WEST FORK POLICE DEPARTMENT

JOB DESCRIPTION

JOB TITLE: CHIEF OF POLICE

JOB SUMMARY:

The Chief of Police is a professional and administrative position for planning, organizing and directing activities of the Police Department to ensure effective enforcement of Laws and Ordinances. The Chief of Police works under the direction of the West Fork City Mayor. This position is governed by law enforcement procedures, state and federal laws and department policy.

EXAMPLES OF WORK:

1) Manages the daily operations of the Police Department; develops and implements policies and procedures governing the operation of the Police Department; ensures compliance with policies by establishing training programs, interpreting policies, monitoring performance and establishing disciplinary procedures.

2) Approves department personnel assignments; counsels and evaluates subordinates; approves all departmental purchases; establishes department priorities for enforcement of laws and ordinances; and develops new programs to meet departmental priorities.

3) Prepares departmental goals and objectives; compiles total departmental budget for review by Mayor and City Council; and approves and monitors all departmental expenditures to ensure compliance with approved budget.

4) Reviews daily reports to monitor daily operations and provide Mayor with briefings.

5) Develops and conducts a sound public relations program to attain maximum public confidence and interprets departmental policies and objectives for department personnel, the press and the public; and has final authority in determining course of action to take in response to formal complaints.

6) Coordinates law enforcement services with other law enforcement agencies, i.e. County, State and Federal as required; and exchanges information with those agencies regarding new programs, special department activities and law enforcement procedures.

7) Reviews court decisions and changes in legislation affecting Police Department operations; changes department policies and procedures to comply with legal requirements.

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9) Communicates with individual citizens in person and by telephone on a daily basis; and represents the Police Department at public functions and speaking engagements when required.

10) Reviews court decisions and changes in legislation affecting Police Department operations; changes department policies and procedures to comply with legal requirements.

11) Testifies in court cases regarding Police Department operations.

12) Performs other related duties as required.

WORK RELATIONSHIPS:

The Chief of Police has contact with the West Fork City Mayor, department personnel, other law enforcement agencies and the general public; and frequent contact with City Council members, other City departments, the news media, local businesses, civic organizations, and state and federal agencies.

SPECIAL JOB DIMENSIONS:

The position involves regular and irregular hours needed to manage police services. Work hours may be extended in the event of an emergency, disaster, manpower shortage, work load, or work-in-progress. Potential exposure to danger is required.

KNOWLEDGES, SKILLS AND ABILITIES:

- Knowledge of the principles, practices, and techniques of law enforcement.
- Knowledge of the criminal justice system.
- Knowledge of the principles and practices of human resource and organizational management.
- Knowledge of law enforcement administration practices and procedures.
- Knowledge of general budgetary and fiscal procedures.
- Knowledge of state and federal laws governing the functions and operations of the police division managed.
- Ability to plan, organize, and direct the work of lower-level managers, supervisors, and subordinates.

- Ability to estimate cost, time, manpower, equipment, and material to support current or planned operations.
- Ability to prepare and present budget requests.

MINIMUM QUALIFICATIONS:

- Be a citizen of the United States.
- Possess a valid Arkansas drivers license.
- Have High School Diploma; plus six years of experience in law enforcement or a related field, including three years of supervisory and managerial experience.

SPECIAL REQUIREMENTS:

Must obtain Certified Law Enforcement Status as required by the Arkansas Law Enforcement Standards Commission as established by Arkansas Code 12-9-204.

The duties listed above are intended only as illustrations of the various types of work that my be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.