

VILLAGE OF KOHLER

POLICE CHIEF

NATURE OF WORK

This department head position is responsible for the overall operations of the Police Department. The Police Chief is in a "working chief" position, being responsible for patrol and officer duties in addition to administration. This position involves planning, organizing, leading and controlling Police Department functions including patrols, traffic crime prevention and assisting in investigation of crimes. The Chief is responsible for the proper training, assignments and discipline and the overall performance of Department Personnel in maintaining law and order in the Village. The Chief exercises independent judgement in administrating the activities of the department and is responsible for the internal policy and control. The position reports to the Chairman of the Finance Committee of the Village Board.

PRINCIPAL DUTIES

- Formulates department polices, rules, regulations and general orders.
- Supervises operations by daily review of logs, complaints and arrests.
- Strives to continually improve department operations.
- Plans and supervises the enforcement of traffic and safety regulations and programs of crime prevention and detection.
- Advises and assists subordinates in proper procedures implementation.
- Maintains ongoing contact and interaction with other police departments, law enforcement agencies and public officials within the community.
- Establishes and maintains a good working relationship with the Fire Department, EMS, Public Works and Village Clerk.
- Attends Village Committee and Board meetings as required.
- Plans and manages the department budget, and determines future equipment need while keeping abreast of modern police technology.
- Conducts traffic surveys and other studies, and makes annual recommendations promoting traffic safety and improved traffic flow.

- Discusses major policy and regulation changes and modifications with the Chairman of the Finance Committee prior to presentation to the Village Board.
- Makes recommendations for the hiring of all police personnel within the department.
- Attends crime meetings and public gatherings to explain the activities and functions of the Police Department and to establish favorable public relations.
- Holds staff meetings as required to insure adequate input and communication from other members of the department.
- Motivates personnel with new and innovative programs that stimulate and encourage professionalism in the performance of duties.
- Keeps abreast of new developments in the field of police science and police administration.
- Coordinates and participates in the training of department members.
- Appraises conditions of work and takes necessary steps in improving police operations.
- Recommends policy ordinance changes to the Village Board.
- Writes and updates policies and procedures for the department as required.

REQUIREMENTS OF POSITION

Extensive experience in police work shall have included progressively responsible experience in a variety of police functions including supervisory duties and administration. Completion of a standard high school course supplemented by college level course work in police science and administration, preferable graduation from a college or university of recognized standing with a major in police science, police administration or related field and completion of the 400 hours of police training required by State Statutes; or any equivalent combination of experience training which provides the required knowledge, skills and abilities.

--Knowledge of the principals and practices of modern police administration.

--Knowledge of the rules and regulations of the police department.

--Knowledge of police science, organization and operations as applied to crime prevention, traffic control and the various functional services utilized in police operations.

--Knowledge of the use of police records and their application to the solution of police problems.

--Knowledge of the standards by which the quality of police services are evaluated.

--Ability to command the respect of department personnel and to assign, direct and supervise their work.

--Ability to establish and maintain effective working relationships with employees, Village Officials and the general public.

--Ability to express ideas orally and in writing.

--Demonstrate good judgement, thoroughness and dependability in handling the position in order to administer and promote an effective and efficient Police Department to serve the residents of the Village of Kohler.