

CITY OF AMERY, WISCONSIN
Position Description
Police Chief (Regular Full-Time)

Department: Police Department
Location: Police Department City Center Building
Immediate Supervisor: City Administrator

Classification: Salaried/Exempt
Revision Date: October 2022

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

- I. **GENERAL PURPOSE.** Performs a variety of complex administrative, supervisory and professional work in planning, coordinating and directing the activities of the Police Department.
- II. **SUPERVISION EXERCISED: EXTENT.** Exercises supervision over all Police Department staff directly or through subordinate supervisors.
- III. **ESSENTIAL DUTIES AND RESPONSIBILITIES.** The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

A. Illustrative Listing.

General Duties

- 1. Have command of the Police Department of the City under direction of the Mayor and City Administrator;
- 2. Have general administration and control of the Department;
- 3. Be responsible for the Department's government, efficiency and general good conduct;
- 4. Perform all duties prescribed to him/her by laws of the state and ordinances of the City;
- 5. Develop Department policies and procedures;
- 6. Maintain Department ethics and discipline;
- 7. Delegate special assignments or duties to police officers, and monitor to see that responsibilities are carried out;
- 8. Perform all the duties of a police officer during a portion of every regular shift;
- 9. Identify and evaluate ideas to achieve more efficient and effective operation;
- 10. Prepare Department budget requests and maintain expenditures within approved budgetary levels;
- 11. Authorize overtime work for police officers, with supporting justification provided to the Mayor, Administrator and City Council or committee thereof;
- 12. Participate in the recruitment, testing and selection of new personnel;
- 13. Supervise and participate in the advanced and continuing training of police officers and non-sworn Department employees;
- 14. Cooperate with county, state and federal officials, and other municipal law enforcement agencies;
- 15. Make special reports to the City Council on request; and advise and cooperate with other City departments in matters of public safety;
- 16. Perform other miscellaneous duties as assigned.

Secondary Duties

- 1. Adjusts errors and complaints according to existing procedures;
- 2. Analyzes and recommends improvements to equipment and facilities, as needed;
- 3. Assures assigned areas of responsibility are performed within budget; monitors revenues and expenditures in assigned area to assure sound fiscal control; prepares annual budget requests; assures effective and efficient use of budgeted funds, personnel, materials, facilities, and time;
- 4. Attends conferences and training relating to the position;
- 5. Represents the City in a variety of state, county, local and other meetings;
- 6. Communicates official plans, policies and procedures to staff and the public;
- 7. Develops department and employees, maintains harmony among workers and resolves grievances;
- 8. Directs investigation of major crime scenes;
- 9. Maintains:
 - a. Has custody of, and authority over departmental premises. Has custody of, control of, and authority over all department apparatus, property, records and equipment and improvements to equipment and facilities, as needed.
 - b. general safety of department employees through assessments of working conditions.
- 10. Manages & supervises assigned operations to achieve goals within available resources; plans and organizes workloads and staff assignments; trains, motivates and evaluates assigned staff; reviews progress and directs changes as needed;
- 11. Performs or assists subordinates in performing duties;
- 12. Performs the duties of subordinate personnel as needed;
- 13. Provides:
 - a. leadership and direction in the development of short and long range plans; gathers, interprets, and prepares data for studies, reports and recommendations; coordinates department activities with other departments and agencies as needed.
 - b. professional input to supervisors; makes presentations to supervisors, boards, commissions, civic groups and the general public, prepares reports for council meetings as directed.

- c. public records and information to citizens, civic groups, media and other agencies.
- 14. Performs other duties, as assigned.

B. Effect of Errors. Errors by the position are likely to be not readily detected and corrected, may cause large expenditures, loss of life, and/or significant liability exposure.

C. Confidential Data. Position has complete access to confidential data with no oversight.

IV. DESIRED MINIMUM QUALIFICATIONS.

A. Education. Associates and/or Bachelor's degree in police science, law enforcement, criminal justice administration, public administration, or a related field with training and accreditation.

B. Experience. Eight (8) years of experience in police work, (assuming incumbent possesses the prerequisite education). Therefore, over 8 years' experience is needed to be qualified in the position.

C. Substitution of Experience for Education. Completion of the basic law enforcement training academy or equivalent, or any equivalent combination of education and experience.

D. Necessary Knowledge, Skills and Abilities.

1. Working knowledge of:
 - a. applicable laws, ordinances, and department rules and regulations.
 - b. modern law enforcement principles, procedures, techniques, and equipment.
2. Skill in proper and safe operation of:
 - a. police car, police radio, radar gun, handgun and other weapons as required, side handle baton, handcuffs, breathalyzer, pager, and first aid equipment.
3. Necessary requirements:
 - a. Ability to handle several tasks simultaneously.
 - b. Ability to perform essential functions of this position.
 - c. Ability to possess a firearm.
 - d. Ability to use all standard law enforcement equipment.
 - e. Able to work evenings, weekends, and holidays.
 - f. Clear and concise speech.
 - g. Possess a valid Wisconsin state driver's license without record of suspension or revocation in any state, and without correctable restrictions.
 - h. Eligibility for Wisconsin Law Enforcement Standards Board Certification.
 - i. Good driving record.
 - j. Good verbal and written communication skills.
 - k. Knowledge and skills in operating computer systems, including word processing software.
 - l. No domestic abuse convictions.
 - m. No felony convictions and disqualifying criminal histories within the past eight years.
 - n. Willing to submit and furnish information for a comprehensive background check
 - o. Previous experience.
 - p. React quickly and effectively to stressful situations.
 - q. Supervisory/Management Experience.
 - r. U.S. citizen.
 - s. Vision correctable to 20/20.
 - t. Establish and maintain effective working relationships with subordinates, peers and supervisors.
 - u. Exercise sound judgment in evaluating situations and in making decisions.
 - v. Licensed by the Bureau of Training and Standards for education and physical ability as may be prescribed by the Wisconsin Bureau of Training and Standards and attend mandatory yearly updates.
 - w. Meet department's physical standards.
 - x. Obtain complete education and training records.
 - y. Pass medical, mental health and agility testing.
 - z. Perform work requiring good physical condition.
 - aa. Free from physical, emotional, or mental conditions which might adversely affect performance of duties as a police officer.
 - bb. Be of good moral character and of temperate and industrious.
 - cc. May be exposed to the possibility of physical injury, to hazardous materials, and to a variety of infectious and contagious diseases.
 - dd. Speak, read and write the English language.
 - ee. Train and supervise subordinate personnel.
 - ff. Understand and be able to submit departmental budgets.

V. SELECTION GUIDELINES. Formal application, resume', rating of education and experience; DOJ application; oral interview, reference check and job related tests may be required.

VI. AUTHENTICATION. The signatures below indicate that the foregoing has been approved by the governing body.

Approval: _____
Mayor Date

Police Chief Date