

**CITY OF GREENSBURG, KANSAS - JOB DESCRIPTION
CHIEF OF POLICE**

Department: Police
Reports to: City Administrator
FLSA Status: Non-exempt (eligible for overtime pay)
Salary Grade: 04
Retirement: KPERS
OSHA: Bloodborne Pathogens

POSITION SUMMARY

Under the administrative direction of the City Administrator, the Chief of Police performs a wide range of public safety and administrative duties. An employee of this class is responsible for the enforcement of those provisions of the City Code, State Statutes, and regulations involved in the preservation of law and order, and the protection of life and property. Work may involve an element of personal danger. The employee must be able to act without direct supervision and exercise independent judgment in meeting emergencies. This employee is responsible for direction all police activities. Work includes supervising, training, assigning and disciplining all department members. This employee consults with the City Administrator in determining plans and policies to be observed in police operations.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Enforces all federal, state, and local laws and ordinances;
- Serves and protects the citizens of Greensburg;
- Operates an automobile in patrolling an assigned area for the prevention of crime and enforcement of traffic laws;
- Responds to radio and telephone dispatches and reports to scenes of disorder or crime;
- Investigates and prepares reports on accidents and criminal offenses;
- Fields questions, concerns, and complaints from the general public;
- Makes arrests, directs traffic and requests medical attention when necessary;
- Appears in court as arresting officer or to present evidence;
- Transports prisoners, investigates crime, and collects and preserves evidence;
- Assists other law enforcement agencies;
- Serves as the Department's record custodian;
- Manages the Special Purpose Vehicle registration process;
- Prepares the annual department budget;
- Supervises and evaluates subordinate personnel;
- Makes recommendations to the City Administrator regarding all departmental personnel actions.
- Maintains an effective liaison with Federal, State, and other local law enforcement agencies;
- Participates in civic and professional activities and meetings;
- Plans and directs the general operation of the entire Police Department;
- Attends City Council meetings to provide law enforcement specific information when required.

MARGINAL FUNCTION

- Coordinates law enforcement efforts with other law enforcement agencies;
- Assists other departments as the need arises;
- Performs other duties as deemed necessary or assigned.

POSITION REQUIREMENTS

Experience: Five (5) years law enforcement experience preferred with at least three (3) years experience in administration. Employee is expected to have acquired the necessary information and skills to perform the job reasonably well after six (6) months in the position.

Education: High School graduation or GED required. Bachelor's Degree, with specialized curriculum in law enforcement studies preferred.

License/Certification: Requires possession of Kansas law Enforcement Training Certification and a valid Kansas Driver's License. Must be insurable by the City's insurance carrier.

Knowledge, Skills and Abilities: A thorough knowledge of all federal, state, and local laws and ordinances, law enforcement techniques, law enforcement supervision, and mathematics is required. This employee must be able to efficiently operate firearms, computers, two-way radios, office equipment, and other law enforcement equipment. The ability to interpret data, to complete and check reports and documents, to develop and interpret manuals, legal documents, reports, and written instructions is required. This employee should possess excellent public relation, supervisory, organizational, managerial, oral and written communication skills. The ability to work independently and in a team setting, is required.

Problem Solving: Frequent independent problem solving is involved in this position. This employee encounters problems with criminal investigations, personnel issues, citizen complaints, scheduling conflicts, budget and City Council concerns.

Decision Making: Frequent independent decision making is involved in this position. This employee makes decisions about prioritizing assignments, resolving personnel issues and citizen complaints, preparing daily work schedules, performing criminal investigations, preparing the annual budget, and performing daily duties in the most efficient manner.

Supervision: This employee works under the direction of the City Administrator, and exercises frequent supervision over subordinate personnel.

Financial Accountability: This employee is responsible for City resources and equipment and has limited authority to purchase necessary department supplies and equipment. This employee participates in the annual budget process.

Personal Relationships: Continual contact with all Departments, the governing body, City legal counsel, and the general public. The employee should have the ability to effectively deal with occasional difficult and stressful situations.

Working Conditions: Some adverse working conditions exist within this position. Exposure to hazardous chemicals, explosives, heights, excessive noise, and adverse weather conditions is expected. This position contains an element of risk to personal safety. This employee is exposed to

bloodborne pathogens while investigating crime scenes, seizing and preserving evidence, and assisting fire and ambulance crews.

Physical Requirements: The ability to pass and maintain all physical activities and requirements of the Kansas Law Enforcement Training Center is required. The employee must occasionally lift and/or move objects weighing up to one-hundred (100) pounds.