

## **CITY OF GLADSTONE POSITION DESCRIPTION**

<b>Title:</b>	Police Chief	<b>Range:</b>	55-NR
<b>Department:</b>	Police Department	<b>FLSA Status:</b>	Exempt Supervisory Non-Represented
<b>Date:</b>	April 2022		

### **GENERAL STATEMENT OF DUTIES**

To plan, organize, direct, and control activities and operations of the Police Department including crime prevention, law enforcement, community relations, rules of evidence, and related functions such as criminal investigations, field patrol, traffic control and safety, and record maintenance; coordinate and work in partnership with other City departments and outside agencies on emergency management and in accomplishing assigned activities.

### **SUPERVISION RECEIVED**

The Police Chief is a sworn position that works under the broad policy guidance and direction of the City Administrator.

### **SUPERVISION EXERCISED**

Exercises supervision over all employees within the Police Department, either directly or indirectly through supervisors.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Directs police services and operations for the City of Gladstone; plans, organizes, directs, supervises, and reviews all operations of the Police Department in order to provide maximum service to the community.

Develops and directs the implementation of goals, objectives, policies, procedures, and work standards for the Department; assure that federal, state, county and municipal laws and ordinances are enforced.

Schedules and reviews work; assigns personnel for optimum effectiveness; mentors, coaches, and evaluates staff performance, and provides for the professional development of staff.

Oversees and coordinates the preparation and presentation of the Department budget; administers and controls Department expenditures through sound fiscal practices and oversight.

Prepares, recommends, and implements strategies to meet the City's current and long-term needs.

Prioritizes and allocates available resources; reviews and evaluates program and service delivery for improvement, and ensures effective service provision to all community members.

Informs and advises the City Administrator on Police Department issues and community safety; represents the Police Department in all public relations matters.

Provides necessary training to prepare new Officers to meet the challenges of police service, and to maintain existing Officers' certification requirements and skills to improve the Department's professional standards and response.

Directs on-going research into new law enforcement technologies and trends, and recommends implementation of programs and equipment to help the Department achieve its objectives more efficiently.

Directs analyses of crime trends, juvenile delinquency, traffic issues, illegal drug issues, and related law enforcement concerns in the community; implements appropriate actions to meet identified needs through these analyses, and reports major issues and trends to the City Administrator and City Council.

Coordinates Department activities with those of other City departments to ensure a consistent approach towards emergency and resource management and common projects and interests.

Recruits and retains qualified personnel consistent with applicable laws, regulations and professional standards.

Responsible for the conduct and general behavior of assigned personnel; reviews work performance of the Lieutenant and Executive Assistant and conducts their performance evaluations; ensures that all Gladstone Police Department personnel operate within the parameters of performance and conduct expectations; provides recognition and reward; handles grievances, takes corrective action by issuing discipline as necessary to maintain compliance with Department policies.

Supervises non-represented employees and represented staff and works with association representatives within the collective bargaining agreement. Supervisory responsibilities encompass training, assigning and reviewing work, evaluating performance, counseling, resolving grievances effectively, recommending various personnel actions and administering disciplinary actions.

Establishes and maintains cooperative relationships with neighboring and regional law enforcement and security agencies to ensure coordinated, concerted police services to communities served by those agencies.

Identifies federal, state, and private research and development grants; determines scope of work for which funds are needed and prepares proposals to obtain them; administers grant funds.

Analyzes future personnel staffing needs and develops short and long-term plans to meet those needs.

Serves as the City's representative to committees and organizations concerned with improvements in law enforcement, public education, and public relations.

Drives to and attends various Community meetings and makes presentations about law enforcement topics of interest. Solicits and encourages Community input and involvement whenever appropriate.

### **PERIPHERAL DUTIES**

Provides response to media representatives on issues, events and activities related to the Gladstone Police Department in collaboration with the PIO (Public Information Officer).

Coordinates action and/or response plans with emergency management and community resource representatives.

*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.*

### **QUALIFICATIONS**

#### **Education and Experience:**

Bachelor's Degree in Public Administration, Criminal Justice, Police Science or related field.

Minimum ten (10) years of progressive law enforcement experience with at least five (5) years in a supervisory or management position.

Possession of Executive level certification from DPSST.

Bilingual in English and Spanish preferred.

Any satisfactory equivalent combination of experience and training which ensures the ability to perform the work may substitute for the above.

#### **Special Requirements:**

Must possess, or be able to obtain by time of hire, a valid states driver's license with a good driving record.

Must successfully pass a psychological exam, medical exam and a thorough background check, as well as be able to pass the City's security (CJIS) clearance standards for unescorted access to certain City facilities.

## **REQUIRED KNOWLEDGE, SKILLS & ABILITIES**

- Extensive knowledge of modern principles, practices and methods of police administration, organization, operations, and staffing.
- Extensive knowledge of technical aspects of police work, including crime prevention, investigation techniques, criminal identification, apprehension, detention, rules of evidence, traffic control and safety, and record keeping.
- Extensive knowledge of the principles of supervision and leadership within a law enforcement agency; knowledge and understanding of the Department's core values, collective bargaining agreement, and administrative and personnel rules.
- Extensive knowledge of safety regulations and procedures and practices in law enforcement.
- Extensive knowledge of pertinent federal, state, and local laws, codes and regulations.
- Extensive knowledge of fundamental principles and modern practices related to office management, personnel, purchasing, accounting controls, and general budgetary and fiscal practices with special emphasis in the area of public safety.
- Extensive knowledge of the City's geography.
- Excellent interpersonal skills, utilizing tact, patience and courtesy.
- Skill in effective, clear and persuasive oral and written communications.
- Skill in resolving conflicts and gaining cooperation among competing interest groups.
- Skill in identifying, implementing, and refining the Department's organizational structure to obtain desired results as efficiently as possible.
- Skill in planning, organizing, directing, and coordinating the work of supervisory and support staff, and in the appropriate delegation of authority and responsibility.
- Skill in the operation of the tools and equipment necessary for the job.
- Ability to analyze and evaluate operations and develop and implement solutions to resolve problems.
- Ability to communicate effectively, both orally and in writing, regarding complex or sensitive issues.

- Ability to exercise sound judgment in evaluating situations and in making decisions.
- Ability to perform effectively under extremely stressful and dangerous conditions.
- Ability to work effectively with others to achieve personal, team, department and City-wide goals.
- Ability to provide leadership, counsel, motivation and constructive performance reviews to department personnel at all levels, establishing trust, and securing their respective commitments to the Department's goals.
- Ability to analyze complex police problems and develop appropriate responses and reasonable courses of action given available resources and circumstances, and provide consequences of proposed actions.
- Ability to develop and maintain productive relationships with staff, other employees, bargaining unit representatives, elected officials, business leaders, advisory boards, the news media, and the general public.
- Ability to administer labor agreements, and communicate effectively with organized personnel.
- Ability to perform work requiring good physical condition.
- Ability to wear personal protective equipment and gear.
- Ability to operate a City vehicle.
- Ability to meet all essential duties and responsibilities of the position.

### **TOOLS AND EQUIPMENT USED**

Police vehicle, Police radio, radar gun, duty rifle, duty pistol, baton, handcuffs, Taser, CEW, OC spray, personal protective equipment/gear, Intoxilyzer, mobile phone, evidence collection equipment, first aid equipment, computer, office application software, law enforcement and department specific software, the Internet, digital camera and mobile computer terminal.

### **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 will be made to meet the needs of a qualified individual with limitations who can perform the essential functions of the job.

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 handle, or operate objects, controls, or tools listed above; reach with hands and arms; climb or balance; stoop, kneel, run, crouch, or crawl; and taste or smell.

By use of weapon(s) or physical abilities and when lawful and justified, the employee must be able to make an arrest, protect self, protect co-workers, protect other persons, protect property, perform defensive tactics and physically control and detain suspects.

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.

Ability to wear personal protective equipment/gear.

Ability to safely operate a Police vehicle.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

Duties are primarily performed in an office environment sitting at a desk or in the field where the employee is exposed to varying and extreme weather conditions. When responding to emergencies, employee risks physical hazard from violent, aggressive and hostile people, a variety of weapons, noise, noxious odors, chemicals, bodily secretions, sharp objects, traffic, drugs and drug paraphernalia. Physical exertion is required to climb stairs and over walls, run, move heavy objects, crawl through tight spaces, kneel in confined areas. Physical effort is required to lift materials, equipment and persons.

The noise level in the work environment is usually quiet in the office and moderately to extremely loud in the field.

Employee is required to don personal protective equipment/gear when the circumstances or situation warrants the necessity to do so.

## **PERFORMANCE FACTORS NOT PREVIOUSLY IDENTIFIED IN THIS DOCUMENT**

Employees are expected to follow and adhere to all City of Gladstone policies which include, but are not limited to, the Personnel Handbook and Occupational Health and Safety Manual.

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

Classification History: Created 2008; Revised 2013, 2018, 2019, 2022.