

# CHIEF OF POLICE

|                             |                         |
|-----------------------------|-------------------------|
| Reports To: City Manager    | Department: Police      |
| FLSA Classification: Exempt | Grade: Salaried, Exempt |

**JOB SUMMARY:** (What is done and why.)

Directs and manages all operations of City Police Department to ensure the protection of life and property, the prevention and suppression of crime and coordinates with other City departments as necessary to carry out duties.

**ESSENTIAL FUNCTIONS:** (Majority of duties, but not meant to be all-inclusive nor prevent other duties from being assigned as necessary.)

1. Plans, manages, assigns, directs and inspects all aspects of the operations of the Police Department; consults with city officials in developing policies for the protection of life and property and the prevention and suppression of crime.
2. Presents annual department budget including recommendations for equipment, personnel and special services and furnishes documentation to support requests to city manager and city council.
3. Supervises the requisition and purchase of equipment and supplies; supervises the care and maintenance of equipment, apparatus and station.
4. Oversees the purchase and maintenance of equipment and apparatus in conformance with city and state guidelines or requirements.
5. Prepares and manages department budget and finances within established parameters; oversees employee utilization of equipment and evaluate most efficient means of performing work.
6. Maintains control of department expenditures and submits periodically regular and special reports on department activities.
7. Maintains frequent contact and communication with city officials, the general public and other police departments as necessary.
8. Responds to emergencies and directs activities at crime scenes or related emergencies.
9. Provides for the establishment and implementation of suitable training programs, maintenance and testing of equipment; develops and issues departmental rules and regulations.
10. Supports staff in all aspects of performing their jobs, including conducting periodic performance appraisals for direct reports, providing constructive feedback, expanding staff skills, and setting work and professional development goals in order to maximize the performance and quality of staff and services.
11. Attends conferences and seminars to maintain contacts with colleagues or the public for purposes of public relations, regional discussions and information gathering and exchange.
12. Performs other necessary tasks or functions as is necessary to accomplish Department goals and objectives.

**KNOWLEDGE AND EXPERIENCE:** (Minimum education, experience, technical and communication skill levels and licenses/certificates normally required to perform the duties of this position.)

Minimum Qualifications

1. Must be a Vermont Level III-certified law enforcement officer with a Bachelor's degree. (Master's degree preferred)

2. Advanced training in law enforcement management, from the FBI National Academy, Southern Police Institute, Law Enforcement Executive Program, Law Enforcement Executive Leadership Institute, or other recognized long course executive law enforcement program.
3. 15 years of progressively responsible law enforcement experience, with 5 or more years of cross functional and progressively responsible experience, including serving in an executive leadership role.
4. Required police certifications and licenses.

#### Additional Desired Qualifications

1. Thorough knowledge of the principles and practices of police administration, and of approved police methods and procedures, as well as city, state, and federal laws and regulations that affect police work.
2. Thorough knowledge of the major functional areas of city government.
3. Demonstrated ability to perform highly responsible duties of a complex nature requiring considerable initiative and judgment particularly in emergency situations which do not fall clearly within established practices or precedents.
4. Demonstrated ability to prepare and manage operating and capital budgets and to direct large scale operations of personnel and equipment under emergency conditions.
5. Demonstrated ability to establish and maintain effective working relationships with subordinates, the general public, and city officials; to organize, assign and direct the work of subordinates.
6. Demonstrated ability to manage and maintain confidential information to include criminal investigative matters sensitive in nature and confidential.
7. Knowledge of supervisory techniques and City of South Burlington Personnel Rules and Regulations and the Union Contract.
8. Demonstrated ability to communicate clearly and concisely in writing and orally.
9. Demonstrated ability to tolerate an average to above average amount of stress and have the ability to accept direction and constructive criticism.
10. Demonstrated possession of high degree of integrity, honesty, self-disciplined, emotionally stable and demonstrated ability to make sound decisions base on good judgment/common sense.
11. Demonstrated competency in using word processing, computer based incident reporting systems and other software.
12. Ability to manage with a high degree of consensus building and to ensure successful team decision-making.
13. Strong motivating, leadership and interpersonal skills.
14. Ability to handle competing priorities.
15. Proven ability to be organized, detail oriented and accurate.

**WORKING CONDITIONS:** (Typical working conditions associated with this type of work and environmental hazards, if any, that may be encountered in performing the duties of this position.)

**Internal-** Work is normally performed in climate controlled office environment, where exposure to conditions of extreme heat/cold, poor ventilation, fumes and gases is very limited. Noise level is moderate and includes sounds of normal office equipment (computers, telephones, etc.). No known environmental hazards are encountered in normal performance of job duties.

**External-** Work is performed under variable weather conditions and in an environment with considerable potential for personal danger including significant risk of injury and/or death as can be

expected in situations endangering personal safety during emergencies or when conducting investigations.

**PHYSICAL DEMANDS:** (The physical effort generally associated with this position.)

Work may include frequent strenuous physical effort required in performing law enforcement duties in situations of severe personal danger with exposure to hazardous conditions, in environments deemed to be an Immediate Danger to Life and Health (IDLH) and adverse weather conditions. Must exhibit both gross and fine motor coordination skills in operating department equipment. Must be able to operate motor vehicles under routine and emergency conditions, sit for more than one half of a work shift, participate in training which places significant stress on cardiovascular and musculo-skeletal systems, and use appropriate control and restraint techniques and equipment, restraining devices and firearms. Requires a high level of physical ability to include vision, hearing, speaking, flexibility and strength.

**SUPERVISED BY:**

Supervision is received from the City Manager.