



Police Chief

Police Department

PD/1

In an effort to create organizational clarity, and to empower its employees, the City of Sheridan has identified its core values. These values are fundamental to meeting the mission of the City. It is expected that the employee in this position will meet his or her responsibilities including observable commitment to these values.

JOB SUMMARY

This position is responsible for directing police services for the City government, including coordinating the internal and external activities of the department.

MAJOR DUTIES

- Develops both strategic and operational plans for the department.
- Establishes and implements policies and procedures; provides for accountability within the department.
- Prepares and oversees the department budget.
- Hires, trains, assigns, supervises, evaluates, personnel; directs the promotion and discipline of personnel.
- Directs and supervises the work of personnel; delegates duties to department managers and supervisors.
- Prepares performance evaluations for managers and reviews performance evaluations for department personnel; administers the performance appraisal system and the promotional process for the department.
- Provides advice and input into City-wide plans and budgets.
- Manages the County-Wide Dispatch Center in the provision of 911 services to the county; manages communications and emergency services for 7 fire departments, 2 law enforcement agencies, and a private ambulance service.
- Establishes and maintains professional relationships with internal and external customers.
- Participates in continuing professional development activities.
- Attends City Council and other meetings as necessary.

- Performs related duties.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of relevant federal and state laws and local ordinances.
- Knowledge of the theories, principles, and practices of police administration.
- Knowledge of budgeting procedures.
- Knowledge of city and department policies and procedures.
- Knowledge of management and supervisory principles and techniques.
- Knowledge of the principles of employee evaluation guidelines.
- Knowledge of the criminal justice system.
- Knowledge of emergency communication principles, guidelines, standards, and regulations.
- Skill in planning, organizing, analyzing, decision making, and problem solving.
- Skill in the use of firearms and other standard and specialized equipment.
- Skill in public and interpersonal relations.
- Skill in oral and written communication.
- Skill in advanced computer operations.

SUPERVISORY CONTROLS

The City Administrator assigns work in terms of department goals and objectives and reviews work through conferences, reports, and observation of department activities.

GUIDELINES

Guidelines include City and department policies and procedures, federal and state laws, and city ordinances. These guidelines require judgment, selection, and interpretation in application. This position develops department guidelines.

COMPLEXITY/SCOPE OF WORK

- The work consists of varied managerial and supervisory duties in police administration. The broad range of decision-making activities required contributes to the significant complexity of the work.
- The purpose of this position is to plan, direct, and manage the overall provision of police services to the citizens of the City. Successful performance helps ensure the effectiveness of department services.

CONTACTS

- Contacts are typically with department personnel, elected officials, support services personnel, community business leaders, allied agencies, community organizations and the general public.
- Contacts are typically to give or exchange information, resolve problems, provide services, motivate personnel, and negotiate or settle matters.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, stooping, walking, bending or crouching. The employee occasionally lifts light and heavy objects, uses tools or equipment requiring a high degree of dexterity, distinguishes between shades of color, and utilizes the sense of smell.
- The work is typically performed in an office and at emergency or crime scenes. The employee may be exposed to noise, machinery with moving parts, contagious or infectious diseases, or irritating chemicals. The work may be performed outdoors and occasionally in cold or inclement weather. The work may require the use of protective devices such as masks, goggles, or gloves.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

This position has direct supervision over the Police Lieutenant (2), Administrative Services Manager (1) and Administrative Coordinator (1).

MINIMUM QUALIFICATIONS

- Knowledge and level of competency commonly associated with the completion of a baccalaureate degree in a course of study related to the occupational field.
- Experience sufficient to thoroughly understand the diverse objectives and functions of the subunits in the division/department in order to direct and coordinate work within the division/department, usually interpreted to require three to five years of related experience.
- Possession of a valid driver's license issued by the State of Wyoming for the type of vehicle or equipment operated.
- Ability to meet current requirements set forth by the Police Officer Standards and Training Certification for the State of Wyoming.

All the terms, conditions and benefits of employment with the City are subject to change at any time, except insofar as such may be covered by a legally binding collective bargaining agreement or Civil Service statutes.

I have read this job description and understand my job duties and responsibilities. I am able to perform the essential functions as outlined. I understand that my job may change on a temporary or regular basis according to the needs of my location or department without it being specifically included in the job description.

Employee's Name (Printed)

Employee's Signature

Date