

VILLAGE OF CROSS PLAINS

Position Description

Department: Police Department

Job Title: *Chief of Police*

Reports to: Village Administrator/Clerk

Supervises Police Department

Status: At Will

Position Type: Full-time

Hours: 40 / week

FLSA: Exempt

GENERAL DESCRIPTION

This is a highly responsible police administrative, management and supervisory position. The position occupant is in command of, and is responsible for the direction of all department personnel and services. The position occupant is appointed by the Village of Cross Plains Village Board, under the direction of the Village Administrator and is subject to lawful written orders of the Village President and the Village Board. The position occupant is expected to exercise a high degree of initiative and independent judgment.

ESSENTIAL JOB FUNCTIONS

The job functions listed herein are neither exclusive nor exhaustive, but are intended to be illustrative of the types of tasks the employee will most likely be expected to perform on a regular basis. The employee may be asked to perform different or additional tasks than the ones listed here, as the needs of the employer and/or the requirements of the position change.

1) Systems and Procedures

- Responsible for the development of improved and modernized operating methods for the police department.
- Responsible for analyzing the suitability of staffing, assignments, and deployment.
- Responsible for supervising and evaluating pilot projects, and which policies and procedures will be tested.
- Responsible for the design and implementation of program evaluations.

2) Mid and Long-Range Planning

- Responsible for periodically reviewing all department plans, policies, and procedures to ensure that they are recorded and up to date.
- Responsible for operation of plans, in terms of their suitability, their weaknesses, and the need for their adjustments or improvement.
- Responsible for the development and preparation of plans that enhance departmental goals and obtain objectives.
- Responsible for the preparation and implementation of monitoring and evaluation systems for department activities and programs.

3) Policy and Written Communication

- Responsible for reviewing written communications, and plans, policies and procedures, for their modernization and increased efficiency.
- Responsible for the design and control of all departmental forms.
- Responsible for the development and establishment of record systems and procedures.

ESSENTIAL JOB FUNCTIONS (CONTINUED)

- Responsible for the review, updating, and distribution of policy and procedure directives, orders, and memorandum.
- Responsible for the requisition and maintenance of department publications.
- Responsible for the preparation of all statistical data and regular reports required of the department.
- Responsible for monitoring departmental operations to ensure they are all in compliance with departmental policies and procedures.

4) Personnel Management

- Responsible for ensuring that job descriptions and specifications are maintained and updated.
- Responsible for the coordination of the employment application process within the police department in conjunction with the Police Commission.
- Responsible for ensuring that departmental schedules are prepared.
- Responsible for ensuring that programs are implemented to develop and evaluate all departmental personnel.
- Responsible for serving as a direct supervisor for all Police Department personnel, including civilian employees.
- Responsible for the enforcement of departmental policies and procedures and initiate disciplinary action as required and necessary.
- Responsible for planning and coordinating personnel assignments.
- Responsible for participating in the selection of departmental position applicants in conjunction with the Police Commission.

5) Financial Management

- Responsible for the preparation of the department budget.
- Responsible for monitoring all departmental expenditures to ensure appropriate spending and charging to department accounts.
- Responsible for ensuring that all financial reports required by other village offices are accurately prepared and submitted in a timely fashion.
- Responsible for managing and directing departmental resources so that department goals and objectives are attained at their maximum potential.
- Responsible for the proper handling, accounting, and distribution of all monies collected or received by the police department.

6) Direction and Supervision.

- Shall have overall responsibility to ensure that the proper planning, organizing, directing and supervision of all police department personnel is achieved.

7) Data Processing

- Responsible for ensuring that all data collection requirements are satisfied
- Responsible for the periodic audit of data collection processes to ensure that they are being properly observed.
- Responsible for the approving and updating of all departmental forms.
- Responsible for ensuring that the department is adequately supplied with required forms and data.

ESSENTIAL JOB FUNCTIONS (CONTINUED)

8) Education and training

- Responsible for the maintenance of departmental training schedule to ensure that the Village of Cross Plains Police Department satisfies all State mandated requirements for in-service training.
- Responsible for the maintenance of files identifying all training courses, seminars, and schools attended by department personnel.
- Responsible for planning, organizing, coordinating, arranging, and when necessary, conducting the department's training programs.
- Responsible for ensuring that recent court decisions are reflected in appropriate department policies and procedures and subsequently distributed to all appropriate personnel.

9) Inspection

- Responsible for ensuring that all departmental reports are properly reviewed and filed.
- Responsible for ensuring that periodic audits of the information systems and procedures are conducted.

10) Report Preparation.

- Responsible for the preparation and submission of all department reports required by other agencies.

11) Equipment Maintenance

- Responsible for the overall condition of department equipment.
- Responsible for equipment inventory.

12) Community Relations

- Responsible for ensuring that relative forms and publications offered by the State and locally are available to the public.
- Responsible for development and the preparation of programs as may be requested by the community.
- Responsible for the preparation of media releases.
- Responsible for ensuring the concerns of the community are taken into account during the preparation of police department policies and procedures.

13) Central Records Maintenance

- Responsible for the maintenance and security of the department's criminal and police incident reports.
- Responsible for ensuring that the department is in compliance with all Federal and State laws governing the maintenance of police information systems.

ESSENTIAL JOB FUNCTIONS (CONTINUED)

14) Court

- Responsible for maintaining liaison with the Dane County District Attorney and the Village Attorney.
- Responsible for ensuring that the required papers and reports are submitted to the court in an appropriate and timely fashion.

15) Crime Prevention

- Responsible for coordinating activities, developing methods of activities and implementation of departmental activities to be utilized.
- Responsible for ensuring that all police personnel are informed of recent developments in the area of crime prevention.
- Responsible for coordinating all crime prevention activities within the Village of Cross Plains.
- Responsible for ensuring that crime trends are analyzed and appropriate actions are being taken to address problems.
- Responsible for monitoring crime prevention activities to ensure that they are in compliance with applicable departmental policies and procedures.
- Responsible for establishing rapport with the local community and implementing crime prevention programs tailored to community needs.
- Responsible for informing the public of community crime prevention methods through citizen contacts, attendance at community meetings, lectures to groups, and conducting crime prevention displays.

16) Traffic Coordination

- Responsible for ensuring that all traffic related records, reports, and files are prepared, maintained, and submitted in an accurate, complete and timely fashion.
- Responsible for ensuring that departmental personnel are informed of recent changes in traffic codes, procedures, and activities.
- Responsible for ensuring that adequate planning and staffing have been made for special events scheduled in the community.
- Responsible for maintaining liaison with other Village of Cross Plains departments in an effort to control traffic activity.
- Responsible for identifying traffic related problems within the Village of Cross Plains and submitting such findings and recommendations to the Cross Plains Village Board.
- Responsible for ensuring that traffic law violation enforcement activities are directed to affect areas which experience high accident rates, or which have safety-related concerns and that the enforcement activities are in compliance with departmental policies and procedures.

ESSENTIAL JOB FUNCTIONS (CONTINUED)

17) Professional Association

- Responsible for maintaining liaison with law enforcement agency administrators with concurrent jurisdiction, by maintaining membership in, and by participating in, the affairs of local and state law enforcement administrators' associations.
- Responsible for setting an example of conduct, which establishes a high professional and ethical standard for all subordinate personnel and to the community.

18) Department Liaison to Village Board

- Shall attend meetings of the Village Board as required or as needed and shall represent department interests and provide effective input as required.
- Shall provide suggestions and assistance to the Village Administrator and the Village Attorney as necessary in the formulation or amendments of ordinances.

19) Job Retention

- Position occupant shall hold office during good behavior and acceptable performance of the required duties.
- Subject to suspension or removal for just cause by recommendation of Police Commission.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

The requirements listed below are representative of the knowledge, skills, and abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

- Knowledge of modern police programs, operational functions, and legal concepts.
- Ability to adjust to technological and sociological changes.
- Ability to express thoughts clearly and concisely, both orally and written.
- Ability to establish harmonious and effective working relationships with department personnel, other public agencies and the public.
- Comprehensive knowledge, understanding, and observance of the organization, functions, powers, procedures and policies of the Village of Cross Plains Police Department.
- Familiarity of the Village of Cross Plains community.
- Comprehensive knowledge and understanding of applicable Federal, State, and local laws pertaining to the maintenance, use, and security of police records.
- Comprehensive knowledge and understanding of the administrative flow of central police records.
- Ability to display managerial and supervisory skills in a manner that maximizes the effectiveness and efficiency of department resources.
- Comprehensive knowledge of law enforcement agencies and their methods of operation, responsibilities, limitations, and relations with other governmental agencies.
- Comprehensive knowledge and observance of personnel rights and their relation to police procedures.
- Comprehensive knowledge and understanding of legalities when handling an investigation, arrest, detention, and treatment of accused offenders.
- Comprehensive knowledge and understanding of Village Ordinances, and the State of Wisconsin Criminal Code.
- Comprehensive knowledge and understanding of Statutes regulating employee-employer relations and their applicability in police personnel matters.
- Knowledge and ability to apply modern concepts of management.
- Ability to direct departmental resources in a manner that contributes to the attainment of department goals and objectives.
- Demonstrate ability to effectively practice good communication techniques with the community.

MINIMAL EDUCATION, TRAINING AND REQUIREMENTS

- An Associate's degree in Criminal Justice or related field.
- Seven (7) years of employment experience as a sworn officer with a Federal, State, or Local law enforcement agency.
- Five (5) years supervisory experience preferred.
- Advanced management training equal to the FBI National Academy, the Northwestern School of Police Staff and Command, the Southern Police Institute, or a Wisconsin Executive Development program.
- Be able to perform all law enforcement functions and other essential functions of the position.
- Have the knowledge and ability to use all standard law enforcement equipment.

NECESSARY REQUIREMENTS

- Be certified, or have the ability to be certified, as a law enforcement officer by the Wisconsin Law Enforcement Training and Standards Board within six (6) months of employment.
- Be a citizen of the United States of America.
- Pass a criminal and financial background check.
- Have no felony convictions.
- Have no domestic violence convictions.
- Have a valid Wisconsin Driver's License.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

- Individual may be exposed to extended working hours.
- Due to the nature of the position, normal working hours will be compatible with those of other governmental agencies and the individual is on an on-call status twenty-four (24) hours a day, seven (7) days a week.
- Due to the nature of the position, the individual can be exposed to worker isolation.
- Position requires the individual to attend seminars, workshops, and other in-service training programs as necessary to maintain the level of knowledge and skills required for this position.
- The individual is eligible for other employee benefits as are afforded other police personnel, and/or other village management personnel unless otherwise excluded in this section.

The Job Description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. The Village of Cross Plains retains and reserves any and all rights to change, modify, amend, add to or delete from any section of this position description. The Village of Cross Plains is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Village will provide reasonable accommodations to qualified individuals with disabilities.

I, _____, acknowledge that I have received a copy of the Job Description for the position of Chief of Police with the Village of Cross Plains and have read and understand its contents.

Dated this ____ of _____, _____.

Employee

Supervisor

Created: April 1, 2010

Amended: August 7, 2019