



JOB DESCRIPTION

Title:	Police Chief	Employee Group:	Non-Union
Department:	Police	Pay Grade:	51
Reports To:	Village Administrator	FLSA Status:	Exempt

POSITION SUMMARY

This position is responsible for the administrative oversight, visioning, leadership, planning, budgeting, coordinating and management of the Department. This position directs and administers the overall operations, programs, maintenance, development, and promotion of the Department, its systems, resources, programs, and responsibilities.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. However, they are not to be construed as exclusive or all-inclusive. To perform this job successfully, an individual must be able to perform each duty satisfactorily. Other duties may also be required or assigned.

- Provides overall supervision, leadership, and direction for department managers; ensures they are performing their duties competently. Assigns areas of accountability and delegates authority to subordinate supervisory personnel.
- Serves as a Village’s representative in the grievance-arbitration process outlined in the collective bargaining agreement between the Village and its police union.
- Serves as a senior management representative for labor relations and the collective bargaining process.
- Provides professional guidance, training and policy interpretation for all divisions. Provides guidance to managers in resolving/improving performance standards. Assists division managers as necessary. Maintains knowledge of all department activity.
- Exercises authority over all department staff including hiring, promotion, transfer, discipline, and termination of individual employees within established Village policies.
- Has responsibility over and directs the internal affairs function. All complaints are forwarded to the Chief’s office for review and to be assigned for investigation.
- Evaluates the effectiveness and efficiency of the Department. Review procedures and policies to develop improvements in department operations.
- Evaluates department training needs, staffing needs, budget resources, and management of personnel to achieve department wide program objectives.
- Approves training plans and programs for the Department.
- Develops and administers immediate and long-range budgets. Ensures the department operates within the annual budget and directs the annual budget process for the department. Monitors expenditures and revenues. Forecasts spending, staffing and revenue levels and recommends equipment purchases. Researches, applies for and administers grants.
- Recommends and plans long range goals, objectives, organizational structure and overall direction for the Department. Monitors, reviews and communicates the implementation phases of the department’s strategic plans to ensure long-range goals are met. Ensures the programs and objectives of the Department are developed and maintained in accordance with the objectives of the Village of Mount Pleasant Board.
- Coordinates law enforcement activities with other departments and outside agencies and organizations; cooperates with other cities, state and federal officers in the apprehension and detention of wanted persons.
- Develops strategies to anticipate the community’s needs and resolve law enforcement problems; studies impact of changes and formulates strategies to implement.
- Prepares or approves news releases specific to the Department.
- Address organizations and other groups regarding the activities and programs of the Department to explain and promote public understanding of its work and to promote good community relations.

- Meets and plans with local emergency management personnel to maintain preparedness for natural and manmade disasters within the community. Acts as Village's Public Information Officer as requested.
- Represents the Department in major initiatives or as assigned.
- Other duties as assigned.

MINIMUM REQUIRED QUALIFICATIONS

- Bachelor's Degree from an accredited institution preferably in Criminal Justice, Public Administration, Management or related field with ten (10) years law enforcement experience.
- Five years of directly related, progressively responsible administrative and supervisory experience.
- Must be a Certified Law Enforcement Officer for the State of Wisconsin or equivalent from another State.
- Must possess a valid Driver's license.

OTHER REQUIREMENTS

- Must successfully pass Pre-employment and Post- Offer Testing, including a background investigation, drug screen. Failure to pass these will result in the employment offer being revoked.
- National Incident Management System (NIMS) training including ICS 700, ICS 100, ICS 200, ICS 300, and ICS 400 required within timeframe specified by the Village.
- Management level program completion through the FBI-National Academy, Northwestern University Center for Public Safety, or other nationally recognized senior law enforcement management program.

PREFERRED QUALIFICATIONS

- Master's Degree

REQUIRED JOB COMPETENCIES

- Skill in the use of firearms, chemical agents, weapons of defense and the operation of a motor vehicle.
- Thorough knowledge of the operations of the criminal justice system.
- Thorough knowledge of court operations and the administration and execution of civil processes.
- Knowledge of police administration including organization, staffing, financing, equipment management and maintenance, records and reports.
- Skill in the evaluation of tactical and operational requirements.
- Knowledge of the Village's and Department's operating requirements, policies, procedures, and practices; and local, state, and federal regulations related to department programs and operations.
- Knowledge of principles and practices of budgeting, fiscal management, project management principles and techniques.
- Ability to effectively utilize the principles of strategic and long and short-range planning.
- Skill in analyzing complex administrative information and issues, defining problems and evaluating alternatives and recommending methods, procedures and techniques for resolution of issues.
- Ability to research and analyze detailed information and make appropriate recommendations.
- Ability to develop department goals and objectives.
- Ability to plan, develop, implement, and evaluate projects and programs.
- Ability to develop, interpret and implement regulations, policies, procedures, written instructions, general correspondence, and other department specific documents.
- Ability to prepare, recommend and monitor an operating budget, including line item budgeting. Knowledge of administrative policies and procedures of the Village.
- Ability to establish and maintain accurate records of assigned activities and operations.
- Ability to interpret and implement local policies and procedures; written instructions, general correspondence; Federal, State, and local regulations.
- Skill in organizational and time management to prioritize duties to accomplish a high volume of work product while adapting to constant changes in priority.
- Ability to perform detailed work accurately and independently in compliance with stringent time limits with minimal direction and supervision.
- Ability to think quickly, maintain self-control, and adapt to stressful situations.
- Knowledge of management and supervisory practices & principles, including the ability to make final employment recommendations, preparing performance evaluations, managing time off, and maintaining personnel records.
- Ability to adapt and take control of situations, dictating subordinate activities in a responsible manner.

- Ability to instruct and train in methods and procedures.
- Ability to organize, assign, and modify the work assignment of others, and (re)-establish priorities to meet deadlines.
- Knowledge of current office practices and procedures and knowledge of the operation of standard office equipment and software.
- Knowledge of computer software including word processing, spreadsheet and database applications consistent for this position.
- Ability to perform mathematical calculations required of this position.
- Ability to perform detailed work accurately and independently in compliance with stringent time limits with minimal direction and supervision.
- Ability to communicate clearly, concisely and effectively in English in both written and verbal form.
- Skill in researching and understanding complex written materials.
- Ability to prepare and maintain accurate and concise records and reports.
- Ability to apply sound judgment and discretion in performing duties, resolving problems and interpreting policies and regulations.
- Ability to communicate detailed and often sensitive information effectively and concisely, both orally and in writing.
- Ability to handle sensitive interpersonal situations calmly and tactfully.
- Ability to maintain professionalism at all times.
- Ability to maintain effective working relationships with individuals within and outside the organization.
- Ability to maintain confidentiality and discretion regarding business-related files, reports and conversations, within the provision of Freedom of Information Act and other applicable State and Federal statutes and regulations.
- Ability to work the allocated hours of the position and respond after hours as needed.

PHYSICAL AND WORK ENVIRONMENT

The physical and work environment characteristics described in this description 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 or as otherwise required by law. Employees needing reasonable accommodation should discuss the request with the employee's supervisor.

- Work requires the occasional exertion of up to 50 pounds of force; work regularly requires sitting, frequently requires standing, speaking or hearing, using hands to finger, handle or feel and repetitive motions and occasionally requires walking, stooping, kneeling, crouching or crawling and reaching with hands and arms. Situations may require physical ability to perform such activities as direct pursuit or wrestling with individuals.
- Work requires operating motor vehicles or equipment and observing general surrounding and activities. This may involve driving in inclement weather conditions.
- Work occasionally requires exposure to outdoor weather conditions.
- Work may require working in dangerous, life threatening situations.
- Work requires close vision, distance vision, ability to adjust focus, depth perception, color perception, night vision and peripheral vision.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly.
- Hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound.
- Work requires wearing specialized personal protective equipment.
- May be subject to exposure to blood/body fluids and infectious and communicable diseases.
- Work is primarily in an office setting, although periods of time may be fieldwork.

Nothing in this job description limits management's right to assign or reassign duties and responsibilities to this job at any time. 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.

Approved By _____

Print Name / Signature

Date

EMPLOYEE ACKNOWLEDGMENT

I have received, reviewed and fully understand this job description. I further understand that I am responsible for the satisfactory execution of the essential functions as well as skills and abilities described therein. Furthermore, I understand this document will change over time, as necessary. From time to time, I understand I may be asked to perform duties and handle responsibilities that are not specifically addressed in my job description. I understand that this does not constitute an employment agreement.

Employee Signature Date

Employee Printed Name