

CITY OF CONRAD

POSITION TITLE: CHIEF OF POLICE

**DEPARTMENT: POLICE
MAYOR**

SUPERVISOR:

Position Summary: Performs a variety of complex administrative, supervisory and professional work in planning, coordinating, and directing the law enforcement activities of the Police Department. Serves as Department Head. Performs the duties of subordinate police personnel as needed.

Supervision Received: Works under the general supervision of the Mayor.

Supervision Exercised: Supervises the Police Department staff directly (Police Lieutenant) and indirectly through subordinate supervisors (Police Sergeant, Police Patrolman II, Police Patrolman I).

ESSENTIAL DUTIES AND RESPONSIBILITIES: Responsible for public safety through the management of police patrol, investigations, traffic regulation, and related law enforcement activities.

- Plans, coordinates, supervises, and evaluates police department operations.
- Develops policies and procedures for the Department in order to implement directives from the City Council and/or Mayor.
- Plans and implements a law enforcement program for the City to carry out the policies and goals of City Management and Council; review Department performance and effectiveness; formulates programs or policies to alleviate deficiencies.
- Supervises police department staff (Patrolman I, Patrolman II, Police Sergeant, Police Lieutenant) and other assigned staff.
- Provides for the training and development of Department officers.
- Coordinates the information gathered and work accomplished by various officers; assigns officers to special investigations as the need arises for their special skill(s).
- Assures that personnel are assigned to shifts or working units which provide optimum effectiveness in terms of current situations and circumstances governing deployment. Manages personnel schedule to cover all shifts and fills in where needed during staff shortages.
- 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 and records documentation that provides for the proper evaluation, control, and documentation of Police Department operations.
- Handles Departmental grievances, maintains Departmental discipline and the conduct and general behavior of assigned personnel in accordance with the City of Conrad Policies and Procedures Manual and the Conrad Police Department Policy and Procedure Manual.
- Prepares and submits monthly reports to the City Council regarding the Department's activities and prepares a variety of other reports as appropriate.
- Meets with elected or appointed officials, other law enforcement officials, community and business representatives, and the general public on all aspects of the Department's activities.
- Attends conferences and meetings to keep abreast of current trends in the law enforcement field; represents the City of Conrad Police Department in a variety of local, County, State, and other meetings.
- Cooperates with the County, State, and Federal law enforcement officers as appropriate where activities of the Police Department are involved.
- Works on rotating shifts in the performance of security patrols, traffic control, investigation and first aid at accidents, detection, investigation, and arrest of persons involved in crimes or misconduct. Works to preserve the peace and enforce the law, to prevent or detect and investigate misconduct involving misdemeanors, felonies, and other law violations and to otherwise serve and protect.
- Works an assigned shift using own judgment in deciding course of action being expected to handle difficult and emergency situations without assistance.
- Carries out duties in conformance with Federal, State, County, and City laws and ordinances.
- Ensures that laws and ordinances are enforced and that the public peace and safety are maintained.
- Animal Control duties are assigned as an additional set of tasks as set by the Conrad City Council. Any additional compensation is received only while animal control duties are assigned to the Conrad Police Department. Should the decision be made by the Conrad City Council to hire a separate position for animal control, any additional compensation for animal control duties for police officers will be eliminated. (See Animal Control Officer position description for additional information as to specific duties).
- Other duties as assigned.

PERIPHERAL DUTIES:

- Performs the duties of subordinate police personnel as needed (see position descriptions for Police Patrolman I, Police Patrolman II, Police Sergeant, and Police Lieutenant).
- Directs investigations of major crime scenes.
- Performs the duties of subordinate personnel as needed.
- Analyzes and recommends improvements to equipment and facilities, as needed.

MINIMUM QUALIFICATIONS, KNOWLEDGE, SKILLS AND ABILITIES:

- Graduation from a college or university with a bachelor's degree in police science, law enforcement, criminal justice, public administration, or a closely related field and seven (7) years of experience in police work, three (3) years of which must have been equivalent to police sergeant or higher in rank, and completion of the basic law enforcement training academy (or equivalent) *OR* an equivalent combination of education and experience.
- 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 operation of the tools and equipment listed in the tools and equipment used subsection 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, supervisors, other City employees, and the general public.
- 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 the time of hire, a valid Montana State Driver's License, without record of suspension or revocation in any state.
- Ability to meet Police Department's physical standards.
- Basic law enforcement training certificate or equivalent.

TOOLS AND EQUIPMENT USED: Police car, police radio and portable radio, radar equipment, mobile data computer, desktop computer, video and audio recording equipment, various office equipment, handgun, shotgun and other firearms as required,

TASER electronic control device, handcuffs and other duty gear, breathalyzer (Intoxilyzer 500), pager, and first aid equipment.

PHYSICAL DEMANDS: Job duties frequently require the employee to see, sit, talk, hear and smell. The employee is occasionally required to stand, walk or run; use hands to finger, handle, or operate controls or objects or tools listed above; reach with hands and arms; climb or balance; and stoop, kneel, crouch or crawl; taste or smell. The employee must occasionally lift and/or move more than 100 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT: While performing the duties of this job, the employee frequently works in outside weather conditions, to include extreme cold and heat. The employee occasionally works near or with moving mechanical parts, explosives and weapons; in high, precarious places; and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, and vibration. The noise level in the work environment is usually moderate.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

The position description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and the requirements of the job change.

Approval _____ Approval: _____
Employee _____ Department Head _____

Effective date:

