

a. General Responsibilities. The Chief is responsible for the organization, operation and performance of the Police Department. The Chief shall establish and maintain organization and structure within the Police Department which will provide for maximum efficiency and effectiveness in providing law enforcement services to the City, and enforce City policies, regulations, safety and health standards, legal requirements and all other applicable operating and administrative procedures and practices. As the departmental manager, the Chief is expected to: develop realistic and quantitative departmental goals and objectives, both short and long range, consistent with those of the City, and develop and implement a detailed operational plan of action and strategy for achieving those goals and objectives after presentation to and acceptance by the Mayor and City Council; maintain and disseminate throughout the department the basic City philosophies; translate the goals and objectives of department and the City into assignable responsibilities and direct the department in such a manner that all employees understand clearly what is to be done, how, when, where, why and by whom; assure that positions within the department are appropriately staffed with competent personnel, and that job assignments are made so that the skills of assigned manpower are utilized to the fullest extent possible; develop and maintain effective lines of communication throughout the organization; coordinate with other departments to plan, develop and maintain orderly patterns of interdepartmental efforts, and prevent action in the police department which would have adverse effects on other departments; exercise general overall surveillance and control of effort and workmanship in progress and evaluate past performance of the department as a means of measuring and improving future results; establish controls and methods to assure the efficient and economical utilization of all departmental assets such as manpower, money, equipment and supplies, facilities and time, and implement a method of checks and balances to monitor and control departmental progress toward objectives; continuously monitor the performance of the department against forecasts and budgets, account for variances and implement corrective action where required and devise improvements to simplify operations and eliminate waste where appropriate; keep abreast of the latest developments in law enforcement, and in techniques and principles of management; use tact, courtesy, diplomacy, cooperation, and otherwise maintain decorum in dealings with individuals within the police department, other departments, visitors, and the public; maintain discretion in handling matters of a proprietary, confidential or personal nature.

b. Reporting relationship. The Chief of Police reports to the Mayor.

c. Duties designated. Specific duties of the Chief include, but are not limited to: plan and direct all activities in the police department to assure that public safety and law enforcement goals of the City are met; develop and implement internal policies, procedures, schedules and other operating practices, rules and regulations to assure optimal efficiency and effectiveness of the department and that conform to recognized and proven principles, assure that personnel are assigned to shifts or working units, which provide optimum effectiveness in terms of current situations and circumstances governing deployment; the Chief is expected to perform all the basic duties of the position of police officer, stand shifts in the regular patrol schedule as needed and answer emergency calls as necessary, or as directed by the Mayor; assure that all moneys and properties taken in by the department are properly accounted for and safeguarded, and dispose of properties as authorized; assure proper maintenance and availability of equipment, apparatus, buildings and other facilities; plan and develop annual department budget requirements, including provisions for special equipment and operating expenses and justification for same, and

prepare for presentation to Mayor and Council; control expenditures within budget appropriations; develop training programs, select personnel for training and establish and maintain performance standards; determine police needs for special events as authorized, such as for parades, visiting dignitaries, grand openings, etc.; advise subordinates in effective methods and practices and regarding the resolution of specific complex problems; coordinate information gathered and work accomplished by various officers and assign officers to special investigations as the need arises for their specific skills; evaluate evidence, witnesses and suspects in criminal cases in order to correlate work, assess trends and similarities, and gain more productive efforts; assume command of cases of major importance, which present new, unusual, or particularly sensitive problems; analyze crime trends, juvenile delinquency, traffic conditions, vice and narcotic conditions, and related law enforcement and public safety problems-, determine appropriate actions to take and recommend programs for implementation; directly handles all complaints against police personnel, and assure that these are dealt with in a timely, proper and fair manner; prepare equipment and apparatus specifications and approve related purchases as authorized; may prepare and conducts crime prevention and safety promotion activities through civic, school, business and organizational groups as authorized; may attend conferences, conventions, seminars and related meetings as authorized to keep abreast of modern police department methods, techniques and administrations; serve as the City's representative in various committees for the purposes of exchanges of information, public relations, public support, and other similar law enforcement or public safety activities as authorized; maintain appropriate liaisons with the news media; establish and maintain effective working relationships with officials, employees and the general public; may maintain membership to relevant technical and professional societies and educational institutions, and attend relevant seminars and conferences as authorized; formulate and recommend actions regarding employee tenure, pay, time off, benefits, reclassification, and other personnel actions to the Mayor; the Chief shall perform such other services as may be required by state statute or ordinance of the City.

d. Administrative authority and personnel management. This position involves skilled administrative work, with responsibility for the planning, development and direction of a complete program of police administration. The Chief's work is subject to administrative review. The Chief has the responsibility to manage police activities and personnel. In performing duties related to personnel management, the Chief shall: recognize the Chief's role as one of management in regards to labor relations and manage department personnel in a manner which is in compliance with any collective bargaining agreement which may be in effect; apply personnel management practices, consistent with City policy and any effective collective bargaining agreement, which assures that every employee is treated as an individual, is treated consistently and equitably, has opportunity and recognition for contribution, is encouraged to develop pride in workmanship, and otherwise provide an environment for motivation to outstanding performance; assure that employees clearly understand what is expected of them; establish standards of performance expected for each position; complete scheduled appraisals of performance and conduct formal consultations with employees; resolve employee complaints and grievances expeditiously and equitably; counsel on personal matters to the extent applicable; assure that disciplinary or other corrective action involving assigned employees is fair and equitable, consistent and taken in a timely manner and according to disciplinary procedures adopted by the City; consult with the Mayor prior to taking action which might have serious consequences on other groups or throughout the City; establish a working environment within the department that will attain and maintain a high level of employee

morale; develop assigned lower level supervision to their maximum potential by regular appraisal, counseling, coaching and training in proper management principles, techniques and practices; establish programs and procedures which will encourage employees to continuously develop and upgrade themselves; determine manpower requirements and prepare justification for acquiring additional manpower if required for presentation to the Mayor and City Council; establish a program to assure proper orientation and on-the-job adjustment for the new employees; obtain approval of the Mayor and/or City Council for any matters related to personnel administration as required by City policy; furthermore the City agrees to legally defend and support the Chief in any actions/claims arising from his position with the City.