

Dixon Police Dept.

Chief of Police

Date: September 28, 2022

Department: Police

Immediate Supervisor: Mayor

SUMMARY

The Chief of Police shall have general supervisory control over the Dixon Police Department, shall enforce discipline among the members, and shall be responsible for the instruction of the members in their duties, subject to the advice and consent of the Board of Aldermen. Reporting directly to the Mayor, the Chief of Police oversees day-to-day operations of the Police Department and advises staff, Board of Aldermen, and the General Government / Public Safety Committee on public safety policies and issues.

RESPONSIBILITIES AND DUTIES

The following duties are typical for this classification. Incumbents may not perform all the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

- Directs and participates in the development of programs and goals to ensure the duties of the police department are carried out as outlined in Chapter 200 of the Dixon City Code.
- Plans, implements, and evaluates programs to maintain effective law enforcement for the City of Dixon.
- Develops and advances public safety strategies, policies, and best practices; ensures that personnel have clear guidelines of authority and responsibility.
- Professionally interacts and communicates both verbally and in writing regarding all police matters to merit the respect, trust, and confidence of elected and appointed officials, employees, and the public.
- Leads, coaches, and develops personnel; responsible for 3-5 sworn in full-time officers and up to 5 sworn in part-time/reserve officers.
- Prepares, reviews, and manages annual police and communications budget.
- Presents oneself as a credible and knowledgeable representative of the city to maintain public trust.
- Cultivates positive relationships while serving all internal and external customers using effective communication and team building skills.
- Serve as a representative of the City of Dixon, demonstrating positive actions through the display of professionalism, courtesy, and appropriate tact and discretion in all interactions with other employees and with the public.

- Plan, prioritize, assign, supervise, and review the work of sworn law enforcement staff involved in traffic and field patrol, investigations, crime prevention, community relations, and related services and activities.
- Prepare, process, and maintain a variety of written reports and records pertaining to assigned activities including daily activity reports.
- Participate in the selection and hiring of assigned personnel; train and evaluate assigned personnel; assist with training and orientation of new employees; provide training, guidance, and counseling to assigned personnel; complete employee performance evaluations and reviews as required; promote career development of subordinates.
- Oversee and supervise a variety of special services, programs, and projects; oversee the department's public relations function; coordinate special events; handle miscellaneous complaints and projects for the Centralia Police Department.
- Recommend and assist in the implementation of goals and objectives; establish schedules and methods for providing effective law enforcement services; implement approved policies and procedures.
- Conducts internal affairs investigations and investigations of citizen complaints as necessary.
- Reviews timesheets for correctness and completeness of department staff, approve overtime and submit report to Office Administrator for payroll.
- Supervise non-sworn staff and supervisors, ensure proper protocol and procedures are being followed in alignment with CJIS, MULES, Attorney General's Office, and other governing bodies regarding reporting and sensitive information.
- Exercise a supervisory control over the City holding facility, keeping a register of all persons held therein, by whom, for what offense, when committed, and when and by what authority discharged.
- Seeks to actively listen and provides prompt assistance to others.
- Equally treats others with dignity and respect.
- Problem solves; accepts accountability for self and work product.
- Actively pursues advanced training to expand leadership skills, knowledge, and best practices in policing.
- Maintains existing regional and interagency cooperative agreements and seeks out new opportunities for partnerships.
- Ensures accurate and timely compliance with reporting all state and federal regulations and filings, including periodic crime reports.
- Provides professional development opportunities to Police Department commissioned and non-commissioned personnel.
- Manages internal control of police evidence and records.
- Perform related duties as required.

Minimum Qualifications:

- Graduation from an accredited university with a bachelor's degree in Criminal Justice, Public Administration or similar; a combination of education and experience will be considered.
- Well-rounded career in law enforcement, including a minimum of 5-years of command level experience.

- P.O.S.T. certified by the State of Missouri, or ability to meet all Police Officer requirements for the State of Missouri within 60 days of hire.
- Knowledge of federal, state, and local laws and regulations with a track record of using best-practice police methods.
- Experience serving a police department similar in size and complexity to Dixon preferred.
- Ability to successfully complete pre-employment physical and drug screening.
- Ability to analyze complex data and problem solve.
- Ability to communicate effectively with elected and appointed officials, citizens, and staff.
- Ability to develop and execute strategic plans and policies.
- Demonstrates superior communication skills.
- Demonstrates an ability to build and maintain the trust of the community through a commitment to high ethical and integrity standards and transparency.
- Values diversity and works cooperatively and effectively with a diverse population.
- Possesses a collaborative leadership style and thrives in a team environment.
- Embraces creative ideas and encourages innovative thinking.
- Demonstrates knowledge and willingness to help in preparation of annual budgets, grant applications, presentations, and reports.
- Possesses strong leadership skills to effectively manage, develop, and maintain positive staff morale through coaching and mentoring.
- Desires to maintain accurate and transparent practices to improve police services.
- Values and successfully maintains regional and inter-agency cooperation and partnerships.

Residency requirement:

Must reside within a 20-minute response time to the Dixon Police Department.

Apply in person at 303 S Elm, Dixon, MO 65459 or on indeed.com.