

# CITY OF HELENA



**Position Title: Chief of Police**

**Department: Police**

**Position #: 2201**

**Grade: 167**

**EEO Category: (04) Protection/Services FLSA: Exempt**

**EEO Function: (04) Police Protection Work Comp Code: 7720**

## **DEFINITION**

Under general administrative direction, to plan, direct, manage, and oversee the activities and operations of the Police Department including operations, investigations, support services, and research and development services and programs; to coordinate assigned activities with other City departments and outside agencies; and to provide highly responsible and complex administrative support to the City Manager.

## **SUPERVISION RECEIVED**

Supervised by the City Manager.

## **SUPERVISION EXERCISED**

Exercises direct and indirect supervision over all management, supervisory, professional, technical, and clerical staff.

## **EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

Assume full management responsibility for all Police Department services and activities including operations, investigations, support services, and research and development services and programs.

Manage the development and implementation of Police Department goals, objectives, policies, and priorities for each assigned service area; establish, within City policy, appropriate service and staffing levels; allocate resources accordingly.

Continuously monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; assess and monitor work load, administrative and support systems, and internal reporting relationships; identify opportunities for improvement; direct the implementation of changes.

Represent the Police Department to other City departments, elected officials, and outside agencies; explain and interpret Police Department programs, policies, and activities; negotiate and resolve sensitive, significant, and controversial issues.

Select, train, motivate, and evaluate Police Department personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures; recognize commendatory performance.

Plan, direct, and coordinate, through subordinate level managers, the Police Department's work plan; meet with management staff to identify and resolve problems; assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures.

Manage and participate in the development and administration of the Police Department budget; direct the forecast of additional funds needed for staffing, equipment, materials, and supplies; direct the monitoring of and approve expenditures; direct the preparation of and implement budgetary adjustments as necessary; apply for grants and monitor grant compliance.

Provide staff assistance to the City Manager and City Commission; prepare and present staff reports and other necessary correspondence.

**Important & Essential Duties cont.:**

Coordinate Police Department activities with those of other departments and outside agencies and organizations; maintain and facilitate public relations and cooperative working relationships with news media, schools, local organizations and the general public; attend and speak at various community functions and meetings; prepare press releases and confers with the media in matters related to assigned activities.

Conduct a variety of organizational studies, investigations, and operational studies; recommend modifications to Police Department programs, policies, and procedures as appropriate.

Plan, organize, and coordinate activities to achieve the mission of the Police Department including preservation of the peace, response to emergency situations, deterring crime and disorder, utilizing resources in an effective and efficient manner, establishing and maintaining professional standards, creating and sustaining strong police-community partnerships, and employing and encouraging a customer-service approach.

Assume command of major incidents or emergency occurrences.

Direct and participate in the preparation of press releases pertaining to the Police Department including "right to know" information, ensuring the protection of the rights of victims and suspects of crimes.

Direct, supervise, and perform investigations of charges and complaints brought against law officers and staff.

Investigate and secure available Federal and State grant funds to assist the Department in its mission.

Review and analyze reports, legislation, court cases, and related matters; prepare initial responses for legal actions; prepare ordinances for consideration by the City Commission.

Participate on a variety of boards and commissions; attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of law enforcement.

Respond to and resolve difficult and sensitive inquiries and complaints.

**OTHER JOB RELATED DUTIES**

May serve as City Manager upon the request or absence of the City Manager.

Perform other duties as assigned.

**SAFETY RELATED DUTIES:**

Abide by the City of Helena and department/division work practices established for specific job assignments and occupations.

Report occupational injuries, illnesses and near misses immediately to their supervisor. Follow supervisor instructions for obtaining first aid and/or medical attention. Participate in accident investigations as requested by the supervisor.

Participate fully in safety training. Suggest improvements in safety training requirements or programs to the supervisor or the safety committee.

Identify unsafe work conditions and unsafe practices. Correct hazards or report them to the supervisor or safety committee as appropriate.

**JOB RELATED AND ESSENTIAL QUALIFICATIONS**

**Knowledge of:**

Operational characteristics, services and activities of a comprehensive municipal law enforcement program.

Organization and management practices as applied to the analysis and evaluation of programs, policies and operational needs.

**Knowledge of cont.:**

Modern and complex principles and practices of law enforcement program development and administration.

Technical and administrative phases of crime prevention and law enforcement including investigation and identification, patrol, traffic control, records management, and care and custody of persons and property.

Law enforcement theory, principles and practices and their application to a wide variety of services and programs.

Recent court decisions and how they affect department and division operations.

Principles and practices used in the development and implementation of a community policing program approach and philosophy.

Functions and objectives of Federal, State, and other local law enforcement agencies.

Use of firearms and other modern police equipment.

Advanced principles and practices of budget preparation and administration.

Principles of supervision, training and performance evaluation.

Pertinent Federal, State, and local laws and ordinances, particularly with reference to apprehension, arrest, search and seizure, evidence and records maintenance, and traffic control.

Safe driving principles and practices.

**Skill to:**

Operate modern office equipment including computer equipment.

Operate firearms and other modern police equipment.

Operate a motor vehicle safely.

**Ability to:**

Perform the functions listed in the Police Officer job description.

Provide administrative and professional leadership and direction for the Police Department.

Develop, implement, and administer goals, objectives, and procedures for providing effective and efficient law enforcement services.

Plan, organize, direct, and coordinate the work of management, supervisory, professional, and technical personnel; delegate authority and responsibility.

Select, supervise, train, and evaluate staff.

Identify and respond to community, City Manager and City Commission issues, concerns, and needs.

Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.

Research, analyze, and evaluate new service delivery methods, procedures, and techniques.

Prepare and administer large and complex budgets; allocate limited resources in a cost effective manner.

Prepare clear and concise administrative reports.

Interpret and apply Federal, State and local policies, procedures, laws, and regulations.

Act quickly and calmly in emergencies.

Meet the physical requirements necessary to safely and effectively perform the assigned duties.

**Ability to cont.:**

Exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

**Physical Demands/ Work Environment**

*Essential duties require the following physical skills and work environment:*

Ability to work in a standard office environment, in a police car, and outdoors with ability to sit, stand, see, hear, lift up to 50 pds., and walk; physical and mental ability to successfully make arrests as a Police Officer when necessary and as mandated by Montana Codes Annotated and Helena City Codes; physical strength and ability to engage in foot pursuit, physically restrain humans and agility to sufficiently perform duties safely. Ability to travel to different sites and locations; availability for twenty-four hour call-out for emergency/disaster situations. Exposure to extreme noise, hot/cold temperatures, outdoors, chemicals, mechanical hazards, confined spaces, and bloodborne pathogens and other bodily fluids.

**Experience and Training Guidelines:**

*Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:*

**Experience:**

Six years of responsible law enforcement experience including three years of management and supervisory experience.

**Training:**

Equivalent to a Bachelors degree from an accredited college or university with major course work in police science, law enforcement, criminal justice, public or business administration, or a related field.

**License or Certificate:**

Must possess a valid drivers license with acceptable driving record at the time of hire and have the ability to obtain a valid MT drivers license within six months of hire.

Possession of or ability to obtain within six months of hire a P.O.S.T. Executive Certificate.

**After reading this job description, as of this date would you require any accommodation to perform these duties?**

**YES or NO** (circle one)

**Employee's Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Effective Date: March, 1995

Updated: September, 2008