



Title: Police Chief

FLSA STATUS: Exempt from overtime under Fair Labor Standards Act (FLSA).

SUPERVISION RECEIVED AND EXERCISED:

Receives direction from the Deputy City Manager.

Exercises direct supervision over a staff of professional, technical and administrative employees.

MINIMUM QUALIFICATIONS

- **Education:** Qualified applications will have a Bachelor's degree from an accredited college or university with major course work in Police Administration, Law Enforcement, Criminal Justice, or related field.
- **Experience:** Requires a minimum of seven (7) years increasingly responsible experience in law enforcement management.
- **Licenses/Certifications/Special Requirements:**
 - Valid Arizona Driver's License upon hire.
 - Must qualify for certification by the AZPOST and obtain and maintain certification by the AZPOST within three (3) months of hire.

PREFERRED/DESIRABLE QUALIFICATION(s):

- Experience in a municipal or government setting.
- Master's degree is preferred.
- Graduation from the FBI National Academy for police executives is preferred.
- Experience in providing upper level leadership in a police department that is comparable in size and complexity to the City of Peoria Police Department, and has been certified by CALEA for at least two (2) consecutive periods is desirable.

JOB SUMMARY

The Chief of Police manages the daily operations of the Police Department, overseeing all matters related to police services; planning and implementing comprehensive community policing, law enforcement and public safety programs. As a key member of the City Manager's Leadership Team, the ideal candidate will demonstrate the ability to embrace change and help guide the community through significant challenges.



ESSENTIAL FUNCTIONS

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position.

#	Essential Functions
1	Assumes full management responsibility for all department services and activities including law enforcement, crime prevention and crime suppression programs; recommends and administers policies and procedures; establishes a vision for the department and monitors progress towards achievement.
2	Establishes appropriate service and staffing levels; monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; allocates resources accordingly; conducts audits and spot-checks of department functions to ensure compliance.
3	Manages the development and implementation of departmental goals, objectives, policies and priorities for each assigned service area; develops and interprets policies through various communications.
4	Plans, directs and coordinates, through subordinate level staff, the Police department's work plan; assigns projects and programmatic areas of responsibility; reviews and evaluates work methods and procedures; meets with key staff to identify and resolve problems; conducts department meetings to provide direction and leadership. Establishes and maintains effective working relationships with employee labor groups.
5	Monitors developments in law enforcement programs; evaluates impact on City operations; makes recommendations to implement new policies and procedures.
6	Oversees and participates in the development and administration of the department budget; approves the forecast of funds needed for staffing, equipment, materials and supplies; approves and monitors expenditures and implement budgetary adjustments as appropriate and necessary.
7	Participates on a variety of boards, commissions and committees; prepares and presents staff reports and other necessary correspondence. Attends and participates in professional group meetings; stays current on new trends and innovations in the field of law enforcement.
8	Works externally with citizens, private business and other agencies by attending city and state functions, speaking publicly on behalf of the department, and participating in professional organization. Responds to and resolves difficult and sensitive citizen inquiries and complaints.



KNOWLEDGE AND ABILITIES

Knowledge of:

Operations, services and activities of a comprehensive law enforcement program.
Principles and practices of crime prevention, suppression and law enforcement.
Principles and practices of program development and administration.
Laws governing the rights of citizens including apprehension, arrest and custody procedures.
Use of firearms and modern police equipment.
Methods and techniques of investigation, identification and confiscation of evidence.
Recent court decisions which impact law enforcement.
Principles and practices of budget preparation and administration.
Principles of supervision, training and performance evaluation.
Pertinent Federal, State and local laws, codes and regulations including state and federal criminal procedure.

Ability to:

Manage and direct a comprehensive law enforcement program.
Develop and administer departmental goals, objectives and procedures.
Analyze and assess programs, policies and operational needs and make appropriate adjustments.
Identify and respond to sensitive community and organizational issues, concerns and needs.
Plan, organize, direct and coordinate the work of lower level staff.
Delegate authority and responsibility.
Select, supervise, train and evaluate staff.
Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
Research, analyze and evaluate new service delivery methods and techniques.
Perform criminal investigations involving complex and sensitive situations.
Oversee, manage or respond to requests and inquiries from the general public.
Prepare clear and concise administrative and financial reports.
Prepare and administer large and complex budgets.
Interpret and apply applicable Federal, State and local policies, laws and regulations.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.
Maintain physical condition appropriate to the performance of assigned duties and responsibilities.



PHYSICAL DEMANDS AND WORK ENVIRONMENT:

Physical strength for this position is indicated below with "X"					
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.					
Sedentary	Light	X	Medium	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.		Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

Work Environment for this position is indicated below with "X"				
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.				
Office	X	Outdoors	Vehicle	Office and Field/ Plant/ Warehouse
Position is typically office or administrative work and is not substantially exposed to adverse environmental conditions.		Incumbents may be subjected to extreme temperatures, wetness/humidity, respiratory hazards and noise and vibration.	Incumbents may be subjected to moving mechanical parts, vibrations, fumes, odors, dusts, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting, work space restrictions, intense noises and travel.	The work will occur in an office and field environment. While performing the duties and responsibilities the employee maybe exposed to loud noise, noxious odors, unsanitary conditions, chemicals, electricity, moving mechanical parts, varying weather conditions, and other related conditions and situations. Position is subject to atmospheric conditions: Fumes, odors, dust, mists, gases or poor ventilation

MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:

Computers, telephone, copier, scanner, fax machine, printers, calculator, smart phone, related software and vehicle.

PROTECTIVE EQUIPMENT REQUIRED:

Protective vest and other Personal Protective Equipment as required.