, to recognize actual and potential dangers, and to determine proper course of action;
- Prepare and present accurate and reliable reports containing findings, determinations, and recommendations;
- Coordinate a variety of tasks and schedules to meet demanding timelines;
- Maintain detailed and accurate records of work performed;
- Quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Read, comprehend, and follow oral and written instructions and to understand and apply available guidelines to varied operational requirements;
- Perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Demonstrate integrity, ingenuity and inventiveness in the performance of assigned tasks;
- Communicate both orally and in writing;
- Work independently or as a team member;
- Establish and maintain effective working relationships with the public, other City employees, supervisory and subordinate personnel, and elected and appointed officials.

### **ACCEPTABLE EXPERIENCE AND TRAINING**

- High school diploma or GED is required, Police Management Certification;
- Five (5) years, experience including at least three (3) years, experience at the level of Police Captain or higher, in contemporary municipal police work which has afforded progressively responsible experience in a variety of police functions is required; or
- Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform as an effective and competent Police Chief.

### **SPECIAL QUALIFICATIONS**

- Idaho POST Intermediate Certification and Management Certification are required.
- Current Idaho driver's license is required.

### **ESSENTIAL PHYSICAL ABILITIES**

- Sufficient clarity of speech and hearing, with or without reasonable accommodation, which permits the employee to discern verbal instructions, lead and direct a major City department, communicate effectively and perform telephone and radio communications;

- Sufficient visual acuity, with or without reasonable accommodation, which permits the employee to comprehend written work instructions, observe department processes and procedures, prepare and review a wide variety of written and financial documents, and sight and shoot a firearm;
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to use a firearm safely and effectively, prepare reports and evaluations, utilize equipment required for the performance of duties, and operate a motor vehicle.
- Sufficient personal mobility, flexibility, stamina, strength, agility, and physical reflexes, with or without reasonable accommodation, which permits the employee to bend or stoop repeatedly, sit or stand for long periods of time, and perform all duties required in a law enforcement environment;
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate all work-associated equipment, to restrain individuals in stressful situations, and to carry out the duties of Police Chief.

