

POSITION: Chief of Police
CLASSIFICATION: Exempt - Salary
PAY GRADE:
REPORTS TO: Mayor

NATURE OF WORK

This position is under the supervision of the Mayor for the city of Manchester. This is highly responsible work in planning, organizing and directing the activities of the Police Department

Work involves the responsibility for efficient police operations and management; assuring that law and order are maintained, criminals are apprehended, and measures are taken to prevent crimes and protect lives and property. Work also includes consulting with the Mayor and other city officials in determining overall plans and police operations. Supervision is exercised directly, or through subordinate supervisors, over all employees of the Department. Work is performed with considerable latitude in interpreting and applying policies and regulations, and work is measured by total results obtained.

DUTIES

- Directs, supervises and participates in law enforcement and protective service activities performed by the Police Department including patrol, crime prevention and criminal investigation in an administrative position.
- Directs a staff of law enforcement and communications employees.
- Responsible for training, development, and effective application of police personnel; evaluates individual performance, and analyzes results for purpose of improving police services.
- Coordinates police programs with overall policies and procedures of the city government; consults with other city officials in policy planning and administrative methods; keeps other city officials informed of results of police operations and of resources required to meet performance expectations; participates in the preparation of the annual departmental budget, and in the control and expenditures of appropriations.
- Cooperates with county, state, and federal officers in the apprehension of wanted persons, in the preservation of information, and in joint programs of police training and advancement of law enforcement methods.
- Patrols the City in police vehicle exercising field supervision over patrol units; responds to requests for police services on major incidents or where supervisory presence is desirable.
- Plans, directs, and participates in detailed and thorough investigation of criminal offenses; participates in developing evidence of crime.
- Makes a thorough search of crime scene for evidence; prepares and presents evidence or clues; gathers and protects evidence; searches for and apprehends criminals; takes pictures and obtains fingerprints at crime scene.

- Plans and directs administrative support activities in records and communications.
- Performs internal studies and analyzes departmental methods for effectiveness; develops manual and regulatory guides for use in departmental operations.
- Initiates and actively participates in short and long range planning for the department, as well as the various divisions and units within the department.
- Administers formal discipline and adjusts and authorizes grievance settlements; counsels subordinate personnel in the appropriate resolution of police matters.
- Prepares press releases as requested or as necessary.
- Oversees and/or arranges for purchase, maintenance and repair of department equipment and property.
- Ability to be courteous, diplomatic and respectful when dealing with the citizens of the community.
- Performs other duties as assigned.

WORK ENVIRONMENT

General work environment characteristics in an office setting include:

- Desk(s), table(s), counter(s)
- Employee chair(s), guest chair(s)
- Computer(s), keyboard(s)
- Telephone(s)
- Fax Machine(s)
- Copy Machine(s)
- Typewriter(s)
- Filing Cabinet(s)
- Other miscellaneous office equipment

Effectively deal with personal danger which may include exposure to:

- Confined or high work places
- Dangerous animals
- Extremely loud noises
- Hazards of emergency driving
- Hazards associated with traffic control and working in and near traffic
- Natural and man-made disasters
- Physical confrontations with non-complying persons
- Arrest situations and entry into dangerous crime scenes

PHYSICAL REQUIREMENTS

Maintain effective audio-visual discrimination and perception needed for:

- Making observations
- Reading and writing
- Operating assigned equipment
- Assessing the situation at an incident scene
- Communicating with others.

Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:

- Running, walking, crouching or crawling during emergency operations
- Must be able to lift up to 50 pounds.
- Moving equipment and injured/deceased persons
- Climbing stairs/ladders
- Walking, standing or sitting for extended periods of time
- Performing life-saving and rescue procedures
- Operating assigned equipment.
- The work may expose the employee to unpleasant social situations, significant work pace stress and irregular work hours.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

QUALIFICATIONS

Educational Requirements

Graduation from a college or university with a Bachelor's Degree in Police Science, Law Enforcement, Criminology, or closely related field; extensive progressively responsible experience in police supervisory and administrative work; or any equivalent combination of experience and training that would provide the following knowledge, abilities and skills:

Technical Skills and Other Requirements

- Must meet all minimum standards established by the Iowa Law Enforcement Academy and the State of Iowa including cognitive and psychological written examinations, a physical agility examination, and a medical examination.
- Extensive knowledge of the principles and practices of modern police administration and methods.
- Extensive knowledge of the standards by which the quality of police service is evaluated and the use of police records and their application to police administration.
- Thorough knowledge of the principles and methods of organization, management, and supervision.
- State of Iowa Law Enforcement Certification.
- Ability to meet required In-Service Law Enforcement training hours.

- Possession of a current State of Iowa Driver's License upon appointment in this classification and continued maintenance of the license throughout period of employment.
- Peace Officer Permit to carry a weapon.
- Skill in the use and care of firearms, and other police equipment.
- Lives in or within 10 miles of the City of Manchester city limits.
- Ability to read, write and understand English.
- Ability to prepare well-written, clear and accurate, technical and administrative reports for operational purposes.
- Ability to orally communicate with adequate volume and clarity as to operate departmental radio equipment, and address groups of officers, civilians and government bodies.

ADDITIONAL QUALIFICATIONS RECOMMENDED

- Ability to deal fairly and courteously with the public and to promote the goals and objectives of the police department.
- Ability to establish and maintain effective working relationships with fellow employees, City officials other department heads and the general public.
- General administrator of the Delaware County Communications Center and staff including: operations, equipment acquisition, equipment maintenance and repair, computer operations (four systems), liaison with county fire and EMS services, personnel matters.
- Traffic signalization: Assist with traffic signal projects and equipment, traffic signal grant applications, traffic signal first line maintenance and trouble shooting, part ordering.
- Animal Control: Supervise Animal Control operations under new state guidelines and requirements. Supervise animal control officer and required documents.
- Civil Defense Operations: Trouble shoot and insure proper operation of City Civil Defense Siren System and accompanying radio and paging equipment for emergency personnel.
- Ability to use and understand the operations of social media and cell phones in communicating with the general public.
- D.E.U. (Drug Enforcement Unit/ D.A.R.E.) general supervision over D.E.U. and D.A.R.E./Youth Officer Projects.

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