

CITY OF ELSBERRY, MO

CHIEF OF POLICE JOB DESCRIPTION & QUALIFICATIONS

OVERVIEW

Under the direction of the Mayor and Board of Aldermen, the Police Chief plans, organizes, coordinates, and directs the City's police services and law enforcement program, including patrol, traffic enforcement, investigation, animal control, code enforcement, and administrative support services. The Police Chief provides direct and functional supervision over sworn and non-sworn law enforcement personnel of the Police Department.

EXAMPLES OF ESSENTIAL DUTIES & RESPONSIBILITIES

Duties include, but are not limited to, the following:

1. Ensure that laws and ordinances are enforced, and that public peace and safety is maintained.
2. Plan, organize, coordinate, and direct all City police functions including patrol, law enforcement, investigation, police communications, community, code enforcement, municipal court security, and administrative services.
3. Work with the Mayor, the Board of Aldermen, and other City departments to develop and implement effective law enforcement policies and programs to reduce and solve police service problems.
4. Perform all law enforcement functions including patrol, investigation, arrests, issue municipal summons, and interrogation.
5. Proactively, identify, research, develop, apply for, and administer federal, state and private financial grants and other funding sources to support the City's policing and law enforcement services.
6. Represent the City and the Police Department and work closely with citizen groups, public and private officials, and outside agencies; and serve as liaison for other law enforcement agencies to provide technical assistance, and to ensure responsive, appropriate delivery of law enforcement services.
7. Search for, select, supervise, motivate, evaluate, train, develop, and discipline Police Department personnel; participate in various personnel matters, including investigating complaints, conducting internal investigations, and provide corrective action as appropriate.

8. Direct the preparation and administration of the annual capital and operational budgets for the Police Department.
9. Oversee Police Department fiscal operations; direct the forecasting of additional funds needed to ensure adequate law enforcement services, programs, activities, and related tools, supplies, and equipment.
10. Attend Municipal Court and organize, coordinate, and directs through appropriate police personnel all security and bailiff services for Municipal Court.
11. Establish and maintain a working environment conducive to positive morale, individual style, quality, creativity, and teamwork.
12. Present Police Department issues and recommendations on major issues requiring policy direction to appropriate advisory bodies, Board of Aldermen, and to the Mayor.
13. Exercise the City Traffic Engineer's authority if the office of City Traffic Engineer is vacant.
14. Prepare all required Police service statistical, administrative, and financial written reports
15. Execute all process, orders, and notices arising and required under the ordinances of said City.
16. Assure that personnel are assigned to shifts or working units which provide optimum effectiveness and coverage.
17. Perform all duties required by law, including, but not by way of limitation, those duties set out in Chapter 71 of the Code of the City of Elsberry, Missouri, and the ordinances of said City.
18. Review evidence, witnesses, and suspects in criminal cases to correlate all aspects, and to assess for trends, similarities, or for associations with other cases.
19. Prepare and present agenda items for the Board of Aldermen; and attend Board of Aldermen meetings.
20. Operate a motor vehicle in all environmental conditions and, on occasion, operate the vehicle at high speeds and in congested traffic situations.
21. Responsible for the maintenance, security, control, chain of custody, and delivery of seized evidence items.

22. Represent the City and participate in the development of major intergovernmental plans and programs.
23. Oversee the Police Department's traffic safety program and enforce traffic regulations.
24. Maintain effective community relations and develop crime prevention programs.
25. Supervise maintenance of records regarding arrests, investigations, and other police matters.
26. Perform the duties of subordinate personnel as needed.
27. Perform a variety of other related duties as assigned.

MINIMUM QUALIFICATIONS

1. The Chief of Police shall be at least twenty-five years of age, a resident of the State of Missouri, and a citizen of the United States.
2. Possess all qualifications, training and certification required by the State of Missouri for individuals serving as peace officers pursuant to Chapter 590 RSMo. and Chapter 71 of the City Code, and all amendments thereto, including a Class A P.O.S.T. Certification.
3. Current firearms certification
4. The ability to:

Perform all of the Duties and Responsibilities listed above.

Plan, organize, administer, coordinate and evaluate a comprehensive police services program.

Select, motivate and evaluate staff and provide for their training and professional development.

Develop and implement goals, objectives, policies, procedures, work standards and internal controls.

Analyze complex technical and administrative police service problems, evaluate alternative solutions, and adopt effective courses of action.

Prepare clear and concise reports, correspondence, and other written materials.

Establish and maintain cooperative working relationships with a variety of citizens, public and private organizations, boards and commissions, City staff, and County and State Law Enforcement agencies.

Exercise sound independent judgment within general policy and administrative guidelines.

Plan, communicate, and provide direction, leadership, and a vision for the Police Department and operations standards.

Foster strong community relations and partnerships through the creation and administration of model community policing programs and activities.

5. Knowledge of:

Principles of community policing and a willingness to work collaboratively with the community.

Administrative principles and methods, including goals and objectives development, program development and implementation, work organization and delegation, and employee supervision.

Principles and practices of law enforcement, investigation, patrol, community services, and related police services.

Criminal law, codes, ordinances and court interpretations including rights of citizens, apprehension, arrest, search and seizure, and rules of evidence.

Principles and practices of budget development and administration. Local government organizations and functions as related to public safety.

Modern and complex principles and practices of law enforcement.

Organizational and management practices as applied to the analysis and evaluation of programs, policies, and operations.

Financial planning, management and resource allocation; cost accounting, budgetary processes and procedures for local government and federally funded programs.

Pertinent Federal, State and local laws, regulations, codes, ordinances, and policies.

Effective leadership, mentoring, team building, methods and problem-solving techniques.

Supervision, including hiring, cultural and ethnic diversity, firing, training and development, discipline, delegation and performance evaluation.

Persuasive written and oral communication and presentations with individuals and before groups.

Organizational development, reorganizations and program development, evaluation, goal setting.

Political environment and sensitivities.

6. Education:

Equivalent to an Associate degree from a college or university with major course work in criminology, law enforcement, social science, public administration or a closely related field; and

Police Academy certification

7. Experience:

Six (6) years of law enforcement experience; and

Three (3) years as a lead officer, supervisory, management position or leadership position, such as the rank of Police Lieutenant or higher.

7. Possession of a valid drivers' license from the State of Missouri.

8. Live within 45 minute travel time from the City of Elsberry.

9. No felony convictions, no domestic abuse convictions, or charges pending.

10. Meet and maintain physical and mental condition appropriate to the performance of assigned duties and responsibilities which may include the following physical demands: running, walking, crouching or crawling during emergency operations, moving equipment and injured persons, climbing stairs/ladders, walking standing or sitting for extended periods of time, performing life-saving and rescue procedures, making arrests, operating assigned equipment, and the ability to lift 50 pounds.

11. Salary & Benefits:

Salary will be commensurate with experience; the 20-year incumbent received \$47,760 per year plus benefits.

Other benefits include 100% health insurance for employee, dental & vision coverage, vacation, holiday, sick leave and LAGERS retirement.

12. Applications are available at Elsberry City Hall in the City Clerk's office located at 201 Broadway, Elsberry, MO 63343. City Hall is open Monday-Friday 8:00AM – 4:00PM and is closed from 12:00PM-1:00PM for lunch.

The deadline for submitting applications is Friday, December 6, 2019.

The City of Elsberry is an Equal Opportunity Employer.