



# Helper City



## HELPER CITY CHIEF OF POLICE JOB DESCRIPTION

Document/Revision Number: HR008 01	Description: Job description for Chief of Police – Helper City
Prepared By: Helper City Mayor	Approved By: Helper City Attorney
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### **POSITION OVERVIEW**

Under administrative direction, plans, organizes, coordinates and directs the city's comprehensive police services and law enforcement program, including patrol, traffic enforcement, investigation, animal control and administrative support services; provides professional assistance to city management staff in areas of expertise and coordinates assigned activities with other City departments and outside agencies; fosters cooperative working relationships with citizen groups and other agencies on police matters; provides highly responsible and complex administrative support to the Mayor; performs related works as assigned.

### **SUPERVISION RECEIVED AND EXERCISED**

Administrative direction is provided by the Mayor. Provides direct and functional supervision over sworn and non-sworn management, professional, technical, administrative, and contracted law enforcement personnel of the Helper City Police Department.

### **ESSENTIAL AND IMPORTANT DUTIES**

Duties may include, but are not limited to, the following:

1. Plans, organizes, coordinates and directs through appropriate police personnel, all city police functions including patrol, law enforcement, investigation, police communications, community and administrative services.
2. Develops and directs the implementation of goals, objectives, policies, procedures and work standards for the department.
3. Works closely with the Mayor, City Council and other city departments, a variety of public and private organizations, and citizen groups in developing programs and implementing projects to solve police service problems.
4. Confers with citizens and City officials on law enforcement problems and assists in the development of innovative municipal law enforcement policies.
5. Represents the city and the Police Department and works closely with citizen groups, public and private officials and outside agencies; serves as a liaison for other law enforcement agencies to



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provide technical assistance and to ensure responsive, appropriate delivery of law enforcement services.

6. Actively participates as a team member of the City's management group.
7. Prepares and recommends long-range plans for city police service programs, develops specific proposals for action on current and future city needs.
8. Directs the preparation and administration of the annual budget for the department as determined by City Council.
9. Coordinates the preparation of a wide variety of reports or presentations for city management or outside agencies in conjunction with the Mayor.
10. Directs the selection, supervision and work evaluation of department personnel; participates with the Mayor and City Attorney in various personnel matters including investigating complaints, and in conducting internal investigations when appropriate and provides corrective actions as appropriate.
11. Provides for staff development and supervisory training programs.
12. Directs the development of management systems, procedures and standards for program evaluation; monitors development related to police service matters, evaluates their impact on city operations and implements policy and procedure improvements.
13. Serves as a member of senior management on task forces and committees participating in the City's strategic planning efforts, and addressing citywide policy and management issues.
14. Establishes and maintains a working environment conducive to positive morale, individual style, quality, creativity and teamwork.
15. Directs and oversees planning and presentation of public involvement programs for neighborhoods, business and other community groups.
16. Presents departmental issues and recommendations on major issues requiring policy direction to appropriate bodies including City Council and Mayor.
17. Develops and implements the planning of program goals, objectives, policies and priorities.
18. Represents the City in law enforcement matters and in other areas of responsibilities.
19. Prepares a variety of written, statistical and financial reports and prepares and presents agenda items for City Council.
20. Oversees the development of departmental budget and fiscal operations of the department; directs the forecasting of additional funds needed to ensure adequate law enforcement services, programs, activities and related tools, supplies and equipment.
21. Represents the City and participates in the developments of major intergovernmental plans and programs.
22. Performs a variety of other related duties as assigned by the Mayor.



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## **MINIMUM QUALIFICATIONS**

### Ability to:

- Plan, organize, administer, coordinate and evaluate a comprehensive police services program.
- Select, motivate and evaluate staff and provide for their training and professional development.
- Develop and implement goals, objectives, policies, procedures, work standards and internal controls.
- Analyze complex technical and administrative police service problems, evaluate alternative solutions, and adopt effective courses of action.
- Prepare clear and concise reports, correspondence and other written material.
- Establish and maintain cooperative working relationships with a variety of citizens, public and private organizations, boards and commissions as well as city staff.
- Exercise sound independent judgement within general policy and administrative guidelines.
- Plan, communicate and provide direction, leadership and a vision for the department and operations standards.
- Foster strong community relations and partnerships through the creation and administration of model community policing programs and activities.

### Knowledge of:

- Principles of community policing and a willingness to work collaboratively with the community.
- Administrative principles and methods, including goals and objectives development, program development and implementation, work organization and delegation, and employee supervision.
- Principles and practices of law enforcement, investigation, patrol, community services, and related police services.
- Criminal law, codes, ordinances and court interpretations including the rights of citizens, apprehension, arrest, search and seizure, and rules of evidence.
- Principles and practices of budget development and administration.
- Local government organizations and functions as related to public safety.
- Modern and complex principles and practices of law enforcement.
- Organizational and management practices as applied to the analysis and evaluation of programs, policies and operations.
- Financial planning, management and resource allocations; cost accounting, budgetary processes and procedures for local government and federally funded programs.
- Pertinent Federal, State and local laws, regulations, codes, ordinances and policies.
- Effective leadership, mentoring, team building, methods and problem-solving techniques.
- Supervision, including hiring, cultural and ethnic diversity, firing, training and development, discipline, delegation and performance evaluation.



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- Persuasive written and oral communication and presentations with individuals and before groups.
- Organizational development, reorganizations and program development, evaluation, goal setting.

## **POSITION QUALIFICATIONS**

### 1. Education:

- Graduation from a standard high school or equivalent.
- Must possess a valid Utah P.O.S.T Certification or currently enrolled in a certification program.
- Equivalent to a Bachelor degree from a four-year college or university with major coursework in criminology, law enforcement, social science, public administration or a closely related field

### 2. Experience:

- Five (5) years of progressively responsible police management experience is preferred.

### 3. Necessary Knowledge, Skills, and Abilities:

- Skill in the use of firearms, the operation of police vehicles and equipment.
- Regular training and/or qualification as per department policy with department issued or approved weapons/equipment.
- Ability to maintain professionalism while on or off duty.
- Required to pass a pre-employment drug screening test and random tests thereafter.
- Must be able to pass an in-depth background investigation.

### 4. Special Qualifications:

- Shall be a United States Citizen
- Possess and maintain a valid Utah Driver's License

## **SPECIAL REQUIREMENTS**

Must be able and willing to work the hours necessary to accomplish assigned duties; attend evening meetings and/or critical events and activities as appropriate; travel out of town as necessary to attend and/or participate in workshops, conferences, seminars and meetings during work and non-work hours. The police force of the City shall be under the control and direction of the Mayor.



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## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

While performing the duties of the job, the employee is frequently required to sit, talk and hear. The employee is required to stand; walk, use of hands, operate objects, tools or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, crawl, run and utilizes senses of sight, hearing, taste and smell.

May be required to lift weight of 50 pounds. Must maintain the necessary mental and emotional capacities required for the successful performance of the duties and responsibilities of the position.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job.

While performing the duties of this job, the employee occasionally works in outside weather conditions. This includes being exposed to heat, cold, snow, rain, hail, toxic or caustic chemicals.

Noise level will vary based on locations such as quiet in an office or moderately loud to loud when in the field.

## **REASONABLE ACCOMODATIONS**

Reasonable accommodations may be made in accordance with the Americans with Disabilities Act and the Employment and Housing Act.