

**CITY OF LOVELAND
POLICE DEPARTMENT
JOB DESCRIPTION
CHIEF OF POLICE**

DATE: June 24, 2022

REPORTS TO: City Manager

FLSA STATUS: Exempt

GENERAL PURPOSE: Lead, build, and maintain trust with the organization and community, while directing and leading all Police Department operations and activities in order to maximize effective and efficient service delivery to the community of Loveland.

ESSENTIAL FUNCTIONS:

Plan, organize, coordinate, and supervise the operations and administrative personnel within the Loveland Police Department.

Consistently communicate to region, community and staff in order to keep them apprised of developments and expectations relating to all elements of Departmental functions.

Coordination and collaboration with internal and external stakeholders to lead and support police partnerships throughout the organization, region and community including under-served, vulnerable populations.

Establish strategic and annual internal and external goals for all police work units by soliciting input from various internal and external sources directed toward determining overall needs of community and Department.

Lead, support and assign administrative personnel, training, and equipment resources to provide efficient and effective law enforcement coverage to Loveland on a continuing basis.

Review, analyze, and interpret Department operation functions and data to devise more effective and efficient methods and procedures to provide police services to positively impact the diverse population we serve and to detect deficiencies in Department operations.

Research, draft, and/or recommend new and/or revised Departmental work methods, procedures, and policies; submit new/revised materials for the review and approval of the City Manager and City Council.

Initiate and monitor the implementation of departmental goals, written directives, and operational procedures.

Liaison between community, department personnel, City Administration and City Council with the ability to maintain commitments.

Participate, engage and collaborate as member of City Executive Leadership Team in working toward achievement of City goals, objectives and missions of the City, the department and the community.

Implement, monitor, and manage employee engagement and career development efforts in order to attract and retain high quality employees.

Possess a high degree of political acumen with the ability to remain apolitical.

Review reports and performance of staff supervisors and personnel to assure compliance with Departmental standards.

Respond to and assign investigations into citizen complaints and questions regarding Department personnel and activities.

Responsible for preparation, submittal and administration of the Department budget. Make presentations and provide business justification on behalf of the Departmental budget before City officials.

Oversee all elements of police personnel management including recruitment, selection, promotion, discipline, motivation, and termination. Expected to collaborate effectively with Human Resources and City Attorney's Office to ensure citywide consistency in personnel practices and policy. Lead by example in upholding and demonstrating a high level of accountability.

Represent Department in local, state and national organizations.

Attend required City government meetings to provide input regarding the administration of City services and personnel.

Represents the Department in all communications, working with the City Manager's Office and the Office of Community Engagement on law enforcement and police issues, high-profile cases involving media, and dissemination of public information both internally and externally with a commitment to transparency.

OTHER DUTIES:

Actively engage in community and regional activities and Departmental meetings relative to Departmental and City operations.

Respond to major and critical crime and emergency scenes to monitor or command operations.

Perform other related duties as required and assigned by City Manager.

JOB QUALIFICATIONS:

Knowledge, Skill & Ability: Managerial skills with emphasis on community relations and internal team building. Knowledge of police department operations and management, as well as public administration. Ability to speak and write effectively to complete required reports, projects, and forms, including council and community presentations. Knowledge of Colorado Law specific to use of force and SB-217. Driving skills demonstrated by possession of valid Colorado driver's license. Technical skills and abilities to operate MS Office Suite and police technology system and equipment.

Education: A Bachelor degree from an accredited college or university in criminal justice, law enforcement, public administration or related discipline is required, with a graduate degree preferred. Advanced training such as FBI National Academy, Southern Police Institute or equivalent training programs preferred.

Experience: 10 years progressively responsible experience in law enforcement positions including successful experience as Chief and/or top-level management tier positions in law enforcement, as well as a high-level of community interaction, required. Municipal law enforcement experience is preferred. Must be state certified or eligible to become state certified by the Colorado POST board upon appointment.

Material and Equipment Directly Used: Motor vehicle, computer, police band radio, telephone (cellular and stationary), and assorted other standard office equipment.

Working Environment/Physical Activities: Sitting, reaching, pulling, pushing, grasping, talking, hearing, and seeing. Extended periods of sitting in office work station operating keyboard. Community meetings routinely on weekday evenings and occasionally on weekends Expected presence and oversight at community and regional events.

Note: This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the job.