POLICE CHIEF

POSITION SUMMARY

Plans, directs, manages and oversees the activities and operations of the Police Department and is responsible for the overall protection of lives and property in the City of Dickinson through the supervision of all police functions. Coordinates assigned activities with other departments and outside agencies; provides highly responsible and complex administrative support to the City Administrator.

RESPONSIBILITIES

Essential Duties:

- Assumes full management responsibility for all department services and activities including law enforcement, crime prevention and crime suppression programs; recommends and administers policies and procedures.
- Manages the development and implementation of departmental goals, objectives, policies and priorities for each assigned service area.
- Establishes, within City policy, appropriate service and staffing levels; monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; allocates resources accordingly.
- Plans, directs and coordinates, through subordinate level staff, the Police Department's work plan; assigns projects and programmatic areas of responsibility; reviews and evaluates work methods and procedures; meets with key staff to identify and resolve problems.
- Assesses and monitors work load, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement; directs and implements changes.
- Selects, trains, motivates and evaluates assigned personnel; provides or coordinates staff training and career development; works with employees to correct deficiencies; implements discipline and termination procedures.
- Explains, justifies and defends department programs, policies and activities; negotiates and resolves sensitive and controversial issues.
- Represents the Police Department and maintains cooperation and relations between the Department and other city, county, state, and federal departments, media and other organizations.
- Prepares and oversees the annual budget process for the Police Department and seeks alternative sources of funding for operations and equipment as necessary.
- Provides staff assistance to the City Administrator; participates on a variety of boards, commissions and committees; prepares and presents staff reports and other necessary correspondence; stays abreast of new trends and innovations in the field of law enforcement.
- Directs the maintenance of all required records of the Department including ensuring confidentiality, updating and record retention.
- Performs related duties as required.

Knowledge, Skills and Abilities (position requirements at entry):

- Pertinent federal, state and local laws, codes and regulations;
- Modern principles, practices and techniques of police administration, organization, operation and personnel management;
- Methods and techniques of investigation, identification and collection of evidence;
- Principles and practices of crime prevention, suppression and law enforcement, overall police department operations;
- Principles and practices of municipal budget preparation and administration;
- Judicial process;
- Appropriate emergency procedures and responses including incident command;
- Formulating policies and procedures;
- Analytical skills;
- Preparing and giving clear and concise reports to various internal and external organizations;
- Mediating disputes; respond to requests and inquiries from the general public;
- Establish and maintain effective working relationships with those contacted in the course of work;
- Communicate clearly and concisely, both orally and in writing;
- Maintain effective audio/visual discrimination and perception to the degree necessary for the successful performance of assigned duties;
- Using a variety of office equipment and related applications;

Judgment/Decision Making:

- Develops strategic direction, goals, plans, and policies for the police department.
- Sets broad objectives and is accountable for overall results in the police department.
- Authority to make decisions for the police department on matters of significance.
- Requires a high degree of independent judgment and problem solving of complex problems.
- Errors in judgment could jeopardize the viability of one or more line(s) of business and/or operation(s).

RELATIONSHIPS

Leadership/Supervisory Responsibilities:

- Responsible for the overall direction of the police department through subordinate managers.
- Encourages employee growth and development by providing or encouraging learning opportunities.
- Sets goals and objectives for others to work towards and monitors performance.
- Responsible for staff discipline; makes hiring and firing recommendations.
- This position reports to the City Administrator.

Relation to Others:

- This position has high level contact with others in key positions involving areas within the City, community, business leaders, media and other dignitaries at local, state, or federal level.
- Typically handles highly sensitive information.
- Personally ensures problem resolution. Identifies barriers to effective communication and holds self and staff accountable for customer service excellence.
- Communication includes one-on-one, frequent small group presentations, and large group presentations with an audience that may include residents, staff or other local and state officials.
- Contacted directly by media and may make statements to media per policy.

SKILLS

Education and Experience:

- Requires Bachelor's Degree, Masters preferred, in criminal justice, police science, business administration, management or other related degree.
- Ten years of law enforcement experience with a minimum of five years progressively responsible supervisory and administrative law enforcement experience.
- Completion of an in-depth course of instruction in police management such as Northwestern University's School of Police Staff & Command, Southern Police Institute, FBI National Academy highly desirable.
- Or the equivalent combination of education and experience to successfully perform the duties of this position.

Special Requirements:

- Licensed Law Enforcement Officer in the State of North Dakota or ability to obtain (within probationary period);
- Valid Driver's License (at hire); ability to obtain ND Driver's License within 90 days.

WORKING CONDITIONS:

Environment:

- Work is performed in an ever changing and atypical environment related to police services. Arbitrary exposure to physical harm and a possibility of loss of life associated with dealing with the criminal element. Threats are difficult to identify and protect against.
- Primary functions require sufficient physical ability and mobility to work in an office setting; walk, stand, or sit for prolonged periods of time; occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to travel to other locations using various modes of private and commercial transportation; to operate and use specialized law enforcement tools and equipment including guns and handcuffs; and to verbally communicate to exchange information.

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- Work is performed in a standard office setting, reactive emergency, natural or manmade disaster, and routine peace keeping environments with travel to various locations to attend meetings or respond to major crime scenes, disasters or critical incidents; the employee is occasionally exposed to outside weather conditions; occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, risk of electrical shock, risk of radiation, and vibration; the noise level in the work environment is usually moderate; however, the noise level is occasionally very loud due to sirens, firearm training, etc.; incumbents may be required to work extended hours including evenings and weekends and may be required to travel outside City boundaries to attend meetings.

CLASSIFICATION: Grade PD-22
FLSA: Exempt
Draft prepared by Fox Lawson and Associates LLC (JPF)
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