

Job Title:	Chief of Police
Department:	Police Department
Reports To:	City Manager
FLSA Status:	Exempt
Salary Grade:	MP180
Prepared By:	Human Resources
Approved By:	City Manager
Revised Date:	02/26

SUMMARY

To plan, direct, and lead the activities and operations of the police department including patrol, traffic enforcement, special operations, criminal investigation, code enforcement, animal control, and administrative support services; to coordinate assigned activities with other city departments and outside agencies; to provide highly responsible and complex administrative support to the City Manager. To drive the department's commitment to and execution of equity-based policing practices in our community with the foundation of mutual dignity and respect between members of the department and the community being a cornerstone of our philosophy.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Develop, manage, and continually improve the most professional police department in the United States as defined by:

- Effectiveness in controlling violations of law
- Effectiveness in apprehending and prosecuting violators
- Effectiveness in community engagement
- Morale of the Department
- Trust and respect of the Community
- Reputation of the Department
- Ability to work with others
- Positive contributions to the quality of life in Golden
- Meeting and exceeding Professional Standards

Develop, plan, and implement department goals, objectives, policies and procedures. Recommend City-wide policies to City Manager.

Coordinate department activities with those of other departments and outside agencies and organizations; provide staff assistance to the City Manager and City Council; prepare and present staff reports and other necessary correspondence.

Direct, oversee, and participate in the development and success of the department's five year strategic work-plan. Assign work activities, projects and programs; monitor work flow; review and evaluate work products, and methods and procedures. Provide continual training and improvement of personnel. Provide continual training and improvement of personnel. Strong focus on employee wellness.

Responsible for the development and management of the departmental budget ensuring that year-to-date expenditures stay within appropriated limits; direct the forecast of additional funds needed for staffing, equipment, materials, and supplies; monitor and approve expenditures; prepare requests for government agencies to obtain funds for special

operations or for purchasing equipment for department. Responsible for overall supervision and budget.

Confer with citizens and city officials on law enforcement problems and assist in the development of innovative municipal law enforcement policies. Maintain the use of the Community Engagement Group designed to provide the Chief of Police with valuable insight.

Ensure responsive, appropriate service delivery.

Attend county, area, and state police conferences and meetings with other public officials. Improve the profession and own professional skills.

Initiate internal investigations when appropriate and provide corrective action as needed; suspend or discharge department personnel for infractions of rules or inefficiency.

May be required to attend City Council and other meetings on evenings, weekends, and other inconvenient times and often for extended periods of time.

Maintain the highest ethical standards according to the requirements of his/her professional association and standards adopted by the City of Golden.

Other duties as assigned.

SUPERVISORY RESPONSIBILITIES

Directly manages three subordinate supervisors who supervise employees in the ~~operations and~~ Administration Division, including the Professional Standards function. One of those supervisors is a Deputy Chief, who directly manages the command structure in the Support Services Division and the Patrol Division. Responsible for the overall direction, coordination, and evaluation of this unit. Also directly supervises one non-supervisory employee. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION AND/OR EXPERIENCE

B.A. with major course work in police science, public or business administration, or related field. Master's degree preferred. Minimum ten (10) years broad and extensive experience in police work, including three years in a senior command officer capacity. Completion of a major command school such as the F.B.I. National Academy, Northwestern University School of Police Staff and Command, or Senior Management Institute for Police Executives (SMIP), or comparable school is a plus.

LANGUAGE SKILLS

Outstanding customer service and interpersonal communication skills are required. Ability to communicate clearly and concisely, both orally and in writing.

Ability to read, analyze, and interpret the most complex documents. Ability to respond effectively to the most sensitive inquiries or complaints. Ability to write routine and complex reports and prepare statements that conform to prescribed style and format. Ability to make effective and persuasive speeches and presentations on controversial or complex topics to City Council, management, citizen groups, and employees.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as proportions, percentages, area,

circumference, and volume. Ability to apply concepts of basic algebra and statistical inference. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY

Ability to gather, assemble, analyze, evaluate, and use facts and evidence. Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals and adopt effective courses of action; interpret and apply laws and regulations. Ability to solve practical problems and deal with several abstract and concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS

Must have good driving record and possess or obtain within 3 months a valid driver's license. Must possess POST certification or equivalent or be able to obtain.

OTHER SKILLS AND ABILITIES

Working knowledge of principles and procedures of the criminal justice system; organizational and management practices as applied to the analysis and evaluation of police programs, policies, and operational needs; principles, procedures, and methods used in patrol and operation services or support service operations; modern principles, practices and techniques of police administration, organization and operation including those related to patrol, traffic control and investigation and identification techniques; and pertinent federal, state, and local laws, codes, and regulations.

Ability to effectively plan, direct, supervise, and coordinate the work of assigned personnel; properly interpret and make decisions in accordance with laws, regulations, and policies; recommend improvements in operations and in the rules, regulations, and policies governing assigned areas of responsibility. Ability to analyze situations quickly and objectively and determine proper course of action; the ability to obtain information through interviews and interrogations.

Ability to react in a crisis, make decisions and carry out all the responsibilities even in periods of extreme stress when time is of the essence.

MATERIALS & EQUIPMENT DIRECTLY USED

Computer, telephone, city vehicle, and weapons.

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 this job.

While performing the duties of this job, the employee is frequently required to run; stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and taste or smell. The employee must frequently lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

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

Primarily working environment is in an office setting. While performing the duties of this job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate.

COMMENTS