

CITY OF BARDSTOWN POSITION DESCRIPTION

Class Title: Police Chief

Department: Police

Supervisor: Mayor

Supervises: All Department Personnel

Class Characteristics: Under general executive direction, plans, organizes, directs and coordinates and evaluates all activities and programs of the department to protect individual rights, preserve the peace, prevent and suppress crime, protect life and property, identify and apprehend criminal offenders, and enforce regulatory measures; supervises sworn personnel in and assisting with the enforcement of federal, state, local laws, administrative regulations and ordinances; performs related duties as required.

General Duties and Responsibilities:

Essential:

1. Formulates and enforces departmental policies, regulations, goals and program priorities.
2. Formulates and prescribes work methods and procedures to be followed; takes necessary steps to improve police operations.
3. Makes or reviews all duty assignments within the department.
4. Makes recommendations to the Mayor regarding personnel appointments, promotions, demotions or dismissals.
5. Prepares and authorizes work schedules.
6. Insures the delivery of law enforcement services through direct and indirect supervision of departmental personnel.
7. Informs the Mayor in a timely manner of key issues or critical events.
8. Insures departmental compliance with applicable City policies; transmits and insures uniform interpretation and full compliance with all legitimate orders.
9. Investigates and resolves complaints against personnel and/or services rendered by the department.
10. Meets with citizens or citizen groups concerning problems, police actions, hazardous conditions, etc.
11. Insures the preparation and transmission of reports relevant to law enforcement services including, but not limited to, criminal and non-criminal offenses, motor vehicle collisions, number and types of programs and related activities.
12. Assists in preparing the annual budget; monitors approved budget.
13. Attends training, state and national police conferences; schedules departmental personnel for training.
14. Attends council meetings and reports as requested.
15. Assists in making arrests.
16. Is required to carry and utilize firearms in the course of duty as a police officer.

Non-essential: None

DESIRABLE QUALIFICATIONS

Training and Experience: Graduation from high school or equivalent (GED) supplemented by five years law enforcement experience, including two years in an administrative/supervisory capacity. Bachelors' degree in Police Administration or related field preferred, but not required.

Special Knowledge, Skills and Abilities

Knowledge:

1. Comprehensive knowledge of the principles, practices and techniques of modern police administration and law enforcement.
2. Extensive knowledge of federal state and local laws and ordinances relating to police activities.
3. Knowledge of the geography of the City, including the interior plans of major buildings.
4. Knowledge of first-aid methods.

Skills:

1. Must be skilled in the use of police and police-related firearms, impact and other less-than-lethal weapons; personal defense and apprehension techniques.
2. Must qualify with and maintain minimum qualification standards with department issued service weapon(s).

Abilities:

1. Administrative, supervisory and analytical abilities.
2. Ability to supervise and direct the activities of police officers.
3. Ability to prepare and maintain and/or insure the preparation and maintenance of required reports.
4. Ability to speak effectively before public groups.
5. Ability to establish and maintain effective working relationships with City officers and employees, other police departments/agencies, and the general public.
6. Physically fit. Resourceful. Sound judgment in emergencies.
7. Ability to initiate law enforcement procedures while conducting other required duties.
8. Ability to take risks in protecting life and property, and the ability to enforce all laws under conditions of stress.

ADDITIONAL INFORMATION

Instructions: Very general; must use own judgment most of the time.

Processes: Must frequently refine existing work methods and develop new techniques, concepts or programs within established limits of policies.

Review of Work: Work is reviewed through written reports and oral presentations.

Analytical Requirements: Assignments require analysis of figures, data trends, and results of all kinds which directly affect the policy of the city.

Tools, Equipment and Vehicles Used: Must operate a vehicle as a job requirement; firearms, impact and other less-than-lethal weapons issued by the police department.

Physical Requirements of the Job: Must be able to drive a vehicle during all states of emergency and weather conditions; have the physical ability to apprehend and restrain persons during periods of resistance; must be able to routinely lift objects weighing in excess of 25 pounds. Work involves sitting, standing, stooping or walking for prolonged periods of time; must be in high places, confined spaces, must be able to use stairs or ladders; may be exposed to fumes, chemicals or toxic substances.

Contacts: Frequent public and internal contacts requiring tact and diplomacy are requirements of the job.

Confidential Information: Regular use of confidential information.

Mental Effort: Heavy.

Interruptions: Constant.

Special Licensing Requirements: Must possess and maintain a valid Kentucky driver's license.

Availability: Must be available to respond to calls in emergency situations at all hours.

Certification Requirements: Must have satisfactorily completed required basic law enforcement training, or must complete training during the first year after appointment to position. Must attend and successfully complete a minimum of 40 hours training each calendar year.

Additional Requirements:

- (1) Must be able to respond to calls in emergency situations at all hours. See KRS Chapter 95 for additional requirements.
- (2) Must maintain CPR and Basic First Aid certification.

Overtime Provision: Exempt.