



## JOB DESCRIPTION

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<b>Title:</b>	Chief of Police	<b>Department(s):</b>	Police
<b>Reports to:</b>	Police and Fire Commission, City Manager	<b>Location:</b>	Municipal Building
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	Schedule I, Administrative
<b>Shift:</b>	Various	<b>Status/Position:</b>	Full-Time/Sworn
<b>Bargaining Unit:</b>	None	<b>Date:</b>	June 2008

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### JOB SUMMARY

The highest level management position within the police department, the Chief of Police is ultimately responsible for the management, operation and representation of the Whitewater Police Department and its employees.

Work involves supervising departmental activities, formulating and enforcing departmental rules of conduct, developing policies, coordinating activities with outside agencies, preparing and justifying operational budgets, making recommendations for hiring, promotions, commendation and discipline, setting individual and departmental goals and objectives, and representing the City and the department to the general public, governmental agencies, news media, etc. Work is performed under the general supervision of the Police and Fire Commission and the City Manager.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

*This list of duties and responsibilities is not all inclusive and may be expanded to include other duties and responsibilities, as management may deem necessary.*

- Develop and project a positive and professional image of the department and its employees with the general public, other law enforcement agencies, governmental officials, news media, etc.
- Oversee all activities of the Department for adherence to established policies and work methods.
- Counsel, guide, and lead departmental personnel in handling various police functions.
- Perform or direct the performance of tasks related to fiscal, personnel, records management, and other administrative tasks.
- Coordinate departmental activities with other law enforcement and governmental agencies in the improvement of public safety services, mutual aid, criminal apprehension, etc.
- Establish goals and objectives for the Department based on public safety requirements, strategic planning, contemporary trends in policing, city growth patterns, crime trends, etc.
- Assign subordinate staff members to various positions within the department to utilize their areas of expertise and promote career development.
- Develop rules of conduct, policies and procedures, mission and values, to be followed by members of the department.

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- Attend meetings of the City Council, Police and Fire Commission, and other committees of jurisdiction.
- Prepare and advocate Department budget and expenditures of departmental appropriations.

### **ADDITIONAL DUTIES AND RESPONSIBILITIES**

- Advise and assist in promotions, commendations, discipline, hiring, discharge, etc. of staff members.
- Assist in negotiation of salaries, benefits, working hours, conditions of employment, grievances, etc.
- Annual development of departmental goals and objectives as well as annual review of the Department Strategic Plan.
- Develop, implement, and periodically review programs of instruction designed to equip department personnel with the knowledge and skills needed to perform the tasks they are assigned.
- Attend conferences and meetings to keep informed of current trends in policing; represent Department at a variety of local, county, state, and national meetings.

### **SUPERVISION RECEIVED AND/OR EXERCISED**

- Work is performed under the general supervision of the Police and Fire Commission and the City Manager.
- Exercises general supervision over Administrative Services Commander, Field Services Commander, Support Services Manager, and all subordinate Department personnel.

### **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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

#### **Education and/or Experience**

- High school diploma or equivalent.
- Requires the equivalent of four (4) years of college and a Bachelor's Degree from an accredited school with a degree in Criminal Justice, Police Administration or a closely related field. Advanced training in a comprehensive field of study leading to a Master's Degree, preferred.
- Eight (8) years of responsible related experience in law enforcement, or any equivalent combination of related education and experience, that provides requisite knowledge, skills and abilities for the position.
- Ability to perform all functions required for the classifications of patrol officer, police sergeant, and police lieutenant.

#### **Language Skills**

- Ability to analyze data and information using established criteria, in order to determine consequences and to identify and select alternatives.
- Ability to compare, count, differentiate, measure, copy, and record data and information.
- Ability to establish and maintain effective working relationships with related agency officials, community and civic leaders, City officials, other employees, news media, court officials, business persons, public organization representatives, attorneys, other law enforcement personnel and the general public.
- Ability to communicate orally and in writing with City personnel, Department personnel and general public.

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- Ability to effectively communicate orally and prepare clearly written reports, documents, presentations, and recommendations.
- Ability to persuade, convince, and/or train others.
- Ability to advise and interpret how to apply policies, procedures and standards to specific situations.
- Ability to utilize a variety of advisory data and information such code manuals, City ordinances, directories, State statutes, procedures, guidelines and non-routine correspondence.
- Ability to understand and execute complex oral and written instructions.
- Skill in the preparation and interpretation of complex oral and written communications.
- Ability to quickly make assessments of emergency situations, determine appropriate responses and act assertively; cope with situations firmly, courteously, and tactfully.
- Skill in all aspects of public speaking.

### **Mathematical Skills**

- Ability to calculate percentages, fractions, decimals, and ratios. Ability to interpret basic descriptive statistical reports.
- Ability to calculate figures and amounts for preparation of the annual departmental budget, and for supervising expenditures of same.
- Ability to offer budgetary documentation to the City's governmental authorities; ability to support and defend the recommended operating budget of the Department.

### **Reasoning Ability**

- Ability to exercise independent judgment in emergency and non-emergency situations in accordance with departmental rules and regulations.
- Ability to cope with emergency situations calmly but effectively and to react quickly to secure accurate and precise information on the location, extent and nature of the emergency aid requests
- Ability to quickly make assessments of emergency and non-emergency situations, determine appropriate responses and act assertively; cope with situations firmly, courteously, and tactfully.
- Ability to work well under pressure and handle stressful situations, to organize work and set priorities, managing time and resources to meet deadlines and changing demands, perform duties with a minimum of supervision.
- Ability to analyze data and information using established criteria, in order to determine consequences and to identify and select alternatives.
- Ability to use a high degree of sound professional judgment in the recommendation of Department policies and procedures, and to assist in the administration of an excellent, well-rounded Department.
- Ability to determine the relative importance of each type of work the Department should do and the proper proportionate resources to devote to each.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.

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### Equipment Operated

- Skill in the operation of departmental equipment, including but not limited to vehicles; handgun; medical equipment, radios, radar units, weapons, intoxilyzer, PBT's; police radio; baton; handcuffs; pager; personal computer; 10-key calculator; first aid equipment; investigative equipment; cameras and video equipment; telephone; copy machine; fax machine.
- Working knowledge of basic computer functions and computerized record-keeping systems.

### Other Qualifications

- Demonstrated personal and professional honesty, integrity, and good judgment as shown in applicant's criminal history, background, and motor vehicle record.
- Must possess, or be able to obtain by the time of hire, valid State driver's license without record of suspension or revocation in any state.
- Skill in First Aid and CPR, certification preferred.
- Ability to demonstrate and exemplify personal characteristics of professionalism and positive leadership skills.
- Knowledge of modern office practices and procedures, including computers and electronic data processing
- Knowledge of current labor law and policies governed and enforced by the State of Wisconsin Department of Industry, Labor, and Human Relations (DILHR) and Occupational Safety and Health Administration (OSHA).
- Working knowledge of contemporary management techniques, modern law enforcement principles, procedures, techniques and equipment, including methods and practices of criminal investigation and identification, patrol, intelligence, traffic control, defensive tactics, public relations, etc.
- Knowledge of Federal, state, and local laws and ordinances; WPD Mission, Values Statement, Policies, Procedures, Rules, Regulations, and administrative and operations programs and projects; and court decisions relating to police powers.
- Ability to work independently to a successful conclusion on special projects as assigned.
- Ability to work in and maintain an environment that deals with sensitive and confidential information.
- Ability to both work cooperatively with others and work independently of direct supervision in an effective and efficient manner.
- Ability to remember and recall details. Must possess good observational powers.
- Ability to prepare clear and comprehensive reports on investigations, offenses, arrests, and other activities.
- Ability to delegate authority and responsibility to plan activities, goals and objectives, organize, direct, and coordinate the work appropriate to staff subordinate ranks and civilian positions monitoring adherence to established police policies and departmental procedures, and monitor compliance to same as dictated by Department policy.
- Ability to assign, supervise, review and evaluate the work of employees using positive leadership skills.
- Ability to evaluate staff subordinates in a fair and equitable manner; recommending commendations and administering discipline as necessary.

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- Ability to plan, recommend, and support major and minor changes within the Department, the City, and the criminal justice field to improve police protection and public safety.
- Ability to analyze public safety problems and formulate policies and procedures as appropriate.
- Ability to deal with the public in an effective and professional manner, protecting individual rights and human dignity.
- Ability to handle dangerous and/or stressful situations in an effective and efficient manner.
- Ability to demonstrate sensitivity to the emotional state of victims and relatives of deceased, abused, seriously injured, or seriously ill persons.
- Ability to demonstrate initiative and tenacity in order to actively influence events, rather than passively accepting results of the actions of others.

### **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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- While performing the duties of this job the employee is frequently required to talk or hear. Ability to hear and understand radio transmissions.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus, and the ability to sustain prolonged visual concentration.
- Ability to coordinate eyes, hands, feet and limbs in performing skilled movements.
- Physical demands include walking and sitting for extended periods of time and at times, run, jump, crawl, kneel, climb, bend, reach, stoop and carry and/or push heavy objects and any other physical movement in the performance of public safety duties. While performing the duties of this job, the employee may be required to drive and quickly enter and/or exit a Police Department vehicle. The employee may occasionally carry, drag or restrain individuals and/or lift/move more than 100 pounds. The employee must also, at times, exert light physical effort in sedentary to light work, occasionally involving lifting, carrying, pushing, pulling, crouching, crawling, kneeling, stooping and or moving up to 50 pounds.
- The work sometimes requires above average physical agility and conditioning. Pursuit situations may require significant physical agility and may expose incumbents to great stress.
- Ability to recognize and identify degrees of similarities and differences between characteristics of colors, shapes and textures associated with job-related objects, materials and tasks.
- Ability to meet the Departments physical standards and maintain good health and fitness.
- Necessary strength, flexibility, endurance, and coordination to perform duties.

### **WORK ENVIRONMENT**

*The work environment characteristics described here 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.*

- Police Officers work in various office and outdoor settings, including time spent traveling in a patrol vehicle or other vehicle, as well as on foot, or rides a bicycle as assigned. The employee may work in outside weather conditions. While performing the duties of this job, the employee works in an office environment. The noise level in the work environment is occasionally loud in the field and quiet in the office.

