

# Town of Pine Bluffs

**JOB TITLE:** POLICE CHIEF

**CLASSIFICATION** NON EXEMPT POSITION

**DEPARTMENT:** Police

**SUMMARY:** Under direction from the Town Administrator, performs a variety of complex administrative, supervisory and professional tasks in planning, coordinating and directing the operations of the police department. The employee has daily contact with employees, other Town departments and the public. The employee will be expected to provide organization-wide planning and direct supervision while responding to routine calls and major crime scenes.

**ESSENTIAL FUNCTIONS:** (Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.)

**DUTIES AND RESPONSIBILITIES:** (which are **not** in any hierarchical order)

1. Oversees and provides safe working conditions for department employees;
2. Manages police operations including dispatch operations ensuring compliance with federal, state and local laws and regulations;
3. Responds to critical incidents and assumes the role of incident commander as appropriate;
4. Implements departmental goals, objectives, policies and procedures;
5. Plans, develops and monitors the annual operating budget for the department;
6. Coordinates departmental activities with other Town departments and external agencies;
7. Analyzes information from special studies. Prepares and presents staff reports to the Town Administrator and Town Council;
8. Cooperates with county, state and federal law enforcement officers as appropriate where activities of the police department are involved;
9. Prepares and submits monthly and ad hoc reports to the Town Administrator, Town Commission and others regarding departmental activities;
10. At the direction of the Town Administrator, meets with elected or appointed officials, community leaders, the media and the public regarding department activities and community activities;
11. Oversees and participates the selection of law enforcement personnel. Recommends, hiring and termination, transfers, discipline, or other employee status changes. Reviews results of investigations concerning alleged misconduct, imposes and defends appeals of disciplinary action.
12. Performs other related duties as required and assigned.

**KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:**

- Knowledge of the theories, principles and practices of law enforcement standards and the ability to apply them to improve the Department's efficiency and recognition within the local community and the greater law enforcement community.
- Knowledge of municipal government organization and administration and the geography of the Town.
- Knowledge of federal, state and Town and department laws, regulations, policies and procedures.
- Knowledge of labor relations practices and principles.
- Skilled in the development and management of a department budget, including making budget adjustments as required.
- Skilled in planning, organizing and directing operations and personnel.
- Skilled in developing short and long range plans to satisfy the department's forecasted needs.

- Ability to effectively communicate with employees, elected/appointed officials and the public.
- Skilled in analyzing police issues and effecting resolution or preparing recommendations;
- Skilled in the preparation of accurate and comprehensive reports;
- Skilled in both verbal and written communication;
- Ability to develop and maintain cooperative working relationships with the general public, other law enforcement agencies, elected officials, Town staff and community groups.

**MINIMUM QUALIFICATIONS:** The equivalent of an Bachelor's Degree in Criminal Justice, Public Administration, or a related field, ten (10) years progressively responsible law enforcement experience, including five (5) years in a command or managerial role or any similar combination of education and experience. Wyoming Criminal Justice Standards and Training Commission Certificate of Compliance in Law Enforcement, and a valid State of Wyoming driver's license.

**LANGUAGE SKILLS:** The applicant must have the ability to establish and maintain effective public and employee relations. The applicant must also possess the ability to establish and maintain satisfactory working relationships with officials and employees of the various municipal departments.

**REASONING ABILITY:** The applicant must demonstrate the ability to plan, organize, and direct people and other resources. The applicant should have the ability to plan and conduct research projects, must be able to work independently, and to exercise good judgment. The applicant must be able to communicate both orally and in writing. The employee must be able to speak and deal directly with the public in an amiable manner and be able to communicate under times of emergencies.

**OTHER SKILLS AND ABILITIES:**

- Comprehensive knowledge of the objectives and principles of all aspects of criminal justice and legal processes.
- Exceptional social and general intelligence.
- Ability to understand and carry out complex and written instructions.
- Ability to prepare clear and comprehensive reports, and written and oral instructions.
- Willingness to work long hours.
- Exceptionally good judgment.
- Excellent moral character.
- Excellent physical condition.
- Comprehensive knowledge of law enforcement practices and modern methods.
- The ability to deal firmly yet courteously with attorneys, public officials, subordinates and the public.
- Dependability.
- Excellent knowledge of the, socio-economic conditions and geography of the City.
- Ability to speak clearly and distinctly.
- Ability to stay alert, to remain calm and make decisions in emergency situations.
- Thorough knowledge of the Criminal Justice System and of other Law Enforcement and service agencies available to service the needs of Deland's citizens.
- Demonstrates the ability to plan and supervise the work of others.
- Ability to communicate effectively both orally and in writing.
- Thorough knowledge of methods, procedures and techniques and the equipment used in carrying out the missions of the Department.
- Ability to train, supervise and coordinate subordinates and subordinate leaders in mission accomplishment.
- Ability to interpret laws and apply those interpretations to specific cases.
- Ability to establish and maintain effective working relationships with City employees, City officials, other agency officials, public groups and the general public.
- Thorough knowledge of FSLA rules.

**WORK ENVIRONMENT/ADA:** While performing the duties of this job, the employee may work inside in an office environment, and/or working outside in various weather conditions performing various tasks including climbing and standing. The Town of Pine Bluffs promotes a drug/alcohol-free work environment through the use of mandatory pre-employment, random and/or reasonable suspicion drug testing. The Work generally involves moderate work generally in an office or vehicle setting. There is frequent need to walk, sit, talk or hear, use hands to finger, handle or feel and perform other similar actions during the course of the workday. However, due to the nature of the position the need for the ability to run, or use physical force may be required. This position will also require the use of Town vehicles on Town business. Individuals must be physically capable of operating the vehicles safely and have an acceptable driving record.

**Lifting:** 10 - 45 Pounds  
**Environment:** Inside or outside in various weather conditions  
**Hearing:** Normal Noise Levels

\*Class Descriptions are not intended to be restrictive. The use of (or absence of) a particular illustration of duties shall not be held to exclude or limit the authority of a Department Head to assign other duties which are similar and related to work.