



## **POLICE CHIEF POSITION DESCRIPTION**

### **GENERAL PURPOSE**

Responsible for performing a variety of complex administrative, supervisory, and professional work in planning, coordinating, and directing the activities of the Police Department.

### **SUPERVISION RECEIVED**

Works under the general guidance and direction of the Mayor and the Police and Fire Commissioner.

### **SUPERVISION EXERCISED**

This position exercises supervision over all police department staff directly or through subordinate supervisors.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Plans, coordinates, supervises, and evaluates police department operations.
- Performs supervisory responsibilities to include interviewing, hiring, and training/development of all staff within the Police Department; and addressing complaints and resolving problems; and planning, assigning, and directing work.
- Directs the preparation of agenda items for the city commission and various committees or boards involved in the police department activities, presents agenda items as needed.
- Coordinates with the Parking & Transportation Director on the city's parking management system (Parking & Transportation Committee, Community Service Officers, strategies, fees, etc.)
- Develops policies and procedures for the Department in order to implement directive from the City Commission or Mayor.
- Plans and implements a law enforcement program for the City in order to better carry out the policies and goals of the Mayor and City Commission; reviews Department performance and effectiveness, formulates programs or policies to alleviate deficiencies.
- Coordinates the information gathered and work accomplished by various officers; assigns officers to special investigations as the needs arise for their specific skills.

- Assures that personnel are assigned to shifts or working units which provide optimum effectiveness in terms of current situations and circumstances governing employment.
- Evaluates evidence, witnesses, and suspects in criminal cases to correlate all aspects and to assess for trends, similarities, or for associations with other cases.
- Supervises and coordinates the preparation and presentation of an annual budget for the Department; directs the implementation of the department's budget; plans for and reviews specifications for new or replaced equipment.
- Directs the development and maintenance of systems, records and legal documents that provide for the proper evaluation, control, and documentation of police department operations.
- Trains and develops department personnel. Ensures all department personnel maintain required certifications and training requirements.
- Handles grievances, maintains departmental discipline and the conduct and general behavior of assigned personnel.
- Meets with elected or appointed officials, other law enforcement officials, community and business representatives and the public on all aspects of the Department's activities.
- Attends conferences and meetings to keep abreast of current trends in the field; represents the City Police Department in a variety of local, county, state, and other meetings.
- Cooperate with local, state, and federal law enforcement officers as appropriate where activities of the police department are involved, as well as creating and maintain positive relationships with each agency.
- Possess a strong understanding and knowledge of the Incident Command System (ICS) as it relates to pre-planned events and critical incidents.
- Constantly analyze department activity logs, reports, data, and advances in technology in order to develop ongoing strategies to enhance crime prevention, compliance, and equipment deficiencies.
- Organize and implement pre-event planning strategies to include threat assessments, resource needs, resource deployment and post-event debriefings.
- Participation in various City of Deadwood committees involving safety, planning, parking and transportation, and special events.
- Promote and facilitate a strong "community policing" philosophy within the department in order to encourage positive relationships with all community partners.

- Develop and implement various community training and educational programs (crime prevention, CPR, drug I.D, etc.)
- Prepares for and attends the City Commission meetings.

### **PERIPHERAL DUTIES**

- Directs investigation of major crime scenes.
- Performs the duties of subordinate personnel as needed.
- Analyzes and recommends improvements to equipment and facilities, as needed.
- Performs a variety of miscellaneous duties as assigned.

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## **DESIRED MINIMUM QUALIFICATIONS:**

### **EDUCATION AND EXPERIENCE**

- Eight (8) years of experience in police work, three years of which must have been equivalent to police sergeant or higher.
- Completion of South Dakota law enforcement training academy. Must be certified at time of hire or within one year of employment start date.

### **NECESSARY KNOWLEDGE, SKILLS AND ABILITIES**

- Thorough knowledge of modern law enforcement principles, procedures, techniques, and equipment; considerable knowledge of applicable laws, ordinances, and department rules and regulations.
- Skill in the use of the tools and equipment listed below.
- Ability to train and supervise subordinate personnel; ability to perform work requiring good physical condition; ability to communicate effectively orally and in writing; ability to establish and maintain effective working relationships with subordinates, peers and supervisors; ability to exercise sound judgment in evaluating situations and in making decisions; ability to give verbal and written instructions; ability to meet the special requirements listed below.

### **SPECIAL REQUIREMENTS**

- Must possess, or be able to obtain by time of hire, a valid State Driver's License without record of suspension or revocation in any state.
- Ability to meet Department's physical standards.
- Must have basic law enforcement training certification.
- Must maintain all certifications and continue training hours as required by state statute.

## **TOOLS AND EQUIPMENT USED**

Police car, police radio, radar, handgun, and other weapons as required, side handle baton, handcuffs, breathalyzer, first aid equipment, personal computer including word processing software.

## **PHYSICAL DEMANDS**

The physical demands attached hereto 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 frequently required to sit and talk or listen.

The employee must occasionally lift and/or move more than 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.

## **WORK ENVIRONMENT**

The work environment characteristics attached hereto 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.

While performing the duties of the job, the employee frequently works in outside weather conditions. The employee occasionally works near moving mechanical parts; in high, precarious places; and with explosives and is occasionally exposed to wet and/or humid conditions, fumes, or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, and vibration.

Frequently exposed to loud indoor and outdoor environments with noise levels exceeding 80 decibels (musical concerts, motorcycles, vehicles, etc.) Will be exposed to large public gatherings of people, sometimes involving thousands of people.

## **SELECTION GUIDELINES**

Formal application, rating of education and experience; oral interviews and reference check; job related tests may be required.

The duties listed above 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.

The 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.

**JOB DESCRIPTION EMPLOYEE AGREEMENT  
for POLICE CHIEF**

I, \_\_\_\_\_, have read and understand that the duties listed above are intended only as an illustration of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from this position if the work is similar, related or a logical assignment to the position.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date