

	KENOSHA POLICE DEPARTMENT			
	POLICY AND PROCEDURE			
	21.1 Job Specifications for Chief of Police			
Effective Date:	3/20/1980	Revision Date:	9/1/2002	
Action:	A-13		Number of pages:	3

POLICE CHIEF

I. CHARACTERISTICS OF THE CLASS

- A. Under administrative direction of the Mayor and City Administrator. Responsible for the efficient and effective management of the entire Police Department which includes planning, organizing, staffing, directing and controlling the police services for the City. The incumbent directs and/or guides departmental, managerial and operational staff toward achieving established goals and objectives. Work is performed with considerable discretion and latitude in interpreting and applying policies, rules and regulations. Work is reviewed through conferences, reports and observations of results obtained. Performs other work as requested or assigned.

II. EXAMPLES OF ESSENTIAL FUNCTIONS (illustrative only)

- A. Performs and/or oversees departmental planning; develops the broad outline of the work to be done; establishes methods for accomplishing departmental objectives; ensures that departmental goals and objectives are consistent and compatible with goals and objectives set by the City.
- B. Organizes the department to meet established goals and objectives; establishes formal lines of authority; establishes and maintains work groups to meet defined objectives.
- C. Oversees the function of departmental staffing; identifies and documents departmental staffing needs; develops requests and/or proposals for additional staff;
- D. Establishes and communicates general and specific departmental rules, regulations, policies and procedures; establishes and oversees a procedure for maintaining discipline.
- E. Maintains continuous liaison with other department heads, city staff, and various outside agencies; coordinates law enforcement with local, county, state and federal authorities.
- F. Responds to a variety of operational and administrative questions and inquiries from various sources; oversees the preparation of the departmental quarterly and annual reports; prepares and/or oversees the development of a variety of analytical reports, projects, and proposals.
- G. Directs the maintenance of criminal and operational records; prepares a variety of regular and special reports, rules and regulations and operational procedures; prepares correspondence.

21.1 Job Specifications for Chief of Police

- H. Oversees and administrates the department's budget; establishes controls and manages expenditures.
- I. Interacts with the community on behalf of the department and the City; prepares and delivers speeches, lectures, and presentations; represents the department and the City before various city and county boards, commissions and committees; responds to public inquiries and resolves complaints.
- J. Effectively supervises and recommends the hiring, discharge, assignment, evaluation, discipline and adjustment of grievances of subordinate department employees.

(NOTE: The duties listed above are intended as illustrations of the various types of work performed by persons in positions covered by this classification specification. This list is not all inclusive. The omission of a particular job duty does not mean that the duty is not one of the essential functions of the position. Management reserves the right to assign employees in this classification to duties not listed above, if the duties are fairly within the scope of responsibilities applicable to the level of work performed by employees in positions covered by this classification specification. This classification specification does not create an employment contract between the City and the employee and is subject to change by the City as the needs of the City and the department change over time.)

III. REQUIREMENTS

A. Training and Experience:

1. The same Training and Experience as required in the Job Specification for Police Officer in addition the applicants must be at the rank of Lieutenant or higher. Effective immediately, completion of an Associate Degree and/or any equivalent combination of academic and practical training and experience; and effective January 1, 2002, completion of a Bachelor's Degree and/or any equivalent combination of academic and practical training and experience. Supplemented by ten (10) years of progressively responsible work in police administration, two (2) years of which should have been at the senior division/shift commander level. Must be a certified law enforcement officer by the State of Wisconsin.

B. Knowledge, Abilities and Skills:

1. Knowledge of the principles, practices, and techniques of modern law enforcement.
2. Knowledge of community geography and demographics.
3. Knowledge of the principles and practices of organization, management, budget development and personnel administration.
4. Knowledge of federal, state, and local laws and ordinances that affect or are enforced by the police department.
5. Knowledge of modern management principles and practices.
6. Ability to plan, evaluate, assign and coordinate activities performed by the Police Department.
7. Ability to motivate, manage and supervise employees with varying levels of education and work experience.

21.1 Job Specifications for Chief of Police

8. Ability to establish and maintain effective working relationships with other City departments, public agencies, the news media and the general public.
9. Ability to speak effectively and comfortably to large groups of people.
10. Ability to communicate effectively, orally and in writing.
11. Ability to plan, organize, direct and evaluate complex programs and operational activities.
12. Ability to react calmly and quickly in emergency situations.
13. Ability to maintain proficiency in the use of firearms, communications, automotive and other equipment.
14. Ability to analyze complex managerial and administrative problems, formulate solutions and take independent unilateral actions.

C. Physical Requirements:

1. Perform all the duties of a Police Officer and assigned tasks. Operate Police equipment as efficiently and economically as possible under a variety of conditions and in accordance with law and established procedures. This includes but is not limited to vehicles, weapons, computer and radio equipment, cameras and audio and video recording equipment.

D. Environmental Requirements:

1. Task may require infrequent exposure to adverse environmental conditions.

E. Sensory Requirements:

1. Task requires oral communications ability.
2. Task requires color perception and discrimination without impairment.
3. Task requires sound perception and discrimination.
4. Task requires odor perception and discrimination.
5. Task requires depth perception and discrimination.
6. Task requires texture perception and discrimination.
7. Task requires visual perception and discrimination for each eye correctable up to 20/20.

F. Possession of a valid driver's license and a good driving record.

FLSA Status: Exempt