

**City of Black Hawk
2024 Job Description**

JOB TITLE:	Police Commander	DEPARTMENT: Police Department
REPORTS TO:	Police Chief	EXEMPT: Yes
SALARY:	\$135,869 – \$190,216 / Annual	

SUMMARY

The Commander rank is the second highest rank in the Police Department and reports directly to the Chief of Police. Commander(s) may assume the duties of the Chief of Police during absences and perform related functions in that capacity.

Specifically, Commander(s) directly supervise all employees under their command to include sergeants, supervisors; officers and any employee in the absence of their direct supervisors. Commander(s) are in charge of various law enforcement and administrative functions. They perform a variety of duties such as reviewing correspondence, planning, organizing, directing, leading, creating, and supervising. They ensure administrative and criminal investigations are conducted appropriately; review the performance of other employees; enforce and develop policies; ensure subordinates are trained and prepared; inspect personnel and equipment; and conduct interviews of sworn and civilian personnel.

SUPERVISION EXERCISED

Exercises full supervision over sworn and non-sworn personnel assigned to the Department.

Patrol Commander

- The assigned Commander ensures compliance with CIRSA standards and training requirements.
- Coordinates applicant interviews.
- Serves as the primary investigative supervisor in all Professional Standards Investigations and makes recommendations as to findings.
- Responsible for the compilation of statistical crime data and conducts crime analysis functions as needed.
- Maintains training schedules and training logs for the entire department.
- Manages the firearms range and instructors.
- Supervises Detectives and ensures cases are assigned and disposed of properly.
- Coordinates multi-jurisdictional training with other departments and agencies.
- Supervises Patrol Sergeants and subordinates.
- Manages Patrol Operations.
- Chair of the Police Vehicle Accident Review Committee
- Assists with Department Strategic Planning.
- Supervises Crime Scene Investigations

Administration Commander

- The assigned Administrative Commander serves as the primary administrator for the Department's RMS, CAD, and Court software. The Administration Commander coordinates computer system maintenance and provides general trouble shooting as needed.
- Responsible for the compilation of statistical crime data and conducts crime analysis functions as needed.
- Responsible for ensuring adherence to State accreditation requirements and the management of the department's policy and procedure manual, which includes; drafting new policies for staff review; dissemination, and new policy training.
- Serves as the primary investigative supervisor in all Professional Standards Investigations for the Patrol Division and makes recommendations as to findings
- Supervises the Records Section and responsible for overseeing day-to-day Records and Communication's Operations.
- Supervises property and evidence functions, including the proper storage and disposition of evidence.
- Coordinates applicant process.
- Conducts research as needed into new policies or procedures.
- Ensures SOP's are in place and up to date for all sections within the department.
- Coordinates all audits on critical processes and insures proper reporting and retention of pursuit files and use of force.
- Responsible for conducting and coordinating an annual citizen survey.
- Responsible for coordinating an annual report within the department.
- Supervises the Communications Center and its employees.
- Supervises the Records Section and its employees.
- Responsible for Department Strategic Planning.
- Building Maintenance coordination.
- Participates in 911 Authority Board meetings.
- Coordinates licensing and operation of the departments radio system.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Establishes and maintains an effective system of communication throughout the organization and encourages a cooperative team function.
- Supervises personnel, sworn and non-sworn, offering guidance, establishing work priorities and evaluating performance.
- Reviews all employees' evaluations for general guidance to supervisors; composes all supervisory personnel's evaluations and personally meets with the assigned personnel.
- Provides guidance during emergency law enforcement problems as needed.
- Oversees planning for patrol and investigative responses to crime patterns and trends.
- Responds to serious or unique calls to oversee and instruct police officers in the proper handling of the incident.
- Responsible for victim assistance coordination.

- Effectively represents the organization to department employees, customers, other city departments, other criminal justice agencies and the general public.
- Organizes and participates in weekly staff meetings; guides weekly supervisory meetings; meets individually with supervisors and/or supervisor and employees, as needed.
- Develops plans and implements Department goals and objectives; completes research and development for policies and procedures; recommends and administers policies and procedures, subject to approval by the Chief of Police.
- Evaluate, train, and motivate supervisory personnel; work with supervisory employees to correct deficiencies. Impose progressive discipline and instruction; as well as employee development to all supervisors.
- Recommend constructive, corrective action and termination procedures involving any department employee to the Chief of Police.
- Confer with citizens and city officials on city crime prevention, law enforcement problems and assist in the development of innovative municipal law enforcement policies and solutions, as directed by the Chief of Police.
- Analyze administrative or operational problems and recommends solutions to management staff and/or Chief of Police. Adjusts department methods to new situations as required. Prepares special staff reports and assignments.
- Assists the Chief of Police to 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.
- Operates a variety of tools and equipment specific to law enforcement duties to include a police radio, baton, handcuffs, handgun, various firearms and other weapons as required.
- Examines and confirms compliance with rules, procedures, and objectives by assigned personnel.
- Investigates complaints, prepares case histories, field training reports, activity reports, staff reports, and incident reports.
- Explains, follows rules, procedures, communicates Police Department goals, objectives and implements instructions.
- Identifies operational problems and recommends solutions.
- Instructs police officers, in a variety of law enforcement subjects individually or as a group, participates in training courses and programs.
- Maintains employee management logs and progress reports; completes evaluations.
- Researches, updates and maintains department equipment.
- Instrumental in keeping communication open, clear and concise with assigned personnel as well as immediate supervisor.
- Maintains a strict adherence to confidentiality regarding personnel issues, professional standards, investigations or the protection of crime victims.
- Manages the activities of the Police Department, Administration, Communications, Investigations and Patrol. Reviews monthly operating results of the department and compares them to established objectives; ensures appropriate measures are taken to correct deficiencies.

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 the ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge of:

- A solid and well-rounded background in police work with a minimum of three years increasingly responsible police supervisory and management experience.
- Familiarity 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, independent worker and possess professional integrity.
- Must have strong leadership skills, an attitude conducive to team building, and ability to incorporate organizational and personal goals.
- Superior written communications. Knowledge to be an articulate, effective public speaker and present a high visibility image, personally and professionally.
- State, Federal and local laws, ordinances and regulations applicable to the area assigned.
- Police Department organization, policies, practices, procedures, goals and objectives, rules, regulations and equipment.
- Effective supervisory and instructional principles and techniques.
- Community-based policing practices.
- Patrol, traffic enforcement, criminal investigation and related police services.
- Laws and rules governing criminal evidence, arrest, custody, search and seizure.
- Legal codes, to include penal, vehicle, health and safety codes; civil rights and enforcement procedures.
- City and county geography.
- English usage and grammar.
- Computer applications as they relate to area assigned.

Ability to:

- Ability to oversee and direct major crime investigations.
- Ability to provide objective analysis and realistic projections regarding department planning and ability to work comfortably and effectively as a member of the management team.
- Ability to give public presentations, speeches or training to general public under favorable or unfavorable conditions.

- Ability to maintain honest, open relationships and effectively interact with department staff, other City of Black Hawk departments, outside criminal justice agencies and citizen groups.
- 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 systematic decision-making process. Must have demonstrated leadership ability at the command level.
- 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, business owners, regulatory, or law enforcement agencies.
- Ability to write concise and clear reports, and business correspondence.
- Coordinate, train and supervise the work of employees for an assigned unit/work section.
- Prepare and present accurate and concise staff reports and make oral presentations.
- Analyze and recommend solutions to law enforcement problems.
- Demonstrate proper use of applicable weapons, proper patrol and investigative procedures.
- Understand and carry out oral and written instructions independently.
- Communicate effectively orally and in writing.
- Deal with complex, fast-paced and/or volatile law enforcement situations.
- Remember names, faces and details of incidents. Meet the public with courtesy and tact. Establish and maintain effective relationships with those contacted in the course of work.
- Exercise self-control, independent, sound judgment in evaluating situations and in emergency/hazardous situations, makes quick, effective and reasonable decisions.

Certifications:

- Must possess a valid Colorado driver's license with safe driving record.
- Must be certified as having successfully completed the basic course of an accredited police academy meeting Colorado Peace Officer Standards and Training requirements.

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:

Education and Experience:

- Bachelor's degree from an accredited college or university in a related field or the equivalent of four (4) years of experience in a sworn, supervisory level position,
- or-
- Associate of Arts degree in a related field, 60 or more accredited college credits or the equivalent of six (6) years of experience in a sworn, supervisory level position.

PHYSICAL DEMANDS

The physical demands and work environment 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.

Though most work is performed in an office environment, this position may also respond to criminal activities and critical incidents and be exposed:

- To situations in which there are dangerous or deadly weapons. To use physical force to restrain violent, combative individuals. To use or be subjected to deadly physical force. In high-stress situations with little or no warning and be involved for long periods of time. To 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, stand, kneel, crouch or crawl; talk, smell and hear.
- The employee must be able to wear police uniform and related necessary equipment that can weigh up to 30 pounds, as needed.
- The employee may 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.
- While performing the duties of this job, the employee may be exposed to blood, other bodily fluids/products, communicable diseases, grease/oil, a variety of fumes or airborne particles, extreme temperatures, solvents or chemicals, electrical hazards, various weather conditions, vehicular traffic and smoke.
- The employee frequently drives or is a passenger in a motor vehicle. May be seated for long periods of time. May operate a motor vehicle in adverse weather conditions. May operate a motor vehicle or be a passenger in a vehicle operated at high speeds.

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 wear the department provided safety equipment. To include but not limited to: seatbelts, body armor, safety glasses eye 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 those authorized to work and live in the United States.

I have read and fully understand the duties of the job description.

Sign: _____ **Date:** _____