

POLICE CHIEF JOB DESCRIPTION

The Police Chief may be part-time or full-time as directed by the Village Board. The Police Chief works collaboratively with the Safety Committee on departmental policy and discussions, is supervised by the Village Board, and reports directly to the Village President.

A. General Statement of Duties

Administers all work directing activities and employees of the Brooklyn Police Department and does related work as required. The work shall involve responsibilities for performing and supervising all police functions of the Village, including planning, directing and controlling patrol, criminal investigation, and related activities and services. Shall insure proper training, assignment, and discipline of all department members. Develops policy and procedure of the department in compliance with laws and ordinances and establishes goals and objectives of the department in conjunction with community and city officials.

The Police Chief has administrative independence in determining the activities of the department and is responsible for internal policy and control.

B. Essential Job Functions

Essential job functions listed with or without reasonable accommodation must be performed by this job title.

C. Police Department Administration

Plans, assigns, and exercises general supervision over the work of all department employee operations. Conducts employee reviews on an annual basis.

Formulates and enforces department rules, regulations, policies and procedures, and compliance with Federal, State and Local Laws/Ordinances.

Organizes, controls, and directs all department operations on a daily basis directly and through subordinates. Delegates duties to subordinate officers and staff to accomplish the primary and auxiliary functions of the police department.

Plans and supervises the enforcement of traffic and safety regulations and programs of crime prevention and detection as directed or necessary.

Advises and assists police officers in non-routine criminal or other investigations.

Attends civic club meetings, churches, schools, and other places of public gathering to explain the activities and functions of the police department, its policies and goals and to establish favorable public relations and public support of the department.

Attends Village Board meetings and other committee meetings of the Village for operation and support of the department and its goals, as directed.

Attends meetings of the Safety Committee and works in conjunction with the Committee to establish department operations in compliance with State statutory functions.

Cooperates with civic groups, schools, businesses, and industry in safety and crime prevention programs.

Oversees the record keeping process of the department in compliance with all laws. Directs the preparation of statistical and other reporting of the department including Uniform Crime Reports, statute required reports, and reports to the Village Board and other departments, committees as needed/required.

Maintains and oversees the maintenance of all personnel and general personnel policies, practices, procedures, and problems. Maintains a current knowledge of laws and modern personnel practices.

Prepares the department's annual budget and routinely supervises the administration of the approved budget in conjunction with department operations. Plans for operation and initiates immediate and long-range needs of the department/community for policing. Researches grant programs and applies and administers awarded grants.

Investigates complaints, grievances, and alleged violations of laws of department employees by the public. Administers citizen complaint procedures against department employees and takes appropriate formal or informal actions as needed/required.

Interviews and coordinates hiring of non-sworn department personnel in conjunction with the Safety Committee.

Coordinates and maintains responsibility for all department training and certifications as required for the job and/or by other authority in licensing or certification.

Supervises and authorizes department purchases, maintenance of equipment, and supplies and care of department in conjunction with budgets.

Maintains knowledge of community issues and problems and initiates plans and procedures for police response and plans. Coordinates public safety needs, recommendations, and approval as needed.

Maintains positive working relationships with other law enforcement and criminal justice agencies of the Local, State, and Federal levels for overall public safety operations and objectives.

Develops in conjunction with Emergency Preparedness Committee, emergency preparedness plans and procedures for community safety, and response to emergency/disaster.

Coordinates the needs and problems of public safety/community service levels with Fire, Public Works, Emergency Medical providers and other departments/agencies directly and daily as needed.

Prepares press/news releases and works with the public media for direct public communications, information, and support of public safety in conjunction with the Safety Committee and Village President as appropriate.

D. Police Patrol

Because the Village of Brooklyn is a small community, the Chief's position shall require the Chief to perform patrol officer duties. The duties for a patrol officer are listed below.

- § Performs and meets standards for the title of Police Officer as necessary and during an emergency.
- § Accepts all essential job functions and duties of a police officer.
- § Responds to crimes in progress, alarms, and supplements patrol officers and other employees in routine jobs as required and during emergency, special events or as needed.
- § Coordinates public special events and activities in conjunction with the Village of Brooklyn and public individuals/groups for safety and public order.
- § Appears in court to testify on behalf of the department operations, policies, and procedures.
- § Maintains current knowledge of techniques and procedures in crime detection, apprehension, and prosecution.
- § Keeps accurate records and reports; prepares detailed reports.
- § Conducts the enforcement of traffic and safety regulations and programs of crime prevention and detection as directed or necessary.
- § Assists police officers in non-routine criminal and other investigations.
- § Cooperates with civic groups, schools, businesses, and industry in safety and crime prevention programs.

E. Qualifications/Required Knowledge, Skills, and Abilities

Certified Police Officer with Wisconsin Training and Standards Bureau and must meet all minimum standards of such certification including ability to maintain all training and performance of police officer certification by the Training and Standards Bureau.

Combination of education and experience in administrative police work which has afforded progressively responsible experience in a variety of police functions including supervisory duties, a considerable amount of which shall have been command level experience.

Comprehensive knowledge of the principles and practices of modern police administration, rules and regulations of policing, and knowledge of police science and criminal justice system. Extensive knowledge of field patrol activity, crime prevention, traffic patrol, and safety and crime prevention along with general police operations.

Comprehensive knowledge of the use of the police records and their application to the identification and solution of police problems and knowledge of the standard by which the quality of police services are evaluated.

Abilities to command the respect of officers.

Proven ability to communicate effectively and accurately in both written and verbal communication skills. Ability to express ideas and instructions clearly and concisely. Must have ability to prepare and supervise the preparation of clear, accurate, and comprehensive recommendations and reports.

Ability to relate effectively with the public, village government officials and agencies, and subordinates. Organizational skills and ability to provide cooperative performance of goals and objectives.

F. Acceptable Experience and Training

Minimum Training Required: An Associate Degree in Criminal Justice from an accredited school.

Minimum Experience Required: 10 years in law enforcement and 5 years in supervisory position in law enforcement.

Successful completion of pre-employment drug, medical, and psychological tests and background investigation.

G. Tools and Equipment Used

Personal computer, computer scanner, associated software, general office equipment (copier, fax machine, phone system, etc.), radio system, mobile data system, department owned vehicles, firearms, less lethal equipment, traffic enforcement equipment, emergency responder equipment, and all other equipment as required to perform the duties and responsibilities of this position.

H. Physical Demands

The physical demands described here are representatives of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, stand, talk, or hear. The employee is occasionally required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. Specific vision abilities required by this job include close vision and the ability to adjust focus. The employee must occasionally lift and/or move up to 200 lbs, run short distances, climb stairs, operate a squad car in an emergency operation mode, discharge both their service weapon and shoulder weapon efficiently, and physically perform arrest and DAAT procedures on a combative subject.

I. Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment varies from quiet to extremely loud depending on the situation that the employee is confronted with.

Police Chief

Dated: _____

updated 12/31/08