CITY OF BLACK HAWK
2016 Job Description

JOB TITLE: Police Chief **DEPARTMENT: Police**

REPORTS TO: City Manager **EXEMPT: Yes/At-Will**

HIRING RANGE: $117,046 – $134,603 / Annual

SUMMARY

The Chief of Police is the highest-ranking officer in the Police Department. The Chief of Police may act as City Manager in the absence of the City Manager. As a General Manager of the Police Department, the Chief of Police is responsible for the planning, efficient administration and operation of the Police Department under the authority of the City Manager. In this capacity, the Chief of Police directs, plans, and coordinates the enforcement of the ordinances of the City of Black Hawk, the laws of the State of Colorado and Federal Laws for the purpose of protecting persons and property and for the preservation of the peace of the community. The Chief of Police is responsible for testifying before the City Council on law enforcement matters of importance to the City of Black Hawk; proposing new or amending existing ordinances, which could have an impact on law enforcement in the City of Black Hawk.

The Chief of Police attends the City Council meetings to keep the board informed about any issue related to the Department's operations and to respond to citizens' inquiries. Also, the Chief of Police acts on all matters related to disciplinary issues and recommends awards for exemplary conduct of the Department's sworn and civilian employees. In addition, the Chief of Police makes presentations to private citizens, community groups and the business community to promote the goals and missions of the Police Department and to solicit their input in making the City of Black Hawk a safe place in which to live, visit and conduct business. During a state of emergency such as civil disturbance in the city, the Chief of Police assumes a leadership role in planning, coordinating and directing all activities aimed at restoring peace in the city or otherwise returning conditions to normal.

The Chief of Police has jurisdiction within the City of Black Hawk and line command authority over sworn and civilian employees.

SUPERVISION EXERCISED

The Police Chief generally supervises all Black Hawk Police Department Personnel.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Evaluates information and makes recommendations to the City Manager, City Council and Management Team.
- Oversees the activities of the Police Department, which include the Administration, Communications, Investigations and Patrol.
- Establishes and maintains an effective system of communication throughout the organization. Effectively represents the organization to department employees, customers, the business community and the general public.

- Develops, recommends and administers department operating budget. Reviews and substantiates department funds and the maintenance of fiscal controls on department revenues and expenditures. Plans allocation and use of all monies budgeted for department operations.
- Develops plans, and implements Department goals and objectives; recommends and administers policies and procedures, subject to approval by the City Manager.
- Conducts weekly staff meetings. Participates in weekly supervisor meetings, attends weekly director meetings.
- Attends monthly meetings with Chief Law Enforcement Executives regarding areas of mutual concern.
- Insures that the monthly operating results of the department achieve the objectives.
- Assures the selection, training, motivation and evaluation of personnel will be fair and unbiased.
- Oversees the correction of deficiencies among all department personnel.
- Oversees training programs to keep all department personnel aware of law changes and current on all aspects of police activity.
- Is solely responsible for imposing unpaid suspension and termination procedures, over all department employees.
- Confer with citizens and city officials on city crime prevention, law enforcement problems and assists in the development of innovative municipal law enforcement policies and solutions. Adjusts department methods to new situations as required.
- Coordinate Department activities with the management team, employees, outside agencies and organizations; prepare and present staff reports and other necessary correspondence. Effectively dispense advice, guidance, direction and authorization to carry out major plans and procedures, consistent with established policies and City Manager approval.
- Will be responsible for the handling of all civil litigation involving the department.
- Oversees the purchase of department vehicles.

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.

Knowledge of:

- A positive and solid background in police work with a minimum of five years increasingly responsible police supervisory and management experience.
- Proficient with program performance and management by objective budget approaches.
- Experience working with and effectively utilizing the talents of a skilled professional and technical staff.

- Must be self-confident, sensitive, and personal and possess professional integrity.
- Superior written communications ability. Ability to be an articulate, effective public speaker and present a high visibility image, personally and professionally.
- Must have strong leadership skills, an attitude conducive to team building, and ability to incorporate organizational and personal goals.

Ability to:

- Ability and desire to maintain a high level of continuing education and professional development.
- Ability to maintain honest, open relationships and effectively interact with department staff, other department contacts and citizen groups.
- Ability to provide objective analysis and realistic projection regarding department planning and ability to work comfortably and effectively as a member of the management team.
- Ability to excel in participatory climate without abdicating decision-making responsibilities, ability to maintain an effective organizational communication system, ability to deal fairly, firmly and effectively with all employees and employee groups and ability to maintain superior performance levels while faced with limited personnel and fiscal resources.
- Ability to develop and motivate command personnel, delegate effectively and function well in a political decision making process.
- Ability to read, analyze, and interpret general Department periodicals, professional journals, policies and procedures, or governmental regulations. Ability to respond to common inquiries from the general public, citizens, regulatory, or law enforcement agencies. Ability to write reports, and business correspondence.

Certifications

- Must be certified as having successfully completed the basic course of an accredited police academy meeting Colorado **P**eace **O**fficer **S**tandards and **T**raining requirements or become certified within one year of employment.
- Must have or be able to obtain a valid Colorado drivers license with a safe driving record.

EXPERIENCE AND EDUCATION

Any combination equivalent to the experience and education that could likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge, skill and ability would be:

- Bachelor's degree from an accredited college or university with a Masters degree preferred.
- Attended the FBI National Academy or received similar leadership and command training.
- Five years of command level experience.

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.

- In rare instances may be exposed to situations in which there are dangerous or deadly weapons. May be required to use physical force to restrain violent, combative individuals. May be required to use or be subjected to deadly physical force. May be involved in high-stress situations with little or no warning and be involved for long periods of time. May come into contact with individuals who have been exposed to infectious or contagious diseases.
- While performing the duties of this job, the employees are regularly required to walk, sit, use hands to manipulate or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk and hear. The employee is regularly required to stand and smell.
- In rare instances the employee may 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.

NECESSARY REQUIREMENTS

- Must pass a thorough background investigation, including but not limited to, a polygraph examination, psychological assessment and statement from a credit-reporting bureau. Applicants with a record of conviction for serious misdemeanors or felony crimes will be disqualified.
- Must be able to perform in a busy environment with frequent interruptions
- Employees are expected to follow all types of safety rules and use the department provided safety equipment. To include but not limited to: seatbelts, body armor, safety glasses, and ear protection, etcetera.

COMMENTS

The intent of this classification is to describe the types of job tasks and levels of responsibility and difficulty required of persons assigned to this classification title. This is not to be considered a detailed description of every duty/responsibility of the job.

The City of Black Hawk is an Equal Opportunity Employer. Pursuant to the *Immigrations Reform and Control Act,* it is the City's intention to hire only individuals who are United States citizens or aliens authorized to work and live in the United States.