



CITY OF TIOGA POSITION DESCRIPTION

Position Title: Chief of Police
Department: Police Department

Date: November 17, 2014
Status: Exempt

GENERAL PURPOSE

Performs a variety of complex administrative, supervisory and professional work in planning, coordinating and directing the activities of the Police Department.

SUPERVISION RECEIVED

Works under the general guidance and direction of the City Commission.

SUPERVISION EXERCISED

Exercises supervision over all police department staff directly or through subordinate supervisors.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Plans, coordinates, supervises and evaluates police department operations.

Develops policies and procedures for the Department in order to implement directives from the City Commission.

Plans and implements a law enforcement program for the City in order to better carry out the policies and goals of the City Commission; reviews Department performance and effectiveness, formulates programs or policies to alleviate deficiencies.

Coordinates the information gathered and work accomplished by various officers of the department; assigns officers to special investigations as the needs arise for their specific skills.

Assures that personnel are assigned to shifts or working units which provide optimum effectiveness in terms of current situations and circumstances governing deployment.

Evaluates evidence, witnesses, and suspects in criminal cases to correlate all aspects and to assess for trends, similarities, or for associations with other cases.

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Supervises and coordinates the preparation and presentation of an annual budget for the Department; directs the implementation of the department's budget; plans for and reviews specifications for new or replaced equipment.

Directs the development and maintenance of systems, records and legal documents that provide for the proper evaluation, control and documentation of police department operations.

Trains and develops Department personnel.

Handles grievances, maintains Departmental discipline and the conduct and general behavior of assigned personnel.

Prepares and submits periodic reports to the City Commission regarding the Department's activities, and prepares a variety of other reports as appropriate.

Meets with elected or appointed officials, other law enforcement officials, community and business representatives and the public on all aspects of the Department's activities.

Attends conferences and meetings to keep abreast of current trends in the field; represents the Tioga Police Department in a variety of local, county, state and other meetings.

Cooperates with County, State and Federal law enforcement agencies as appropriate where activities of the Tioga Police Department are involved.

Ensures that laws and ordinances are enforced and that the public peace and safety is maintained.

Adheres to all provisions of North Dakota Century Code Chapter 40-20.

Performs any and all other duties assigned.

PERIPHERAL DUTIES

Directs investigation of major crime scenes.

Performs the duties of subordinate personnel as needed.

Analyzes and recommends improvements to equipment and facilities, as needed.

DESIRED MINIMUM QUALIFICATIONS

General: (A) must be 21 years or older at the time of employment; (B) No felony convictions or disqualifying criminal histories within the past seven years; (C) Must be able to read and write the English language.

Education and Experience:

- (A) Graduation from a college or university with a bachelor's degree in police science, law enforcement, criminal justice, public administration or a closely related field, and/or
- (B) five (5) years of experience in police work, three years of which must have been equivalent to police captain or higher, and
- (C) Completion of the P.O.S.T. basic law enforcement training academy or equivalent, or
- (D) An equivalent combination of education and experience.

Necessary Knowledge, Skills and Abilities:

- (A) Thorough knowledge of modern law enforcement principles, procedures, techniques, and equipment. Considerable knowledge of applicable laws, ordinances, and department rules and regulations;
- (B) Skill in the use of the tools and equipment listed below;
- (C) Ability to train and supervise subordinate personnel; Ability to perform work requiring good physical condition; Ability to communicate effectively orally and in writing; Ability to establish and maintain effective working relationships with subordinates, peers and supervisors; Ability to exercise sound judgment in evaluating situations and in making decisions; Ability to give verbal and written instructions; Ability to meet the special requirements listed below;
- (D) Knowledge of City ordinances, policies and procedures and the means to communicate such.

SPECIAL REQUIREMENTS

(A) Must possess, or be able to obtain by time of hire, a valid North Dakota Driver's License without record of suspension or revocation in any state; (B) Ability to meet Department's physical standards; (C) basic law enforcement training certification or equivalent.

Tools and Equipment Used:

Patrol car, police radio, radar gun, handgun and other weapons as required, sidehandle baton, handcuffs, breathalyzer, pager, first aid equipment, personal computer including word processing software.

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 sit and talk or hear.

The employee is occasionally required to stand; walk; use hands to finger, handle, or operate objects, controls, or tools listed above; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.

The employee must occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee frequently works in outside weather conditions. The employee occasionally works near moving mechanical parts; in high, precarious places; and with explosives and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, and vibration.

The noise level in the work environment is usually moderate.

SELECTION GUIDELINES

Formal application; review of education and experience; appropriate testing and oral interview; background check; drug screening final selection and pre-employment medical examination.

NOTE: Appointees will be subject to completion of a standard probationary period; rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

REVIEW AND APPROVAL

Employee's Signature: _____ Date: _____

Portfolio City Commission
Member's Signature: _____ Date: _____

President of the City
Commission's Signature: _____ Date: _____

Effective Date: _____, 2014 Revision History: