



TOWN OF MONUMENT JOB DESCRIPTION

Job Title:	Police Chief
Department:	Police Department
Reports to:	Town Manager
Supervises:	All Police Department Staff
Status:	Exempt

Purpose:

Under general direction, manages all activities of the Town of Monument Police Department

Duties:

Plans, organizes, and directs, the enforcement of applicable laws, ordinances, city codes and crime prevention activities of the Police Department. Develops, coordinates, and evaluates new programs or revises existing programs to achieve the level of law enforcement activities established by state and federal mandates, the Town Council, needs of the community, and directives of the Town Manger; analyzes data and prepares appropriate responses to deal with problems identified in the community; reviews activities and results for accomplishment of stated objectives; maintains an updated records management information system for use in program development/administration.

Attends Town Council meetings to receive and provide information as appropriate; researches information/data and prepares reports to town council, other city departments, other law enforcement agencies various groups and the general public.

Formulates and institutes long-range plans, policies and procedures governing activities of the department in consultation with and assistance of subordinate department personnel; formulates and prescribes work methods and procedures; revises police operations to meet changing conditions;

Monitors the expenditure of departmental appropriations and prepares annual budget estimates; plans and directs police training programs through subordinate personnel.

Cooperates, coordinates, and communicates with other local, state, and federal law enforcement personnel on police matters; performs disaster coordinator functions including plan preparation, tabletop exercises, etc.; serves as incident commander on major police incidents.

Selects persons for original appointment with the department and for promotions within the department; reviews employee performance evaluations and prepares evaluations; administers personnel policies.

Meets with various groups and individuals to explain the activities and functions of the Police Department and to establish favorable public relations; assures local news media have available information pertaining to public safety and police activities in accordance with public disclosure laws; submits and responds to feedback directly related to the police department and/or police function.

Qualifications:

- Knowledge of law enforcement principles, methods, techniques, and practices including investigation, intelligence, surveillance, court procedures, community relations, patrol, special weapons and tactics, traffic control, records management, report preparation, custody of persons and property, and crime prevention.
- Knowledge of the principles and practices of organization, management, budget development and personnel administration.
- Knowledge of federal, state, and local laws and ordinances that affect or are enforced by the police department.
- Ability to plan, evaluate, assign and coordinate activities performed by the Police Department
- Ability to motivate, manage and supervise employees with varying levels of education and work experience.
- Ability to establish and maintain effective working relationships with other town departments, public agencies, the news media and the general public
- Ability to speak effectively and comfortably to large groups of people.
- Ability to communicate effectively, orally and in writing.
- Ability to plan, organize, direct and evaluate complex programs.
- Ability to react calmly and quickly in emergency situations.
- Ability to maintain proficiency in the use of firearms, communications, automotive and other equipment.
- Ability to analyze complex operational activities, complex managerial and administrative problems, formulate solutions and take independent unilateral actions.
- Skill in managing the day-to-day operations of a municipal police department, including patrol, investigation, crime prevention, training, communications, records, budgeting, and administrative functions.
- Skill in understanding and interpreting complex statutes, ordinances, regulations, standards, and guidelines.
- Skill in directing and supervising command, operations, and support staff.
- Skill in identifying employee training needs and developing programs and training to improve performance.
- Skill in evaluating operations and programs to determine if they meet community needs.

- Skill in negotiating and communicating, in person and in writing.
- Skill in preparing reports documenting the facts and actions regarding criminal and civil law enforcement incidents.
- Skill in conducting investigations of criminal activities.
- Skill in establishing and maintaining effective working relationships with elected officials, City employees, other law enforcement agencies, criminal justice system staff, the business community, and citizens.
- A Bachelor's Degree in Criminal Justice, Public or Business Administration; and a minimum of 8 years progressive responsibility in any police agency with at least 5 years of supervisory experience, or any combination of education, training, or an equivalent combination of education and experience that would qualify for the position.
- Must meet requirements for and achieve Peace Officer Certification as described in Colorado Law and P.O.S.T. regulations.
- Colorado Drivers License within 6 months of appointment

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.

- Effect arrests;
- Subdue resisting individuals;
- Run a short distance to persons requiring emergency assistance or apprehension;
- Lift, carry, move, and/or drag equipment and persons, occasionally more than 100 lbs.;
- Force entry into buildings;
- Climb flights of stairs, ladders, fences, and move over obstacles;
- Walk, stand, stoop, crouch, crawl or sit for long periods of time (including driving)
- Reach, grasp, push, pull, perform repetitive motions, or lay for extended periods of time.
- Perform lifesaving procedures;
- Maintain proficiency with assigned weapon systems;
- Confront armed suspects;
- Drive motor vehicles under emergency and non-emergency conditions
- Communicate clearly with supervisors, subordinates, and the public
- Constantly think quickly and use sound judgment,
- Maintain mental alertness under adverse and life-threatening situations
- Control personal feelings and emotions.
- Maintains proficiency with firearms, arrest control tactics and other tools and techniques as assigned

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.

- Exposure to all and extreme weather conditions;
- Exposure to varying light conditions: all and extreme lighting conditions, daylight and night light, with and without artificial light available, indoors and outdoors;
- Exposure to personal danger, including but not limited to: armed and/or dangerous persons/animals; persons and/or articles having contagious/communicable diseases; hazards associated with emergency driving, vehicular surveillance, traffic control and working in and around traffic; hazards associated with natural and man-made disasters, the use and operation of electrical or microwave powered equipment.