

Job title	<i>Police Chief</i>
Department	<i>Public Safety</i>
Reports to	<i>Borough Manager</i>

Job Summary

The Full-time position of Borough Police Chief performs a variety of complex administrative, supervisory and professional work in planning, coordinating and directing the activities of the Borough Police Department, in addition to a variety of in-field patrol and investigative work. This position requires a community presence, and the employee is required to reside within the Borough.

Duties and responsibilities

- Plan, coordinate, direct and supervise all Department operations, so that laws and ordinances are enforced and public safety is maintained, and continually evaluate those operations;
- Analyze and recommend improvements to physical facilities as needed;
- Plan for and review specifications for new or replacement equipment;
- Instruct, oversee and evaluate all department personnel in the execution of their duties, directly or through subordinate supervisors;
- Assure that police personnel are assigned to shifts or working units which provide optimum effectiveness;
- Coordinate and supervise the training and development of police officers, correctional officers and dispatchers;
- Work with the Borough Manager on the evaluation and hiring of Department personnel; coordinate employee matters with the Personnel Director, address grievances as called for in the Employee Personnel Policy Manual, and ensure the general decorum of the Department;
- Supervise and coordinate the preparation and presentation of an annual budget for the Department; direct the implementation of the Department's budget;
- Direct the development and maintenance of systems, records, and legal documents that provide for the proper evaluation, control and documentation of the Department's operations;
- Develop policies and procedures for the Department to ensure efficient operations of the Department;
- Prepare and submit periodic reports setting forth the Department's activities in accordance with a schedule set by the Borough Manager; prepare other reports as appropriate;
- Respond to emergency dispatch calls when command staff presence is required;
- Direct the investigation of major crime scenes;
- Meet with Borough officials, other law enforcement officials, community and business representatives and the public regarding the Department's activities;
- Attend or designate personnel to attend conferences and meetings in order to keep abreast of current trends in the field;
- Represent the Department in a variety of local, State and Federal agency meetings;
- Cooperate with State and Federal law enforcement agencies, and the District Attorney and U.S. Attorney Offices, as appropriate where activities of the Department are involved;
- Attend Borough Assembly meetings as required by the Borough Assembly or the Borough Manager;

- Recommend, as necessary, adoption of Borough ordinances, or amendments to existing ordinances, policies and procedures related to public safety; and
- Perform other related duties as assigned.

Minimum Qualifications

- Bachelor's degree in Criminal Justice or related field. Progressively responsible experience in related and applicable field may substitute for the bachelor's degree on a year for year basis;
- Ten years of progressively increasing responsibility in law enforcement, with a minimum of three years managerial/command experience in a state, federal or municipal law enforcement agency;
- An Intermediate or Advanced Police Officer Certificate from the Alaska Police Standards Council (APSC) or similar certification from another state or jurisdiction, and continuing maintenance of certificate and all APSC standards;
- Skill in use of firearms and other Department equipment;
- First aid and CPR training with certification;
- Valid Alaska Drivers License with good driving record;
- Thorough, up-to-date knowledge of applicable federal, state and local laws, statutes and ordinances;
- Thorough, up-to-date knowledge of law enforcement principles, procedures, techniques and equipment;
- Knowledge of risk management practices and procedures as they relate to the Department;
- Knowledge of municipal budgeting procedures;
- Knowledge of emergency management protocols;
- Computer literate with proficiency in standard and customized software;
- Excellent oral and written communication skills;
- Demonstrated leadership skills; ability to supervise others while maintaining a positive work atmosphere, and to effectively delegate work to subordinates;
- Demonstrated analytical, organizational, and time management skills;
- Ability to establish and maintain effective working relationships with other municipal staff, officials, and members of the public in a tactful, patient, and courteous manner
- Ability to attend evening Assembly meetings, if requested, and travel outside the Borough to attend and/or participate in training and meetings; and
- Must be able to pass an extensive background investigation including, but not limited to pre employment drug testing.

Preferred Qualifications

- Graduate of the FBI National Academy

Physical requirements

- Physical stamina and agility, and maintenance of such physical fitness, so as to be able to perform the duties of the position;
- Ability to engage in prolonged standing, walking, running, bending, crouching, and kneeling, including while handling vehicle controls, firearms and specialized equipment;
- Good physical strength; ability to occasionally lift substantial weights;
- Auditory acuity and visual acuity, including close vision, color vision and ability to adjust focus;
- Ability to withstand exposure to traffic hazards, inclement weather conditions, loud noise, or hazardous materials;
- Ability to react calmly and think rationally in emergency situations, including situations involving personal danger.

Position Category/Salary/Benefits

This is an exempt, full-time position. Salary is based upon experience and the CBY Salary Schedule. The employee shall participate in the standard Borough employee benefit package, except that this is a non-Public Employee Retirement System (PERS) contributing position, which means there are no State of Alaska retirement benefits.

The employee is required to reside in the courthouse apartment, at a cost to employee of \$700/month.

CBY is an equal employment opportunity employer, and does not discriminate with regard to race, religion, gender, national origin, age, disability, marital status, sexual orientation, or any other category protected by federal, state or local law.

Employee will be subject to drug testing prior to employment.

Approved by:	<i>Borough Manager, Jon D. Erickson, EdD</i>
Date approved:	
Reviewed:	