

Chief of Police

Immediate Supervisor: Village Board, (License, Building, Safety & Zoning Committee and Personnel Committee), Village Administrator

Position in Brief: The Police Chief provides services to citizens and develops favorable public relations within the community. The position also involves organizational and administrative work in planning and directing the activities of the Edgar Police Department. The Police Chief is responsible for the maintenance of law and order, including the implementation of policies and procedures designed to prevent crime, apprehend criminals and protect lives and property.

Essential Knowledge, Skills and Job-related Experience Required: Comprehensive knowledge of the principles and practices of police organization, administration and operations, techniques and methods as applied to police field patrol, crime prevention, criminal investigation, traffic patrol and safety, and other service or activities utilized in police operations. A knowledge of rules of procedure and evidence and guidelines for the protection of criminal suspects, federal and state criminal laws and local ordinances and the rules and regulations of the police department. Extensive, responsible experience in a variety of police activities and services with at least two years of police supervisory experience. Must have high school diploma or equivalent combination of experience and applicable training.

Special Qualifications Required or Desired: Possess certification established for police officers under Section 165.85(4), Wisconsin Statutes. A valid Wisconsin motor vehicle operator's license is required. Keep abreast of current developments in the field by attendance at seminars, meetings, and review of appropriate technical journals.

Essential Functions:

Commands the police force of the Village. Plans, organizes and directs the department. Sees that laws, rules, regulations, ordinances, resolutions and orders are enforced. Handles investigations and arrests persons violating state laws or municipal ordinances. Preserves the public peace. Develops programs and procedures designed to prevent crime and to apprehend and prosecute offenders. Obeys written, lawful orders of the Village President and the Village Board according to state law. Develops duty schedules. Reviews reports, assigns officers to follow-up on various aspects of the reports and checks on the progress of cases or investigations. Recruits, screens, tests and presents new personnel to the Village Board for hiring approval. Plans in-service and specialized training. Submits a monthly activities report to the Village Board. Prepares departmental budget and maintains expenditures within approved budget. Maintains a record system for the recording of complaints, arrests, traffic violations, convictions and dispositions. Has responsibility for all department vehicles, equipment and other property. Performs other duties as required or requested.

Additional Functions: Cooperates with county, state, federal officials, and other municipal law enforcement agencies. Cooperates with other Village staff in the preparation and development of budget for the Edgar Police Department. Maintains evidence property and returns or disposes of, if applicable. Enforces provisions of Village Ordinances relating to the abatement of public nuisances that come within the Police Chief's jurisdiction. Attends meetings in schools and within the Village to explain the activities of the department and to establish favorable community relations. Conducts background checks on liquor license applicants. Sees that establishments selling intoxicating beverages are inspected periodically.

Physical Requirements in Performing Tasks Listed: The performance of routine tasks requires a capacity to intermittently sit, stand, walk, bend and lift moderately heavy (25-30 pound) objects. Performance of tasks associated with responding to demands to physically subdue individuals attempting to avoid arrest. Moderate to

high degree of manual dexterity required in order to handle operational and safety equipment under emergency conditions. Must be able to perform the functions of the job with or without reasonable accommodation.

Working Conditions Under Which Tasks are Performed: The performance of some tasks expose an individual to toxic gases, chemicals and other hazardous materials; to individuals in states of emotional distress, who are occasionally armed with dangerous weapons with the intent to do bodily harm. It requires the use of protective devices such as bulletproof vests and protective gloves. Work is occasionally performed outdoors in extreme cold or inclement weather and under conditions that may contribute to emotional as well as physical stress.

Equipment Used in Performing Tasks: Communications equipment such as telephones, fax machines, two way radios, and all other tools necessary to do job. Computers and mobile data terminals may be used in performing some administrative tasks. Nightsticks, handcuffs, pepper spray and firearms may be used in performing law enforcement tasks.

Other Positions an Employee in this Position May Routinely Supervise: Part-time Police Officers.

Wage/Salary Established by Contract or Annual Salary Resolution