

CHIEF OF POLICE

City of Burlington

Police Department

POSITION SUMMARY

Under the direction of the Mayor, the Chief of Police is an exempt position under FLSA. This position performs administrative duties. Supervising the management of the department, budget preparation, and resolving personnel issues and citizen concerns are the primary responsibilities of this position. This employee should possess excellent supervisory, organizational, managerial, communication and public relation skills.

ESSENTIAL FUNCTIONS

- Plans, directs, inspects, and exercises general supervision over the Police Department;
- Develops and administers department policies and procedures;
- Fields questions, concerns, and complaints from the general public;
- Supervises, evaluates, and disciplines subordinate personnel;
- Prepares the annual department budget;
- Prepares and completes reports;
- Resolves personnel issues;
- Enforces all federal, state, and local laws and ordinances;
- Enforces department policies and procedures;
- Enforces safety procedures and practices.

MARGINAL FUNCTIONS

- Directs criminal investigations;
- Conducts internal investigations concerning allegations of improper conduct of department members;
- Trains department employees;
- Supervises the department's computer system;
- Patrols streets and investigates criminal activities and traffic accidents;
- Collects evidence and maintains records;
- Assists other departments as needed;
- Performs other duties as deemed necessary or assigned.

CLASSIFICATION: <u>FLSA</u> EXEMPT <u>ADA</u> APPLICABLE <u>FMLA</u> : INELIGIBLE WORKING CONDITIONS: ELEMENT OF RISK, HAZARDOUS CHEMICALS, ADVERSE WEATHER
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CHIEF OF POLICE - POSITION REQUIREMENTS

Experience: Ten or more years of law enforcement experience, with three or more years of supervisory law enforcement experience, is required. Employee is expected to have acquired the necessary information and skills to perform the job reasonable well within one year of employment.

Education: A college degree in Police Science or Criminal Justice is preferred. This position requires graduation from the Kansas Law Enforcement Training Center and a valid Kansas Driver's License.

Technical Skills:

1. A thorough knowledge of all federal, state, and local laws and ordinances, computers, law enforcement techniques, law enforcement supervision, and mathematics is required.
2. This employee must be able to efficiently operate firearms, computers, two-way radios, office equipment, and other law enforcement equipment.
3. The ability to interpret data, to complete and check reports and documents, to develop department policies and procedures, to understand and anticipate problems, and to read and interpret manuals, legal documents, reports, and written instructions is required.
4. This employee should possess excellent public relation, supervisory, organizational, managerial, oral and written communication skills.

Problem Solving: Frequent independent problem solving is involved in this position. This employee encounters problems with personnel issues, citizen complaints, budget, and City Council concerns.

Decision Making: Frequent independent decision making is involved in this position. This employee makes decisions about prioritizing assignments, resolving personnel issues and citizen complaints, preparing the annual budget, and performing daily duties in the most efficient manner.

Supervision:

1. This employee works under the direct supervision of the Mayor.
2. This employee exercises occasional supervisory responsibilities over subordinate personnel.

Financial Accountability:

1. This employee is responsible for department resources and equipment.
2. This employee does participate in the annual budget process.

Personal Relations: Daily contact with the general public, co-workers, and supervisory personnel, and occasional contact with the organization's governing body is expected.

Working Conditions: Exposure to adverse working conditions exists. This position is expected to respond to calls for service as necessary and this employee could be exposed to all of the hazards associated with that of a police officer. This position is a supervisory position, requiring working in an office setting with computers, but this position will require field duties as well.

Physical Requirements: Physical activity associated with working in an office setting is required to perform the daily duties of this position.

The specific statements shown in each section of this description are not intended to be all-inclusive. They represent elements and criteria considered necessary to successfully perform the job.

**THIS JOB DESCRIPTION WAS APPROVED BY BURLINGTON CITY COUNCIL ON JUNE 4, 2015.
(Revised 2/2015) (Current 7-2018)**