

**CITY OF HORICON  
POLICE DEPARTMENT  
JOB DESCRIPTION**

<b>POSITION:</b>	<b>CHIEF OF POLICE</b>
<b>DEPARTMENT:</b>	<b>POLICE</b>
<b>IMMEDIATE SUPERVISOR:</b>	<b>MAYOR</b>
<b>REVISED DATE:</b>	<b>JANUARY 2021</b>

**POSITION DESCRIPTION**

Directs and coordinates activities of the police department in accordance with authority outlined by State Statute and delegated by the City Government by performing the following duties, personally, or through subordinates.

**SUPERVISORY RESPONSIBILITIES**

The Chief shall have command of the Department with direct supervision over Lieutenant, Sergeant (if reconstituted), School Resource Officer, Administrative Assistant, and Police Chaplain.

The Chief is directly responsible for carrying out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing all work; appraising performance; rewarding and disciplining employees, addressing complaints, and resolving functions.

**Administer the Police Department**

**Plan and direct work of the police department**

- Develop, implement, and maintain written policies, rules, and regulations;
- Plan and implement programs designed to prevent and repress crime, conduct investigations, apprehend, and prosecute offenders, recover property, and regulate non-criminal conduct;
- Ensure that patrol, traffic enforcement, accidents, ordinance violations, arrests, summons, complaints, and other police services are provided by the department;
- Develop and implement programs for youth;
- Review all activities of the department and submit such reports as may be requested by the Mayor or Common Council
- Coordinate the work of the department;
- Ensure departmental cooperation with other law enforcement agencies, City departments, governmental agencies, and private organizations;
- Maintain the staffing model as funded by the City thru the Police & Fire Commission;
- Confer with citizens, businesses, and City officials on law enforcement problems and assist in the development of innovative municipal law enforcement policies and programs;
- Ensure compliance with all applicable State and Federal regulations and mandates.

**Supervise Department Personnel**

- Prepare and review work schedules, to include time off requests and overtime;
- Advise and assist police officers in non-routine matters;
- Direct investigations of major cases;
- Approve requests for warrants and direct searches;
- Direct surveillance activity and crime scene processing as appropriate;
- Delegate appropriate authority to subordinates to achieve Department goals or obligations;
- Oversee the training of new officers;
- Oversee the evaluation of personnel in accordance with the performance evaluation policy.

**Manage Department Information Systems**

- Determine the needs of the department;

- Develop and manage a department record and reporting system consistent with police best practices and requirements of law;
- Serve as custodian of department records under the public records law;
- Ensure required reports are complete, accurate, and submitted on time;
- Establish and manage a system for secure control and handling of property and evidence seized;
- Serve as department public information officer and social media coordinator.

**Plan and Administer the Department Budget**

- Assess department budgetary needs and maintain 5-year capital outlay expectations;
- Develop the annual budget and present it according to City procedures;
- Certify to the correctness of all bills incurred by the Department;
- Administer and control the approved budget.

**Manage Department Equipment and Public Safety Building Infrastructure**

- Oversee the use, maintenance and records of department property and equipment;
- Purchase police department equipment;
- Serve as primary liaison to vendors;
- Ensure operational readiness of public safety building.

**Improve and Develop the Police Department**

- Identify training needs of staff and implement a plan to meet those needs;
- Identify community public safety needs and develop a plan to meet them;
- Identify staffing needs and make recommendations to the Mayor and Common Council;
- Receive, investigate, and attempt to resolve all citizen complaints about the department;
- Cultivate community relations; appear before civic, educational, and other community groups;
- Make presentations to civic groups and the general public;
- Maintain knowledge of current and emerging police procedures and technology through attendance at criminal justice meetings, seminars, training sessions, and interaction with other law enforcement personnel and professional literature.

**Serve as a Department Head**

- Attend meetings of the Common Council and other government bodies;
- Establish working relationships with other municipalities and officers;
- Advise the City on any matter of municipal policy which may have an impact on police operations, or which may be inconsistent with public policy or law;
- Recommend ordinances affecting public safety and assist in preparing them.

**Serve as a Police Officer**

- Provide police officer services when the duty schedule or situation requires it.

**GENERAL KNOWLEDGE, SKILLS, AND ABILITIES**

- Ability to conduct analysis and make informed recommendations / decisions.
- Ability to write comprehensive written reports and correspondence.
- Ability to speak effectively to groups, officials, employees, and governmental representatives.
- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent, and to draw and interpret graphs.
- Ability to solve complex problems in situations where only limited information exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Ability to effectively use a variety of computer software required for department operations.
- Ability to research, interpret, and apply US Constitution, Wisconsin (WI) Criminal Code, WI Juvenile Code, WI Traffic Code, and Municipal Code, as they relate to department operations.
- Ability to accurately interpret and apply City and Department Policies, Procedures, and Rules
- Ability to accurately interpret existing labor agreements.
- Maintain proficiency in firearms.

### **SPECIFIC KNOWLEDGE, SKILLS, AND ABILITIES:**

- Thorough knowledge of all departmental procedures.
- Thorough understanding of operational analysis processes.
- Thorough knowledge and experience in effective resource management.
- Thorough understanding of criminal procedures to include search warrants, adult and juvenile justice systems, asset forfeitures, and progressive law enforcement techniques.
- Knowledge of computer networking and record management systems.
- Knowledge and experience with effective resource management.

### **OTHER SKILLS AND ABILITIES**

Working knowledge of Wisconsin Laws as they pertain to the law enforcement function.

Working knowledge of the Ordinances of the City of Horicon.

Working knowledge of Federal and State employment laws; including, but not limited to; the Americans with Disability Act (ADA); Blood borne Pathogens, and Anti-Discrimination Laws.

### **EDUCATION AND EXPERIENCE**

Bachelor's degree in Criminal Justice, Police Science, or closely related field.

Eight (8) years of full-time sworn law enforcement experience.

Two (2) years of sworn supervisory law enforcement experience.

Or, a combination of education and experience that provides the requisite knowledge, skills, and abilities to be successful in the position.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

Valid Wisconsin Drivers License

Wisconsin Training and Standards Board certification

### **PHYSICAL DEMANDS**

The physical demands described here are representative 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 stand, walk, sit use fingers and hands, handle or feel objects, tools, equipment or controls, talk, see, and hear. The employee is occasionally required to reach with hands and arms, climb or balance, stoop, kneel, crouch, crawl or run, taste, and smell.

The employee must occasionally lift and/or move more than 100 pounds and frequently lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust and focus.

### **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.

While performing the duties of this job, the employee frequently works in outside conditions. The employee occasionally works near moving mechanical parts, in high, precarious places, and with explosives and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, risk of electrical shock, risk of radiation, and vibration.

The noise level in the work environment is usually moderate.