



## **Chief of Police**

Police Department

PD/1  
FLSA: Exempt

### **JOB SUMMARY**

This position is responsible for directing the operations of the City of Gillette Police Department.

### **ESSENTIAL FUNCTIONS**

- Directs the work of department sworn and civilian personnel; coordinates, prioritizes, and assigns tasks and projects; directs the training of department personnel; evaluates and disciplines personnel.
- Identifies, recommends, establishes, and assesses service plans, goals, objectives, performance measures, and quality deliverables.
- Identifies, reviews, oversees, approves, and modifies new and updates policies and procedures; establishes operational protocols and processes.
- Assesses staffing, equipment, facilities, and other needs; prepares and presents budget requests; monitors budget and reviews and approves expenditures; identifies grants and oversees grant applications and the expenditure of grant funds.
- Provides information, recommendations, and advice to the City Administrator, Mayor, and City Council regarding law enforcement services and issues; drafts, prepares, reviews, or edits documents, reports, and presentations for a wide variety of staff and audiences.
- Researches and tracks trends, best practices, and priorities in law enforcement at the local, state, and federal level, including case law.
- Participates on boards and committees; prepares and delivers presentations to a variety of groups.
- Performs other duties as assigned.

### **KNOWLEDGE REQUIRED BY THE POSITION**

- Knowledge of the theories, principles, and practices of police administration.
- Knowledge of law enforcement principle and practices.
- Knowledge of management and supervisory principles and practices.
- Knowledge of financial and human resources management principles and practices.

- Knowledge of federal, state, and local laws.
- Skill in planning, organizing, analyzing, decision making, and problem solving.
- Skill in the use of firearms and other standard and specialized equipment.
- Skill in the use of computers and job-related software programs.
- Skill in public relations.
- Skill in interpersonal relations.
- Skill in oral and written communication.

#### SUPERVISORY CONTROLS

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

#### GUIDELINES

Guidelines include the US Constitution, Wyoming criminal and traffic laws, case law and court rulings, and department and city policies and procedures. These guidelines require judgment, selection, and interpretation in application. This position develops department guidelines.

#### COMPLEXITY/SCOPE OF WORK

- The work consists of varied administrative, management, law enforcement, and supervisory duties. The need to balance competing priorities contributes to the complexity of the work.
- The purpose of this position is to plan, direct, and manage the overall provision of police services to the residents of the city. Successful performance helps ensure the safety of life and property and results in the enforcement of local, state, and federal laws.

#### CONTACTS

- Contacts are typically with department personnel, other city employees, elected and appointed officials, judges, attorneys, business owners, citizens, suspects, and representatives of other law enforcement agencies.
- Contacts are typically to give or exchange information, resolve problems, provide services, motivate and direct employees, and settle matters.

#### PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, stooping, or walking. The employee frequently lifts light objects, uses tools or equipment requiring a high degree of dexterity, and distinguishes between shades of color.

- The work is typically performed in an office and in the field, occasionally in cold or inclement weather. Work requires the use of specialized law enforcement equipment.

**SUPERVISORY AND MANAGEMENT RESPONSIBILITY**

This position has direct supervision over Police Lieutenant (2) and Senior Administrative Assistant (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 or ability to readily obtain a valid driver’s license issued by the State of Wyoming for the type of vehicle or equipment operated.
- Possession of or ability to readily obtain a Professional Peace Officer Certification issued by the Wyoming Peace Officer Standards and Training Commission.

**SIGNATURES**

I have read the above position description and fully understand the requirements set forth therein. I hereby accept the position and agree to abide by the requirements and duties set forth. I will perform all duties and responsibilities to the best of my ability.

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(Signature of Employee)

\_\_\_\_\_

(Date)

\_\_\_\_\_

(Signature of Supervisor)

\_\_\_\_\_

(Date)

**ADA**

In compliance with the Americans with Disabilities Act, the Employer will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the Employer.