

POSITION DESCRIPTION

City of Monett

Monjob80

JOB TITLE: Police Chief

DEPARTMENT: Police

SALARY RANGE: Payroll – Level 13

IMMEDIATE SUPERVISOR: City Council

ESSENTIAL FUNCTIONS

- I. Supervisory Activities 40% of Time
- A. Delegates the selection and interview process to appropriate staff assuring for compliance with applicable laws and rules.
 - B. Provides direct and indirect supervision of subordinate officers, acts as a role model, and provides feedback regarding performance.
 - C. Provides formalized coaching and judging of subordinate officers assuring for professionalism, impartiality, accurate documentation and timeliness.
 - D. Makes decisions regarding promotions, provides recognition, makes decisions regarding disciplinary action as needed assuring for professionalism, impartiality, accurate documentation and timeliness.
 - E. Assures that the necessary training on specific police process and activities is provided.
 - F. Provides final approval of schedules, staffing, policies, procedures, payroll, vacation and holiday leave and other department issues assuring that shifts are adequately staffed and personnel needs are met.
 - G. Reviews all reports and assigns daily work assignments as needed for the department.
 - H. Assigns follow-up regarding open cases

- I. Reviews Search Warrants and Probable Cause Affidavits prior to going to various Prosecutors for the formal Filing of Charges.
 - J. Schedules department training regarding POST requirements certification.
- II. Budget Related Activities 5% of Time
- A. Assists with budget process for police, 911 and communications assuring for accuracy. Responds to requests by supervisor assuring for accuracy, timeliness and professionalism.
 - B. Provides details if budget variances occur and assists in bringing operations back into compliance with budget as needed.
- III. Planning Activities 15% of Time
- A. Assists with the determining and setting goals and projections for future developments assuring that the department is progressive in step with trends.
 - B. Attends external meetings, seminars, and programs so as to maintain an awareness of the trends and developments of the law enforcement industry.
 - C. Is accessible by attending internal meetings with department and other staff persons to obtain inputs and to encourage ongoing communication.
 - D. Maintains current training schedule for officers, for State certification purposes.
- IV. Community and City Liaison Activities 10% of Time
- A. Acts as a liaison between the police department and the general public advising and communicating on matters of crime prevention and the maintenance of a safe environment assuring for professionalism and positive public relations.
 - B. Keeps others apprised and informed regarding trends and items of

interest assuring that communication is ongoing.

- C. Oversees and makes public relations presentations, responds to citizen's questions or inquiries, and speaks to citizen's groups assuring that the police department and the City is represented and presents a positive public image at all times.
 - D. Attends Council meetings and reports monthly activities.
 - E. Coordinates with the City Prosecutor to create or modify City ordinances pertaining to the Police Department.
 - F. Attends and participates in extra-curricular activities in the community assuring high visibility and professionalism in the community.
 - G. Acts as liaison with other police departments.
 - H. Serves as member of local Emergency Planning Committee.
- V. Routine Police Activities 20% of Time
- A. Assists with patrol activities as needed including report writing assuring for safety, positive public image and professionalism.
 - B. Assists as needed with physical deterrent activities assuring for safety, departmental policy compliance and other applicable laws and rules.
 - C. Assists with community policing activities as needed, providing compliance with all departmental and outside agency laws and regulations.
 - D. Provides 24-hour on-call duty for major incidents.
 - E. Responds to requests from immediate supervisor in an accurate, complete and timely manner.
- VI. Major Case Activities 10% of Time
- A. Supervises Major Case activity and investigations. Oversees Major Crime Scenes.
 - B. Liaison with Prosecutors, Attorneys and others during Major Cases.

- C. Develops case outline for Major Cases. Presents Case Outline to appropriate Prosecutor for the formal filing of charges.
- D. Develops and presents News Releases for the Department, assuring for professionalism.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying the position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor; subject to reasonable accommodations.

WORK ENVIRONMENT

- ◆ Above Average accessibility of all work sites required for the position.
- ◆ Extreme exposure to weather and temperature extremes.
- ◆ Average exposure to chemicals and fumes.
- ◆ Average exposure to heights.
- ◆ Above Average exposure to work safety hazards.
- ◆ Average amount of overtime/extended work hours required.
- ◆ Above Average exposure to dust.
- ◆ Above Average exposure to loud noises.
- ◆ Above Average exposure to darkness.
- ◆ Above Average exposure to cramped spaces.

PHYSICAL EFFORT

- ◆ Normal physical mobility: movement from place to place on the job, considering distance and speed.
- ◆ Normal physical agility: ability to maneuver body while in place.
- ◆ Normal physical strength to handle routine office materials and tools.
- ◆ Above Normal physical strength to handle 50 lb. objects, considering frequency.
- ◆ Normal dexterity of hands and fingers.
- ◆ Normal physical balance: ability to maintain balance and physical control.
- ◆ Normal coordination, including eye/hand, hand/foot, etc.
- ◆ Above Normal endurance.

KNOWLEDGE REQUIREMENTS

- ◆ Completed Bachelors Degree in unrelated field or Associates Degree in Criminal Justice.
- ◆ One-Thousand hours in specialized related police training.
- ◆ Valid Missouri Driver's License.
- ◆ State of Missouri POST Certification.
- ◆ Must be 21 years of age, U.S. citizen.
- ◆ Non-convicted felon.
- ◆ Ten years or more of police experience.
- ◆ Five years or more supervisory experience, Lieutenant or above.

MENTAL EFFORT

- ◆ Normal concentration/intensity: prolonged mental effort with limited opportunity for breaks.
- ◆ Above Average memory, considering the amount and type of information.
- ◆ Above-Normal complexity of decision making.
- ◆ Above-Normal time pressure of decision making.
- ◆ Normal analytical thinking.
- ◆ Normal conceptual thinking.

COMMUNICATION

- ◆ Average verbal communication.
- ◆ Average written communication.
- ◆ Average non-verbal communication

SENSORY ABILITIES

- ◆ Normal ability to see.
- ◆ Normal ability to distinguish colors.
- ◆ Normal ability to hear.
- ◆ Normal ability to smell.
- ◆ Normal sense of touch