

CITY OF FEDERAL HEIGHTS, COLORADO

Police Chief

FLSA ☒ Exempt ☐ Non-Exempt

JOB DEFINITION: Plans, directs, manages, and oversees the activities and operations of the Police Department including law enforcement, crime prevention, and crime suppression programs; coordinates assigned activities with other departments and outside agencies, and provides highly responsible and complex administrative support to the City Manager in support of the City. Position reports to the City Manager.

ESSENTIAL FUNCTIONS: The following duties **are not** intended to serve as a comprehensive list of all duties performed by position. Shown are duties intended to provide a representative summary of the major duties and responsibilities. Position will be required to perform additional duties as assigned.

REPRESENTATIVE DUTIES:

Assumes management responsibility for all department services, activities, and operations of the Police Department, including, but not limited to, operations, administrative command, patrol, investigations, evidence, records management, code enforcement, animal control, victim services, and dispatch. Develops and implements rules, regulations, policies, and procedures to advance the Department's mission, goals, and objectives, and to provide efficient and effective police services to the City.

Exercises significant authority in personnel matters, policy development, and budget decisions. Maintains a thorough knowledge of Federal State and local laws and police procedures, and ensures their implementation and enforcement. Strategically plans for the future of the Department. Identifies and develops courses of action to respond to community needs and law enforcement trends.

Develops for approval and implements the Department's budget including staffing levels, equipment, and other resources needed to effectively provide law enforcement services to the City of Federal Heights, and its residents, businesses, and visitors. Ensures that police personnel receive adequate training; directs the development and implementation of departmental in-service training for police personnel.

Supervises and directs the activities of assigned staff; makes recommendations regarding hiring, discipline, termination, or advancement. Schedules employees, assigns work, and monitors progress; guides, trains and develops employees in the accomplishment of their duties and professional growth; writes and conducts annual evaluations. Attends City Council meetings, study sessions, retreats, budget meetings, and department director meetings as necessary.

Reviews and analyzes reports and data regarding activities and performance of officers. Directs the investigation of major criminal offenses. Represents the Police Department in courts, civic organizations, professional organizations, and various Federal, State, county, and municipal law enforcement agencies. Develops and cultivates strong relations between the Department and the community. Serves as City's traffic engineer, determining appropriate speed limits.

Represents the Police Department and maintains a positive working relationship with other departments, city attorneys, court, media, and outside agencies.

Coordinates information, resources, and work teams necessary to support a positive, productive, and harmonious work environment.

Respond to and resolve difficult and sensitive citizen inquiries and complaints.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of applicable City, county, State and federal statutes, regulations, ordinances and codes.

Knowledge of the policies, procedures and goals of the Federal Heights Police Department.

Knowledge and understanding of modern law enforcement theory, principles and practices of law enforcement and their applications.

Knowledge of and ability to apply appropriate self defense techniques.

Knowledge of practices and principles of leadership, supervision, and management.

Skill and proficiency in use of firearms and weapons.

Skill in the safe and proper use of firearms in the course of work.

Skilled in the safe operation of assigned police vehicles.

Skill in the use and operation of assigned equipment, including but not limited to radio communications, radar, cameras.

Skill in motivating and developing employees.

Skill in leading and motivating employees.

Ability to diffuse hostile situations.

Ability to read and interpret various codes, rules, regulations and laws.

Ability to prepare and manage annual budget.

Ability to read, comprehend and apply departmental policies and procedures to police duties.

Ability to communicate effectively orally and in writing.

Ability to work independently and exercise good judgment and decision making.

Ability to enforce ordinances, statutes and laws fairly, firmly and impartially.

Ability to prepare accurate and concise reports and records that may be used as evidence in courts of law.

Ability to use standard computer equipment and software including word processing, data base management, spreadsheet application.

Ability to establish and maintain effective working relationships with elected and appointed officials, City management, City Attorneys, Court, employees, other law enforcement agencies, citizens, and the general public.

Ability to manage and direct a comprehensive law enforcement program

Ability to research, analyze problems, identify alternative solutions, and implement recommendations

MINIMUM QUALIFICATIONS:

Certified Colorado Peace Officer. Bachelor's degree in Criminal Justice or related area from an accredited college or university; ten years full-time professional law enforcement experience

including six years of supervisory experience at the rank of Lieutenant or above. Equivalent combinations of education and experience may be considered. Master's Degree preferred.

ADDITIONAL REQUIREMENTS:

Valid Colorado Drivers License and good driving record.

WORKING ENVIRONMENTS/PHYSICAL REQUIREMENTS

Physical activities include frequent sitting, standing, walking, occasional running, kneeling, occasional lifting up to 80 pounds, hearing, speaking, vision and manual dexterity. Work environment may include occasional work outdoors in cold and heat, noise, electrical hazards, chemicals, hazardous materials, explosive materials and mechanical hazards. Police personnel are exposed to various life-threatening hazards. Driving is required.