

# City of Lander

## Job Description



<b>Title:</b>	Police Chief	<b>Grade 14</b>	<b>104,627-163,785</b>
<b>Department:</b>	Police	<b>Effective Date:</b>	6/2021
<b>Division:</b>	Administration <b>FT EXEMPT</b>	<b>Last Revised:</b>	6/2024

*In an effort to create organizational clarity, and to empower its employees, the City of Lander has identified ten core competencies that all employees are expected to meet in order to help fulfill the mission of the City. It is expected that employees will meet their responsibilities as detailed below, including observable commitment to the mission of the City and these values.*

### GENERAL PURPOSE

Performs professional, administrative and managerial duties related to planning, organizing, directing, and coordinating the enforcement of federal, state and local laws as needed to preserve the peace and protect citizen rights and property.

### SUPERVISION RECEIVED

Works under the broad policy guidance and direction of the Mayor & City Council. **Police Chief is an appointed position subject to Lander Municipal Code 12-2-3 and W.S. 15-3-204.**

### SUPERVISION EXERCISED

Provides ~~general~~ supervision to all **police** department-personnel directly or through subordinate supervisors. **Provides direct supervision including but not limited to timecard approval, scheduling, vacation and sick leave approval, employee evaluations for Captain and or Sergeant positions.**

### ESSENTIAL FUNCTIONS

Recommends and implements department policies and procedures consistent with executive and legislative directives from the mayor and city council; **exercises discretion and independent judgment** and develops organizational structures including lines of authority, responsibility and communication in order to carry out the policies and goals for city law enforcement; revises organizational structure as required; makes recommendations affecting the creation of city ordinance addressing public safety issues.

Plans law enforcement programs and implements strategies in order to better carry out policies and goals; reviews department performance and effectiveness and formulates action to upgrade a departmental efficiency and capability as needed; searches funding alternatives and writes applications for grants.

Directs the preparation and administration of departmental budgets; reviews large budget expenditures; approves all ordering, supplying and billing; verifies costs incurred by the department; insures payrolls are submitted promptly and accurately.

Supervises personnel functions of the department; directs the supervision of department personnel; assures adequate shift scheduling; maintains personal file of department personnel; establishes policies for hiring and firing; conducts interviews; evaluates employee performance; makes decisions affecting employee selection, retention, advancement, discipline and

termination; writes and/or reviews letters of recommendation or reprimand; handles grievances and disciplinary matters related to work assignments, interpersonal relationships, officer conduct and general behavior; evaluates and assures delivery of necessary training needed by the department; handles, reviews and takes corrective action on police liability issues and citizen complaints.

Prepares and submits periodic reports to mayor and city council and the federal and state officials regarding departmental activity; prepares a variety of other reports as appropriate; assists in developing and making recommendations for traffic planning for installation of traffic control devices.

Meets with elected and/or appointed officials, other law enforcement agencies, community and business representatives and the public in all aspects of city law enforcement activities; assumes responsibility for departmental public relations.

Attends various state, local, task force, interagency, legal-update, and other meetings to maintain an effective networking system and provide coordination within the law enforcement agencies and other departments; coordinates and conducts departmental meetings; attends conferences and meetings to keep abreast of current trends in law enforcement.

Participates in, directs, and coordinates emergency actions, criminal investigations, traffic enforcement, and other enforcement activities as required; assumes incident command as officer in charge (OIC); supervises and monitors the maintenance of police record keeping system; monitors reports; reviews and assists with daily criminal case logs; recommends course of action and investigative case strategies.

Directs maintenance and safekeeping of physical evidence, stolen property, abandoned property and other items falling under custody of city police department; controls and oversees city equipment and property assigned to the police department.

Coordinates with Human Resources concerning law enforcement employee personnel Files, policies, discipline actions, hiring, firing, advancement and promotion.

Performs related duties as required.

### CORE COMPETENCIES

- Adaptability: Adapts to changes in work environment, procedures, and assignments; Manages competing demands; Accepts criticism and feedback; Changes approach/method to best fit the situation/work assignment.
- Communication: Expresses ideas and thoughts both verbally and in written form; Exhibits good listening and comprehension; Keeps others adequately informed; Selects and uses appropriate communication methods.
- Cooperation: Establishes and maintains effective relations; Displays positive outlook and pleasant manner; Exhibits tact and consideration; Offers assistance and support to co-workers; Works cooperatively with supervisor and co-workers.
- Customer Service: Displays courtesy and sensitivity; Manages difficult / emotional customer situations; Responds promptly to customer needs; Meets commitments; Solicits customer feedback to improve service.

- Dependability: Consistently reports to work on time ready to begin work; Responds promptly to requests for service and assistance; Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments.
- Initiative: Volunteers readily; Seeks increased responsibility; Identifies opportunities to improve systems & procedures; Asks for help when needed.
- Job Knowledge: Competent and knowledgeable in key result areas; Exhibits ability to learn and apply new skills; Requires minimal supervision; Displays understanding of how job relates to others.
- Judgment: Displays a willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision making process; Makes timely decisions.
- Planning & Organization: Prioritizes and plans work activities; Uses time efficiently; Plans and uses available resources; Works in an organized manner.
- Quality: Demonstrates accuracy and thoroughness; Displays commitment to excellence; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.

## MINIMUM QUALIFICATIONS

### 1. Education and Experience:

- A. Graduation from a college or university with a bachelor's degree in police science, criminology or some other related field; AND
- B. Ten (10) years of progressively responsible law enforcement experience; three (3) years of which must have been in a supervisory capacity; OR
- C. An equivalent combination of education and experience.

### 2. Knowledge, Skills, and Abilities:

Thorough knowledge of law enforcement principles, methods and techniques; legal and political environment associated with police administration; federal, state, county and city ordinances; principles of law enforcement administration; investigative procedures and practices; legal liabilities associated with arrest and law enforcement; police tactics, negotiations, resources, command structure and use of force; court room procedures and laws of evidence; principles of effective supervision and employee motivation, interpersonal communication skills and public relations; budgetary practices and procedures and fiscal management; local geography, road systems, and boundaries; standard first-aid administration. Working knowledge of English, grammar and technical writing skills. Some knowledge of principles of psychology and sociology.

Skill in the proper use and care of firearms and familiar with the operation of other special police equipment; the management of sensitive law enforcement issues and interdepartmental conflicts; basic CPR, First Aid and emergency response driving.

Ability to administer and supervise city-wide comprehensive law enforcement program; exercise sound judgment in evaluating situations, and in making decisions in emergency situations; assure compliance with and follow safety practices and procedures common to

law enforcement work; operate a personal computer and various programs, such as Microsoft Word, Excel, Spillman law enforcement software, etc.; communicate effectively verbally and in writing; establish and maintain effective working relationships with elected and appointed officials, other law enforcement agencies, service and community organization, private businesses and the public.

3. Special Qualifications:

Must possess a valid Wyoming driver's license. Must be P.O.S.T. certified professional police officer and must maintain certification by attending a minimum of 40 hours of specialized training every two years.

4. Work Environment:

~~Tasks require a variety of physical activities generally involving muscular strain such as walking, standing, stooping, sitting and reaching. Talking, hearing and seeing required to perform daily functions. Mental application utilizes memory for details, emotional stability and discriminating thinking and creative problem solving. Frequent travel required in course of performing portions of job functions.~~

The Chief of Police operates in a dynamic and multifaceted environment that includes both administrative and field settings. The position involves frequent interactions with elected officials, law enforcement personnel, and members of the public, requiring a high degree of professionalism, discretion, and situational awareness. Work is performed in office settings, patrol units, community locations, and occasionally in high-stress or hazardous conditions.

Duties may require extended periods of sitting or standing, as well as physical activities such as driving, walking, reaching, stooping, or lifting light objects. Vision, hearing, and verbal communication skills are essential for daily functions. The role demands strong mental acuity, emotional resilience, and the ability to manage sensitive or complex issues under pressure. Frequent travel within and outside the city may be necessary for meetings, training, and law enforcement coordination.

This position may require availability during evenings, weekends, holidays, and emergencies. The Chief is expected to respond promptly to critical incidents and serve as the department's lead representative in both routine and crisis situations.

### **DRIVING REQUIREMENTS:**

For driving essential positions, employment with the City of Lander is contingent upon a satisfactory driving record. A driving record that has any of the following is considered unsatisfactory: 1). Conviction of three or more moving violations from separate incidents, within the past 36 months; 2) A conviction within the previous 36 months of any of the following: Driving Under the Influence of Alcohol or Drugs; Leaving the scene of an accident; Fleeing to avoid arrest; Reckless Driving; Driving without automobile insurance; Driving on a suspended license, or Refusal to take a blood/breathalyzer test for suspected impaired driving.

### **SUPPLEMENTAL INFORMATION**

Women, minorities, and individuals with disabilities are encouraged to apply. The City of Lander is an equal opportunity employer. Qualified applicants are considered for positions for which they have applied without regard to race, religion, sex, age, national origin, disability, sexual orientation, or other characteristics protected by law.

Employment with the City of Lander is contingent upon successful background screening, driving record and pre-employment, an annual FMCSA Clearinghouse Query for CDL holders, and a pre-employment drug test. Employees that perform safety-sensitive tasks are subject to pre-employment and/or continued random drug testing. These tasks include but are not limited to: Emergency response/rescue, working with hazardous materials and chemicals and solid or liquid waste, operating, or maintaining water and wastewater systems, driving for the City of Lander, operating power-driven equipment or machinery, working with or around children.

If you have questions regarding the background screen, pre-employment, or random drug test, please contact the Human Resource Director at (307) 332-2870 X-7 before accepting the job offer.

### **GUIDELINES**

Employees are required to follow the City's established guidelines of the City including, but not limited to, the employee handbook, safety policies and procedures, and departmental policies and procedures. These guidelines require judgment, selection, and interpretation in application.

### **The City of Lander is an at-will employer.**

I have read this job description and understand my job duties and responsibilities. I can perform the essential functions as outlined with or without accommodations. I understand that my job description may change on a temporary or regular basis according to the needs of my location or department without it being specifically included in the job description.

Employees are required to follow the established guidelines of the City to include, but are not limited to, the employee manual, safety policies and procedures, and departmental policies and procedures.

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Employee's Name (Printed)

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Employee's Signature

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Date