

POLICE CHIEF

DEPARTMENT : **POLICE DEPARTMENT**
SALARY/GRADE :
FLSA : **EXEMPT**
CIVIL SERVICE : **INCLUDED**
BARGAINING UNIT : **NON-BARGAINING**

GENERAL DESCRIPTION OF DUTIES

Professional administrative and supervisory position responsible for providing overall leadership, philosophy, direction, planning, organization and goal development for the Police Department, and resources to upgrade law enforcement services, protection and safety of the community. Duties include but are not limited to the following: directs law enforcement and crime prevention activities of the department; ensures that law and order are maintained, laws and ordinances are enforced and measures are implemented to prevent crimes and protect life and property; enforces City personnel policies, rules and regulations and Police Department general orders and standard operating procedures; develops community and City government support for the Police Department; plans, organizes and directs the activities of professional, administrative and clerical personnel; with the assistance of the Chief Financial Officer, prepares and administers the department budget; cooperates with County, State and Federal officials where mutual law enforcement interests are concerned; with the assistance of the Personnel Department, administers the City and State Civil Service rules and regulations and the collective bargaining agreements affecting Police Department personnel; establishes and maintains rapport with other law enforcement agencies, civic groups, news media and professional organizations to foster good police community relations; maintains knowledge of Federal and State laws and City ordinances as they relate to the responsibilities of the Police Department; continually reviews staff assignments and personnel problems with management staff and makes decisions and recommendations regarding disciplinary actions; interviews, selects and evaluates Police Department officers and staff; meets with individuals, community and civic groups and other agencies regarding municipal law enforcement issues; other duties as assigned. The work is performed under the general direction of the Mayor and City Council but considerable leeway is granted for the exercise of independent judgement and initiative. Directly or indirectly supervises approximately one hundred thirty employees.

EXAMPLES OF ESSENTIAL FUNCTIONS & PHYSICAL ABILITIES (Illustrative Only)

These functions are considered essential for successful performance in this job classification and are derived from the performance objectives stated in Medical Protocol for Police Officers, Municipal Fire and Police Retirement System of Iowa.

A Police Chief candidate shall maintain a sufficient physical and mental fitness level to perform the following functions with safety and competency:

1. Sits in and safely operates a police vehicle, in all weather conditions, for up to eight hours at a time; exits and enters the vehicle numerous times during the shift.
2. Visually assesses emergency situations and requests additional assistance when

necessary.

3. Participates in training sessions that may consist of but not be limited to firearms training, running, defensive tactics, physical fitness, and intermediate weapons training.
4. Performs sudden strenuous physical activity such as chasing suspects or physically fighting with suspects during apprehension; makes rapid transitions from nonstrenuous to maximum exertion activity without a warm-up period; performs rescue and clean up activities.
5. Stands at one location for extended periods of time in all weather conditions; walks for long periods of time in all types of terrain or weather conditions.

6. Communicates with others in person, by telephone, or via two-way radio.
7. Performs clerical duties on a computer or typewriter and prepares reports and correspondence according to department policies and procedures.
8. Strength, mobility, and flexibility to lift and move victims of violent crimes or accidents and ability to subdue and control unruly or emotionally disturbed individuals.
9. Performs work of a repetitive nature and varied workload pace.
10. Wears personal protective equipment such as ballistic vest, shooting glasses, hearing protection. Uniformed officers wear a gun, ammunition, radio, handcuffs and nightstick on a belt around the waist that weighs approximately 10-15 pounds.
11. Using universal precautions, provides emergency services such as Basic Life Support and First Aid to accident victims, coworkers or others as needed.
12. Assists in on-site control including traffic control, providing assistance to bystanders, and calming distraught persons.
13. Completes required reports, forms, and personnel records accurately.
14. It is not feasible to rate the frequency of physical demands for emergency situations due to the varied nature of tasks and environmental conditions that a Police Chief may encounter. The majority of critical functions are not performed consistently in the course of a typical shift. Critical tasks are usually performed under emergency situations lasting from a few minutes to several hours and requiring intense physical and mental exertion. The responsibility to protect the public and to prevent or reduce the possibility of injury to police personnel requires that each of the physical demands

would be rated as frequent or constant. These include the following:

- a. Standing and walking.
- b. Bending/crouching.
- c. Stooping and squatting.
- d. Crawling and kneeling.
- e. Balancing and jumping.
- f. Climbing stairs and ladders; climbing over, under, or through a variety of obstacles (i.e. searching buildings, during pursuit of a suspect).
- g. Reaching above, at and below shoulder level.
- h. Pushing/pulling/dragging up to one hundred (100) pounds.
- i. Lifting and carrying up to one hundred (100) pounds.
- j. Twisting torso, hands, neck, waist.
- k. Hand and wrist motions such as simple and firm grasping/gripping, and radial and ulnar deviation (i.e. handling items of evidence, writing instruments, firearms, other police weaponry and equipment).
- l. Visual effort twenty (20) inches or less up to twenty (20) feet or more, sometimes in reduced visibility.
- m. Color vision, peripheral vision, depth perception and hand/eye coordination (i.e. safely operate a vehicle, use firearms, protect self and others during control and/or arrest situations).
- n. Hearing and speaking in loud and confused situations.
- o. Restricted mobility (i.e. performing surveillance duties).

These physical demands would be rated as occasional:

- a. Pushing/pulling over one hundred (100) pounds.
- b. Lifting over one hundred (100) pounds.
- c. Carrying over one hundred (100) pounds.

15. Mental and emotional demands include the ability to:

- a. Perform tasks with intense concentration for extended periods of time.
 - b. Remain calm and perform complex tasks during stressful and volatile situations.
 - c. Present self in non-threatening and courteous manner to the public in emergency situations.
 - d. Work as a member of a team while functioning as an individual.
 - e. Understand, follow, and give orders.
 - f. Give accurate and truthful testimony about actions and observations in a court of law.
 - g. Accept the fact that duty may require taking the life of a fellow human being in order to protect own life or life of fellow officers or citizens.
16. Must tolerate environmental conditions including the following:
- a. Performs duties in sub zero weather and contends with wind chill factors.
 - b. Works in wet, muddy or icy areas, and on slippery or uneven surfaces.
 - c. Performs work in the vicinity of vehicles in motion.
 - d. Faces exposure to infectious agents such Hepatitis A, B or C, HIV, TB and toxic chemicals, dust, fumes, and gases (responding to hazardous materials spills).
 - e. Exposed to noise levels over ninety (90) decibels (i.e. when riding in police vehicles).
 - f. Performs work in cramped body positions.
 - g. Exposed to a variety of stresses.
 - critical decision making in life threatening situations.
 - dealing with critically injured people and their families/friends.
 - tight time frames.
 - tasks requiring long periods of intense concentration.
 - unpleasant or traumatic situations (i.e. critically injured people, death, injury to self or coworkers)

- working in unknown situations.
 - must be constantly prepared to respond to emergency situations without warning.
 - h. Exposed to all weather elements (i.e. sun, heat, rain, sleet, snow ice, etc.).
- 17. Reports and prepares for duty on time presenting a neat and clean appearance.
 - 18. Communicates clearly and professionally with coworkers, supervisors and members of the public.
 - 19. Works independently and with others with minimum supervision.
 - 20. Attends work regularly at the designated place and time.
 - 21. Performs all work duties and activities in accordance with City policies, procedures and City and Police Department safety rules and regulations.
 - 22. Performs all other related duties as assigned.

ACCEPTABLE EXPERIENCE & TRAINING

- 1. Bachelor's Degree, preferably in police science, criminology, sociology, business administration, political science, public administration or other management or law enforcement related field with minimum fourteen years of experience as a sworn law enforcement officer with minimum two of those years in police administration and management at the rank of lieutenant or higher in a law enforcement agency of comparable size **or** Associate's Degree in police science, criminal justice or closely related with minimum sixteen years of experience as a sworn law enforcement officer with minimum five of those years in police administration and management at the rank of lieutenant or higher in a law enforcement agency of comparable size. Prefer experience in municipal law enforcement.

2. Experience working with culturally and racially diverse communities.
3. Certification by the State of Iowa Law Enforcement Academy (ILEA) as a peace officer or the ability to be certified within one year of appointment and meet all ILEA required certification standards as governed by the Iowa Code and administrative rules.
4. Must possess a current driver's license from state of residence and good driving record based on City of Waterloo driver license criteria. Four or more moving violations within the previous three years, three or more moving violations within the previous one year, or loss of license or conviction for DWI, reckless driving or other major moving violation within the previous five years will automatically eliminate applicant from consideration for employment. Loss of license or conviction for DWI, reckless driving or other major moving violation after appointment to position may result in leave of absence or termination. Four or more citations for moving violations within a three year period, three or more citations for moving violations within a one year period, two or more at-fault accidents while on City business within a three year period or three or more accidents, whether at fault or not within a three year period will be reviewed on a case-by-case basis by the Insurance Committee and continued employment will depend on that review and on employment history. Must obtain Iowa driver's license within thirty days of appointment to position.
3. Knowledge of the functions and procedures of other governmental law enforcement jurisdictions and authorities as they relate to a municipal police department.
4. Ability to react quickly and calmly and to direct the work of subordinates in emergency situations.
5. Ability to promote effective working relationships with supervisors, other departments, staff, subordinates, elected officials and members of the public.
6. Ability to prepare and present effective oral and written information and materials relating to police activities.
7. Ability to analyze issues of dispute and evaluate their relative importance to compromise.
8. Ability to coordinate, direct and review the programs and activities of department personnel in the delivery of a variety of law enforcement services and programs, provide leadership, develop and oversee proper training and instructional procedures for police personnel, and maintain a high level of discipline and morals.
9. Ability to make independent decisions, exercise initiative, develop rules, policies, regulations and programs for the Police Department, and interview, select and evaluate staff.

REQUIRED KNOWLEDGE & ABILITIES

1. Considerable knowledge of modern police management techniques and procedures, the standards by which the quality of police services are evaluated, and the use of police records and their application to police administration.
2. Knowledge of the principles and methods of organization, management and personnel supervision.
10. Ability to establish and maintain accurate records relating to police services.
11. Ability to establish and maintain liaisons with Federal, State and other government subdivisions, businesses, civic and citizen groups and the media.
12. Ability to review operating, budget and other administrative reports.
13. Ability to communicate effectively both

orally and in writing.

14. Ability to work with people from a broad variety of social, economic, racial, ethnic and educational backgrounds.

MISCELLANEOUS

1. Willing to comply with the City of Waterloo Residency Policy for department heads. Must establish residency within the city limits of Waterloo within one year of employment.
2. The City of Waterloo will conduct an extensive background investigation on any applicant being considered for this position including personal, professional and employment references.

3. Following a conditional offer of employment, a physical examination by a physician of the City's choice, including a drug test, will be required to determine if an applicant is capable of performing the essential functions of this job classification.

4. Required to submit to Civil Service Examination testing procedures including oral interview testing.

WORK SCHEDULE

Generally 8:00 a.m. - 5:00 p.m. Monday through Friday with one hour unpaid lunch. Must also be available outside these hours for department or City activities or meetings that require the attendance of the Police Chief including Council Meetings and staff meetings.

POLICE CHIEF DESCRIPTION 09 December 2009