

CITY OF RED LODGE
POSITION DESCRIPTION

POSITION: Chief of Police
DEPARTMENT: Police
ACCOUNTABLE TO: Mayor

SUMMARY OF WORK: The Chief of Police is responsible for the protection of and service to the community provided by the Police Department. This involves outreach and collaboration duties as well as administrative, supervisory and security duties. The chief provides responsible leadership by planning, organizing, administering, and evaluating all work performed within the Police Department and by collaborating with other City personnel and members of the public.

JOB CHARACTERISTICS:

Duties:

- Lead and direct the Police Department for the maintenance of law and order and the protection of life and property in service to the citizens of Red Lodge.
- Prepare, present and monitor the department budget; make policy recommendations concerning departmental activities and services.
- Develop and revise department strategic plan to improve public perception, control costs, and
- Oversee the regulation of traffic; direct animal control; direct the detection, apprehension, and arrest of law violators.
- Possess working knowledge of all jobs performed within the Police Department and perform any duty of a subordinate as required at any time.
- Research ordinances pertaining to public safety and recommend appropriate changes to the Mayor and City Attorney.
- Maintain police records, files, and report systems.
- Submit monthly reports indicating department activity and current crime statistics
- Manages personnel and assures that personnel are assigned to daily shifts and assigned to working units for optimum effectiveness in coverage in terms of current situations and circumstances.
- Develop and implement comprehensive program for the ongoing education and training of all staff
- Provide periodic performance evaluations and coaching to ensure high standards of performance and continuing improvement
- Evaluate public comments / complaints as well as officer feedback to improve public interactions
- Research and incorporate changes in procedure and accepted best practices in law enforcement.

Supervision Received: Position is primarily self-directed with oversight from the Mayor.

Supervision Performed: All employees including full time, part time and reserve police officers.

JOB REQUIREMENTS:

Knowledge:

- Extensive knowledge of the principles and practices of police administration. Various types and implementations of community policing
- Extensive knowledge of laws regarding search and seizure, arrest, investigative practices and procedures. United States Constitution, the Montana State Constitution, applicable federal, state and local laws.
- Applicable major case law and appropriate prosecutorial and court procedures.
- Basic understanding of all aspects of the latest police procedures and techniques.
- Budget process, city government methods, training needs, and human relations.

Skills:

- Supervise and train police personnel.
- Facilitate community discussion deal tactfully and courteously with the public.
- Safe operation of a motor vehicle to police standards in extreme weather and under hazardous conditions.
- Proficient use of appropriate firearms.
- Computer operations including but not limited to data entry, report preparation and presentation, email and electronic calendars, and photograph and video upload and transfer.

- Interview and interrogation skills.
- De-escalation and control of emotional and violent situations with minimum use of force.
- First Aid
- Interpret and apply the provisions of laws, ordinances, policies and procedures to specific situations.
- Present expert testimony in court.

Abilities:

- Effectively communicate orally and in writing.
- Detect problems and crimes by sight and sound
- Deal effectively with dangerous persons using only the amount of force necessary.
- Physically capable to do the following
 - Use firearms with each hand independently
 - Run at least a quarter mile
 - Climb obstacles
 - Subdue combative persons
 - Lift, carry or drag adult weight
 - Hear and understand radio transmissions
 - Distinguish colors
- Work irregular hours; day or night, weekends, holidays and be subject to call out at any time
- Maintain confidentiality
- Live in Red Lodge, MT or within 5 miles.

EDUCATION AND EXPERIENCE:

- Minimum -High School Diploma, Associates or higher in police related fields preferred.
- MLEA P.O.S.T. basic, Intermediate, Advanced, Officer Supervisory and Command Certification preferred.
- At least five (5) years of law enforcement with at least two (2) years in supervisory level.
- A valid Montana Driver's License

The above qualifications may be acquired through a combination of education and equivalent experience.

JOB PERFORMANCE STANDARDS

Evaluation of this position will be based upon the satisfactory performance of the preceding job description duties and responsibilities. Examples of job performance standards include, but are not limited to, the following:

- Performs assigned duties.
- Effectively plans, directs, trains, and evaluates staff performing varied services relating to the operation of the Police Department.
- Maintains and applies thorough knowledge of Federal, State, City laws and ordinances which are enforced by the department.
- Maintains a favorable climate within the department, which motivates personnel.
- Deals tactfully and effectively with the public.
- Maintains effective working relationships with fellow employees, other agencies, supervisors and the public.
- Reacts calmly and decisively in emergency situations and makes sound decisions.
- Provides effective leadership to the department.
- Communicates effectively.
- Prepares accurate budget, equipment and personnel requests.
- Conducts effective and proper studies and investigation.
- Maintains and exhibits discretion and integrity when handling confidential data.
- Knows and applies the principles and practices of police administration and police methods.
- Maintains current knowledge of applicable law enforcement related laws and regulations.
- Effectively utilizes manpower.
- Stays within approved budget.
- Observes work hours and responds to emergencies in a timely manner.

Approved by: Employee

Supervisor

Date: -----