

# VILLAGE OF WEST SALEM

## POSITION DESCRIPTION CHIEF OF POLICE



### **Authority**

The Chief of Police is the Executive Officer of the Department and the final departmental authority in all matters of policy, operations, and discipline (with input from Law Enforcement Committee). The Chief of Police exercises all lawful powers of his/her office (Wis. Stat. 62.09(13)) and issues such lawful orders as are necessary to assure the effective performance of the Department. These duties shall be accomplished with the support, cooperation, and approval of the Law Enforcement Committee and the Village Board.

### **General Description of Duties**

The Chief of Police is responsible for the general supervision of the department to include planning, research, organization, chain of command, recommended disciplinary actions, recommended promotions, recommended demotions, recommended hiring, scheduling, training, budgeting, crime prevention, and public relations.

The apportionment of time between police administrative-supervisory-investigative. Duties include a minimum of one street patrol shift per week or more and is subject to review and revision by the Law Enforcement Committee.

The Chief of Police receives periodic direction from the Village Administrator in matters pertaining to budgets, payroll, and other general financial administration.

Through the Chief of Police, the Department is responsible for the enforcement of all State Laws, Village Ordinances, and regulations coming within its legal jurisdiction. Also, to cooperate with all Village, Fire District, School District, County, State, and Federal Departments and officials as are pertinent.

### **Specific Duties**

The Chief is responsible to manage, consult with, and guide the subordinates assigned to the Police Department. The Chief must also promote teamwork, productivity, strength, morale, observe general attitude toward policies and procedures, unity of purpose, discipline, diligence, chain of command, interest, alertness, enthusiasm, punctuality, responsibility, and take corrective action.

Responsible for manpower needs and scheduling.

Responsible for timely and professional communication, both internally and externally of the department, to include email, social media, memos, or any other form of communication.

Responsible for departmental budgeting, including creation, presentation, oversight, and implementation.

Responsible for hiring, recommending of promotions, and recommending disciplinary action involving subordinates with confirmation by the Law Enforcement Committee and Village Board.

Responsible for general departmental training and personal orientation of new department employees.

Responsible to develop and implement department policies and procedures and rules and regulations with Law Enforcement Committee and Village Board approval.

Responsible for providing for the short and long range plans and goals for the department in coordination with the Law Enforcement Committee and Village Board.

Responsible for attendance as departmental representative at Law Enforcement Committee and Village Board meetings, union negotiations, or other meetings to which assignment and notification have been made.

Responsible for all crime prevention and public relations programs for the department.

Responsible for the administration of and compliance with the bargaining Police Union Contract.

Responsible for the development and maintenance of all departmental personnel files, educational files, payroll files, etc., and providing accurate copies or originals to the Village Administrator for each payroll period and other reports related to personnel records to be forwarded to the Village Administrator as instructed by the Village Board.

Responsible for the general maintenance and troubleshooting of department equipment, ensuring equipment is operational or replaced as practical, including working with 3<sup>rd</sup> party vendors to maintain equipment.

Responsible for the development and adherence to a chain of command.

Responsibility to obtain and provide information for the department in modern police principals, concepts, methods, and practices.

Responsible for the maintenance and directing preparations of all necessary police records and reports.

Prepare, publish, distribute, and discuss written directives pertaining to departmental operations, policy and procedures with department personnel.

Responsible for scheduling and conducting periodic department meetings.

In the event of emergencies, act as the Emergency Management Director, overseeing emergency operations.

Reviews and approves all case reports submitted by officers under the Chief's command to insure that they are accurate, complete, and meet departmental standards.

### **Qualifications**

Knowledge of the principals and practices of generally accepted police administration.

Knowledge of the rules, regulations, policies, and procedures of the department.

Computer, software, and other technological skills

Knowledge of police science, organization and operation as applied to field patrol activity, crime prevention, traffic patrol and safety, criminal investigations, and the various functional services utilized in police operations.

Ability to command the respect of all department personnel and to assign, direct, and supervise their work.

Ability to establish and maintain effective working relationship with other village employees and with the public.

Ability to prepare and supervise clear, accurate, and comprehensive recommendations and reports.

Possession of a valid Wisconsin Driver's License.

No felony convictions or Domestic Abuse convictions, or other issues preventing the possession of a firearm.

Must pass a background check and pre-employment medical exam.

### **Training and Experience**

Meet the requirements of the State of Wisconsin Law Enforcement Standards Board. Ten (10) years of law enforcement experience with at least three (3) years of progressive management experience; Bachelor's Degree in Criminal Justice or Public Administration is preferred, but consideration given for a combination of experience which would provide the required knowledge, skills, and abilities, and recognized professional law enforcement training. Continuing education, such as leadership development courses commonly referred to as Northwestern University School of Police Staff and Command, Wisconsin Command College or FBI National Academy is encouraged, but not required.