

**TOWN OF MONUMENT
JOB DESCRIPTION**



Job Title: Police Commander

Department: Police Department

Reports to: Police Chief

Supervises: Police Sergeants and other staff as directed

Status: Exempt

Purpose:

Responsible for supervising Patrol Sergeants, Investigations and other units to ensure that assigned tasks are completed, such as: scheduling, case report approvals, performance reviews, vehicle maintenance, equipment assignments, completion of case investigations, etc.... Responsibilities also include attending meeting, internal and external, representing the Monument Police Department.

Training Commander - responsible for developing, coordinating and implementing training for officers and units

Special Events Commander – Citizen Police Academy, July 4th , CERT, and any other special events that the Police Department participates in.

Internal Affairs Commander - may conduct the Investigation(s) or assign investigation to a Sergeant

Commanders must motivate people to perform at optimum levels. They evaluate the performance of personnel with the intent of identifying and seeking to improve substandard performance and giving recognition for superior performance.

The essential functions listed below are not intended to be all inclusive and may be expanded to include other duties or responsibilities that may be deemed necessary.

It is also the responsibility of a Commander to have the knowledge, skill, and ability to perform all of the functions of a sergeant, corporal, and police officer as outlined in the respective Job Descriptions

Duties:

Management Activities

- The Commander may serve in the capacity of the Police Chief in his or her absence
- Make recommendations to the Police Chief on matters of commendations and/or discipline involving personnel.
- Assists in the preparation of budget and equipment requests for the Department
- Acts as Department Grant Coordinator
- Serves as the Police Department Public Information Officer (PIO) which includes representing the Department at after hour's events and functions as well as giving presentations to various groups to include the news media.
- Develops staffing plans; reviews reports and crime statistics to determine trends; effects changes in organizational and operational procedures to obtain the most satisfactory results.
- Assists the Police Chief in making critical decisions regarding department operations, as well as assisting in the preparing, reviewing and revising departmental operational policies and procedures.
- Other duties as may be assigned by the Chief of Police.

Qualifications:

- Knowledge of the rules and regulations of the Police Department and of pertinent Federal and State laws and Municipal ordinances;
- Knowledge of the principles and practices of modern police administration including patrol, traffic administration, and criminal investigation and identification;
- Ability to analyze complex police problems and situations and to adopt quick, effective and reasonable courses of action with due regard to surrounding hazards and circumstances;
- Ability to understand and execute difficult oral and written directions and to deal courteously and firmly with the public;
- Knowledge of the principles and practices of employee supervision, including performance evaluation and progressive discipline.
- Ability to write clear and comprehensive reports
- High school diploma or G.E.D.
- Possession of a valid Colorado driver's license.
- A minimum of 8 years experience as a Colorado POST certified officer (or equivalent certification from another state) with at least 3 of those years in a supervisory position.
- Must meet requirements for and achieve Peace Officer Certification as described in Colorado Law and P.O.S.T. regulations.

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.