

**DODGEVILLE POLICE DEPARTMENT  
JOB DESCRIPTION**

**CHIEF OF POLICE**

**EXEMPT:** Yes

**UNION:** No

**GENERAL STATEMENT OF JOB:** The Chief of Police is the Chief Executive Officer of the Police Department and is responsible for the protection of lives and property in the City of Dodgeville through the supervision of all police department functions. The Chief of Police shall organize a management team in the Police Department. The office of Chief of Police is a position that serves in accordance with the provisions of Wisconsin State Statute 62.13 and functions in accordance with ordinances established by the Mayor and Common Council. The Chief of Police has considerable latitude in the exercise of independent judgment and discretion in the management and operation of the Police Department.

**EXAMPLES OF WORK PERFORMED:**

1. Organizes controls and directs the personnel and resources of the Police Department.
2. Identifies, develops, and implements long and short-range plans designed to meet the law enforcement needs of citizens, ensure a safer community, reduce disorder and attempt to meet the needs of citizens.
3. Represents the Police Department to City Officials in Committee Meetings, Council Meetings and other City Functions.
4. Represents the Police Department to residents, businesses, social service agencies, criminal justice agencies, and other groups.
5. Develops, writes and enforces policies, procedures, rules, regulations, and other written directives to ensure efficient and effective operation of the department.
6. Reviews Department performance and effectiveness, formulates programs or policies to alleviate deficiencies.
7. Coordinates the information gathered and work accomplished by various officers; assigns officers to special investigations as the needs arise for their specific skills.
8. Assures that personnel are assigned to shifts or working units that provide optimum effectiveness in terms of current situations and circumstances governing deployment.
9. Ensures the evaluation of evidence, witnesses, and suspects in criminal cases to correlate all aspects and to assess for trends, similarities, or for associations with other cases.
10. 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.
11. Directs the development and maintenance of systems, records and legal documents that provide for the proper evaluation, control and documentation of police department operations. Ensures records are protected and distributed as required by law.
12. Trains and develops Department personnel.
13. Handles grievances, maintains departmental discipline, conduct, and general behavior of assigned personnel.

14. Prepares and submits periodic reports to the Mayor and Common Council regarding the Department's activities, and prepares a variety of other reports as appropriate.
15. 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.
16. 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.
17. Cooperate with County, State, and Federal law enforcement officers as appropriate where activities of the police department are of mutual interest.
18. Ensures that laws and ordinances are enforced and that the public peace and safety are maintained.
19. Directs investigation of major crime scenes.
20. Performs the duties of subordinate personnel as needed.
21. Analyzes and recommends improvements to equipment and facilities, as needed.
22. Evaluates and investigates complaints of misconduct and completes/supervises internal investigations of all police employees.
23. Ensures proper reporting of UCR/IBR, use of force, search warrants, and pursuit data to the appropriate State or Federal agencies.
24. Oversees the release of all open record requests and assists with timely and accurate retention and redaction practices.

#### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

The Chief of Police will be expected demonstrate knowledge of accepted principles and practices of police administration; personnel and human resources management; collective bargaining and employee relations; computer systems, software applications and other methods of collating, collecting and analyzing information; community oriented policing, law enforcement accreditation, strategic planning and quality improvement; internal affairs functions; day-to-day police operations; and knowledge of subordinate staff duties and responsibilities.

The Chief of Police will be expected demonstrate the skills to organize, control and direct the personnel and resources of the department; counsel, guide and lead supervisors and patrol officers in handling various police situations; display outstanding writing skills, with a corresponding ability to compose comprehensive written narrative reports, proposals, letters, research papers, policies and procedures, memos and other written documents; serve as the primary spokesperson with the news media; must demonstrate excellent problem solving skills; skill to develop, administer and evaluate the department's various jobs/positions, for task analysis, classification and job descriptions; and skill to implement and monitor the department's mission and vision resulting from strategic planning.

The Chief of Police will be expected demonstrate the ability to administer the collective bargaining grievance procedure; develop and present the department's annual budget to the Mayor and Common Council, monitor the performance evaluation system, complete evaluations for command and supervisory officers and business office manager; maintain the department's employee counseling/coaching function; develop, implement and evaluate remedial, specialized, in-service and advanced training programs; take disciplinary action concerning officer/employee conduct; ability to ensure that service delivery is maintained through establishing rules and regulations, policies and procedures, rules of conduct and other written

directives; develop policies and procedures, special orders, general orders, memorandums, rules and regulations and other written directives for efficient operation of the department; implement and monitor the department's goals and objectives resulting from strategic planning, display excellent public speaking skills with a corresponding ability to articulate appropriate viewpoints of the department; represent the department to residents, businesses, social agencies, criminal justice agencies and other groups, direct the preparation of a comprehensive general plan for the emergency preparedness of the City; and with technical independence and considerable latitude in the exercise of independent judgment in the management and operation of the department.

**TOOLS AND EQUIPMENT USED:** Police car, police radios, radar, laser, Varda Alarm, handgun, rifle, shotgun, baton, handcuffs, electronic control device (taser), pepper mace, first aid equipment, personal computer including a variety of software packages and telephone.

**CONFIDENTIAL DATA:** This employee may be exposed to confidential data which may be included in all police records. A few examples of these records are as follows: criminal records, requests for services, traffic information, juvenile records, domestic abuse complaints, child abuse complaints, employee personnel files, Open records acts and Freedom of Information Act requests, and all written and computerized records. Employee must keep current with legal changes, restrictions and internal controls on the release of any information from the Police Department.

**ESSENTIAL PHYSICAL JOB REQUIREMENTS:** 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. 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, the ability to adjust focus and have sufficient vision to function in low light situations. In addition, the Dodgeville Police and Fire Commission adopted the following physical demands for all sworn police officers: standing, walking, sitting, lifting/carrying (Max. an injured or ill individual), pushing, pulling, pulling hand-over-hand, climbing stairs, climbing - use of legs/arms, balancing, stooping, kneeling, repeated bending, crawling, reaching high/low/level, finger movement/repetitive, repetitive twisting or pressure involving wrists or hands, both hands required, both legs required, ability for rapid mental/muscular coordination simultaneously, oral communication - ability to speak clearly in English, hearing/conversation, near/far visual requirements, depth perception, color vision, operation of a police vehicle and the ability to possess and use various firearms.

#### **ACCEPTABLE EXPERIENCE AND QUALIFICATIONS:**

The following elements serve to identify the required acceptable experience and qualifications: Criteria identified by the Dodgeville Police and Fire Commission, Wisconsin Law Enforcement Standards Board Law Enforcement Certification, or the ability to obtain. Ten years experience in the law enforcement field with five years of progressively responsible managerial and supervisory experience at a senior command rank of Sergeant or above, which includes actual and demonstrated managerial, leadership and supervisory level experiences. Preference may be given to a candidate with a Master's Degree from an accredited University or College in field related to criminal justice, or a Bachelor's Degree from an accredited University in a field related to criminal justice with advanced police training such as the FBI National Academy, Southern Police Institute, Northwestern University Staff and Command School, Criminal Justice Executive Development Institute or an equivalent program. Candidates must demonstrate proficiency in the conceptual knowledge of managerial and administrative principles and procedures as it relates to the overall administration of a law enforcement agency.

#### **STATEMENT OF WORKING CONDITIONS:**

The work environment characteristics described here 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 this job, the employee occasionally works in outside weather conditions, 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 vibrations. The noise level in the work environment is usually moderate.

**POSITION ACCOUNTABILITY:**

REPORTS TO: Mayor, Police and Fire Commission & Common Council

SUPERVISION EXERCISED: All police employees

**SELECTION GUIDELINES:** The selection process is clearly outlined in the Police and Fire Commission's "Bylaws and Rules of Procedure". 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.

Approval: \_\_\_\_\_  
Chief of Police

Effective Date: 03/07/23

Revision History: