



JOB DESCRIPTION – CHIEF OF POLICE

Job Title	Chief of Police	Department	Public Safety
Reports to	City Manger	Salary Level	XI
Classification	Exempt	Revision Date	03.23.23

I. General Description

This position is responsible for the functioning of the Department of Public Safety (DPS) which includes Police, Dispatch, Corrections, Patrol, DMV, and Animal Control Officer. The Police Chief works under the direction and supervision of the City Manager and exercises direct supervision over assigned staff.

II. Reasonable Accommodations

To perform this job successfully, an individual must be able to perform each essential job duty and physical demands satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

III. Essential Job Duties

- Plan, direct, manage, supervise, and coordinate the administration and operations of the Public Safety Department, including the development and implementation of written policy procedures, work standards, and goals and objectives.
- Prepare and administer annual DPS budget for all divisions in Public Safety.
 - Review and authorize departmental expenditures.
- Prepare grants for equipment purchases and other projects.
- Plan, prepare, and organize workloads and staff assignments, expedite workflow, and make staffing decisions for the DPS department.
- Execute supervisor evaluations and oversee all DPS personnel evaluations.
- Work with Human Resources on department personnel matters. Make recommendations regarding appointments, promotions, suspensions, and dismissal of department employees.
- In cooperation with Human Resources, conduct investigations involving alleged and actual misconduct of employees.
- Assist Human Resources with recruitment and selection of employees.
- Provide monthly staff report to City Manager for City Council meeting.
- Consult and work with other services and allied agencies involved with the criminal justice service on interagency matters, such as S.A.F.E., Office of Children Services (OCS), Bristol Bay Area Health Corp. (BBAHC), the District Attorney, Magistrate, Superior Judge, juvenile and adult probation.
- Conduct departmental meetings involving training, budgeting, planning, personal development, and goal setting.



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- Oversee the training of DPS staff, either directly as a certified instructor, by coordinating outside sources, or by delegating the responsibility to maintain proficiency and professionalism of department staff.
- Attend quarterly firearms qualifications and related training sessions, track employee attendance.
- Review and authorize payroll time sheets.
- Oversee investigations involving major felony cases. Coordinate all undercover drug operations, including accounting, expenditure and documentation of state drug funds issued to the police department.
- Responsible for the supervision, tracking, and management of the evidence locker.
- Work with the Administration Manager with the preparation of public service announcements for local media regarding DPS.
- Regulate and approve any outgoing DPS correspondence.
- Answer calls and written correspondence from citizens, agencies, and organizations requiring assistance or information about police-related activities, and in a timely manner.
- Maintain and update the department's statistical information for annual reports.
- Attend City Council meetings and perform the duties of Sergeant of Arms.
- Participate in the City's Strategic Planning process.

IV. Knowledge, Skills and Abilities

Knowledge:

This position requires proficiency in the following areas:

- Extensive experience and knowledge of State of Alaska law enforcement statutes and procedures, including the City of Dillingham Municipal Code.
- Knowledge of the principles and practices of modern police administration, state and local laws, and enforcement of criminal justice and civil process laws which impact law enforcement personnel.
- Working knowledge of federal grant procedures and reports.

Skills and Abilities:

This position must demonstrate the following skills and abilities:

- Interact with the public, co-workers, outside agencies, and vendors in a courteous, helpful, and professional manner.
- Maintain the confidentiality of information acquired during service as a City employee.
- Review and evaluate the work of subordinate staff to ensure high operational and service standards are met and maintained.
- Excellent written and oral communication skills, problem-solving skills, and interpersonal skills.



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- Must be able to operate the following: personal computer, including word-processing, spreadsheet, and database software.
- Strong leadership ability.
- Must be able to pass physical examination, background investigation, interview, polygraph, submit driving record, and any other requirement necessary for employment.

V. Work Environment and Physical Effort

The employee has occasional strenuous activity, including running, jumping, climbing, lifting up to 50 lbs., and carrying, or any other physical activity required to effectively pursue and arrest suspects. The employee has extended periods of sitting at a desk or in a vehicle, and must be able to operate patrol vehicles and related equipment. The employee works indoors and outdoors, often in extreme weather conditions. The employee works under stressful or hazardous conditions; occasionally exposed to life threatening situations. The employee must have vision correctable to 20/20 and possess hearing abilities that are natural or corrected to the normal range of hearing. They must not be affected by color blindness to any degree that would prevent them from effective performance of job duties.

VI. Education and/or Experience

Education:

- Minimum qualifications: BS/BA in criminal justice or related field preferred.
- Any combination of training and experience that provides the equivalent knowledge, skills and abilities can be substituted for formal education.

Experience:

- Eight years law enforcement experience, five of which must be in a supervisory position, two years serving in the capacity of police chief, and a minimum of two years in patrol experience.
- Must be able to be certified as both a basic and intermediate police officer in the State of Alaska.

VII. Certification and Training

- State of Alaska Certified Police Officer certification.
- National Incident Management System (NIMS) compliance training and certification.

VIII. Supervisory Responsibility

Public Safety staff.

IX. Scope of Employment

Regular, full-time employment, exempt position.



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X. Acknowledgment

I understand the duties of this position as detailed in this job description.

Employee: _____ Date: _____

This job description is accurate and has been reviewed with the above employee:

Supervisor: _____ Date: _____

This job description approved by:

	Initials	Date
City Manager:	_____	_____