



ROYAL CITY POLICE DEPARTMENT  
JOB DESCRIPTION  
JANUARY 2021



DEPARTMENT	ROYAL CITY POLICE DEPARTMENT
JOB CLASSIFICATION	CHIEF OF POLICE
IMMEDIATE SUPERVISOR	MAYOR
SALARY RANGE	\$65,000 – \$80,000 DOE

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.*

### **JOB OBJECTIVES**

Under general administrative direction, to plan, direct, manage and oversee the activities and operations of the Police Department including law enforcement, criminal investigations, community relations, traffic control measures, crime lab, records maintenance and crime prevention, disaster responses, community problem solving, general community support services, and related support services; to coordinate assigned activities with other departments and outside agencies; and to provide highly responsible and complex administrative support to the Mayor.

*The following tasks are typical for positions in this classification. Any single position may not perform all of these tasks and/or may perform similar related tasks not listed.*

### **ESSENTIAL FUNCTION STATEMENTS**

The following tasks are typical for positions in this classification. Any single position may not perform all of these tasks and/or may perform similar related tasks not listed here:

1. Assume full management responsibility for all Police Department services and activities including law enforcement, criminal investigations, community relations, traffic control measures, crime lab, records maintenance and crime prevention; recommend and administer policies and procedures.
2. Manage the development and implementation of departmental goals, objectives, policies and priorities for each assigned service area.
3. Establish, within City policy, appropriate service and staffing levels; monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; allocate resources accordingly.

4. Plan, direct and coordinate, through subordinate level staff, the Police Department's work plan; assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures; meet with key staff to identify and resolve problems.
5. Respond to media inquiries and questions; prepare news releases; control media access to confidential information.
6. Direct the assignment of police personnel and equipment; oversee the development and execution of training programs; establish standards of performance for special assignments.
7. Assess and monitor work load, administrative and support systems, and internal reporting relationships; identify opportunities for improvement; direct and implement changes.
8. Select, train, motivate and evaluate assigned law enforcement personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
9. Initiate and oversee internal investigations of complaints and allegations of police employee misconduct; provide corrective action as required or provide recommendations to the Mayor.
10. Oversee and justify the development and administration of the department budget; approve the forecast of funds needed for staffing, equipment, materials and supplies; approve expenditures and implement budgetary adjustments as appropriate and necessary.
11. Explain, justify and defend department programs, policies and activities; negotiate and resolve sensitive and controversial issues.
12. Represent the Police Department to other departments, elected officials, media and outside agencies; coordinate assigned activities with those of other departments and outside agencies and organizations.
13. Provide staff assistance to the Mayor; participate on a variety of boards, commissions and committees; prepare and present staff reports and other necessary correspondence.
14. Attend and participate in professional group meetings; maintain awareness of new trends and developments in the field of law enforcement, crime prevention, and related support services; incorporate new developments as appropriate.
15. Respond to and resolve difficult and sensitive citizen inquiries and complaints.
16. Perform related duties as required.

## **QUALIFICATIONS**

### Knowledge of:

- Operations, services and activities of a comprehensive public safety program including law enforcement, crime prevention, emergency medical services, disaster preparedness, code enforcement, and associated programs, services, and operations.
- Principles and practices of program development and administration.
- Methods and techniques of investigation.
- Principles of supervision, training and performance evaluations.
- Pertinent Federal, State and local laws, codes and regulations.
- Methods to analyze problems, identify alternative solutions; project consequences of proposed actions and implement recommendations in support of goals.
- Understand and carry out oral and written instructions.
- Communicate clearly and concisely, both orally and in writing.
- Organizational and management practices as applied to the analysis and evaluation of programs, policies, and operational needs.
- Operational characteristics of police apparatus and equipment.
- Methods and techniques of public relations.
- Principles and practices of municipal organization, administration and personnel management.
- Principles and practices of municipal budget preparation and administration.
- Principles of supervision, training and performance evaluation.

### Ability to:

- Manage and direct a comprehensive law enforcement program.
- Develop and administer departmental goals, objectives and procedures.
- Identify and respond to sensitive community and organizational issues, concerns and needs.
- Plan, organize, direct and coordinate the work of lower level staff.
- Delegate authority and responsibility.
- Discharge firearms in a safe and effective manner.
- Select, supervise, train and evaluate staff.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Research, analyze and evaluate new service delivery methods and techniques.
- Respond to requests and inquiries from the general public.
- Prepare clear and concise administrative and financial reports.
- Prepare and administer large and complex budgets.
- Interpret and apply applicable Federal, State and local policies, laws and regulations.
- Understand and carry out oral and written instructions.

- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective relationships with those contacted in the course of work.

*The physical demands herein 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 these essential job functions.*

**WORKING CONDITIONS:**

Environment: emergency peace control environment; travel from site to site; exposure to potentially hostile environments, toxic chemical, traffic hazards, communicable diseases and inclement weather conditions; extensive public contact.

Mobility: incumbents require mobility to restrain or subdue individuals; above average physical endurance in running, climbing and lifting; good balance and hearing; discharge firearms and utilize various other law enforcement equipment; operate a motorized vehicle.

Vision: incumbents in this class require vision consistent with Law Enforcement Academy standards.

Other Factors: Incumbents may be required to work extended hours including evening, weekends and holiday. Incumbents may be required to travel outside City boundaries to attend training or meetings.

*Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying.*

Education and Experience Guidelines

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

- Equivalent to a Bachelors Degree in Criminal Justice, Business Administration or a related field.

Experience:

- Ten years increasingly responsible experience in law enforcement including 4 years administrative and supervisory experience.

License or Certificate

- Possession of an appropriate, valid driver's license.
- Possession of or ability to obtain, appropriate specialized training as required for the position under departmental guidelines.
- Possession of an appropriate, valid Law Enforcement Executive or Command College certification.

**City of Royal City is an Equal Opportunity Employer.**