

CITY OF MARTINSBURG



JOB: POLICE CHIEF	DATE: 4/23/2015
PAY GRADE: 28	CODED TITLE: 100
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1. TASK & DUTIES LIST AND MEASURES OF PERFORMANCE FOR: POLICE CHIEF		
<ul style="list-style-type: none"> PAY STAUS: EXEMPT CODED TITLE: 100 		
2. REQUIREMENTS:		
	Education:	<p>Graduation from a four year college or university with a bachelor's degree in police science, law enforcement, criminal justice, public administration or a closely related field and ten (10) years of experience in police work, with a minimum of (5) years of upper management/supervisory responsibility and completion of the basic law enforcement training academy or equivalent or an equivalent combination of education and experience.</p>
	Licensing, Registration or Certification:	<p>Background check must be satisfactory.</p> <p>Pre-employment screenings must be passed.</p> <p>Must possess, or be able to obtain by time of hire, and maintain a valid WV drivers license without record of suspension or revocation in any state.</p> <p>Ability to meet the Police Department physical standards.</p> <p>Basic law enforcement training certification or equivalent.</p>
	Experience	<p>Education and/or experience above or any equivalent combination of education and experience.</p>
	Skills, Knowledge and Abilities:	<p>Thorough knowledge of law enforcement principles, procedures, techniques and equipment.</p> <p>Considerable knowledge of applicable laws, ordinances and department rules and regulations.</p> <p>Working knowledge of computers and computer software programs used to direct the collection of data for mandated local, state and federal reports.</p> <p>Ability to train and supervise subordinate personnel.</p> <p>Ability to perform work requiring good physical condition.</p> <p>Ability to communicate ideas effectively both orally and in writing, with people on all levels.</p> <p>Ability to exercise sound judgment in evaluating situations and in making decisions.</p> <p>Ability to establish and maintain effective working relationships with City</p>

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		<p>officials, department heads, associates and the general public. Employee must be able to deal with the public in a calm, reasonable and rational manner.</p> <p>Ability to work in highly stressful situations and respond to in a professional, calm and reasonable manner.</p> <p>Ability to operate vehicles, police radio, radar gun, handgun and other weapons as required, sidehandle baton, handcuffs, breathalyzer, pager, first aid equipment with a full understanding of each personal protection device or other equipment.</p>	
Physical:	Body Positions:	Standing, walking, sitting,	
	Body Movements:	<p>Must be physically capable of moving about on construction work sites and under adverse field conditions.</p> <p>Use hands to finger, handle, feel or operate objects, tools, or controls.</p> <p>Hand eye coordination is required to operate equipment and weapons.</p> <p>Reach with hands and arms.</p> <p>Must be able to occasionally lift and/or move up to 25 pounds.</p> <p>Stand, walk, sit, climb, balance, stoop, kneel, crawl and/or crouch.</p> <p>Driving.</p>	
	Body Senses	Sight, hearing, speech and smell. Must be able to speak and hear. Specific vision abilities include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.	
Mental:	Language	<p>Ability to read, speak and write English. Ability to effectively communicate and project positive attitude. Must be able to communicate effectively verbally and in writing.</p>	
	Supervision Exercised	Exercises supervision over all police department staff directly or through subordinate supervisors.	

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	Reasonable Accommodations	Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
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3. TASKS and DUTIES OF JOB: General Definition: The Police Chief works under the direction of the City Manager. Performs a variety of complex administrative, supervisory and professional work in planning, coordinating and directing the activities of the Police Department. While performing the duties of this job, the employee occasionally works in outside weather conditions; however, most duties are administrative and directed from a comfortable office environment. In the office environment the noise level is usually quiet. When outdoor work is required the noise level could vary from quiet to loud. Police work, by its nature contains hazards and dangers.

1	Maintains the required confidentiality of all work. A considerable portion of police work and this position are confidential.
2	Plans, coordinates, supervises and evaluates Police Department operations.
3	Develops policies and procedures for the Police Department in order to implement directives from the City Council or City Manager.
4	Plans and implements a law enforcement program for the City in order to carry out the policies and goals of City Management and Council.
5	Reviews Department performance and effectiveness, formulates programs or policies to streamline processes or alleviate deficiencies.
6	Coordinates information gathered and work accomplished by various officers; assigns officers to special investigations as the need arises for specific skills.
7	Assures that personnel are assigned to shifts or working units which provide optimum effectiveness in terms of current situations and circumstances governing deployment.
8	Evaluates evidence, witnesses, and suspects in criminal cases to correlate all aspects and to assess for trends, similarities or for associations with other cases.
9	Supervises and coordinates the preparation of an annual budget for the Department; directs the implementation of the department's budget and controls expenditures; plans for and reviews specifications for new or replaced equipment.

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10	Directs the development and maintenance of computer systems, records and legal documents that provide for the proper control and documentation of police department operations.
11	Trains and develops Department personnel in accordance with state and federal standards.
12	Maintains Departmental discipline and the conduct and general behavior of assigned personnel. Handles grievances.
13	Conducts periodic training sessions on performance evaluations and evaluates all departmental personnel at least once annually or as otherwise directed.
14	Prepares and certifies bi-weekly payroll, issues sick, vacation, personal and compensatory leave approval for assigned employees
15	Prepares and submits periodic reports to the City Manager regarding the Department's activities and prepares a variety of other reports as required.
16	Prioritizes cases and determines investigation procedures and officer assignments.
17	Meets with elected or appointed officials, or other law enforcement officials, news media, community and business representatives and the public on all aspects of the Department's activities. Prepares media releases on daily operations and/or special cases.
18	Attends conferences ,meetings and development opportunities to keep abreast of current trends in the field.
19	Represents the City Police Department in a variety of local, county, state and other meetings.
20	Cooperates with County, State and Federal law enforcement officer as appropriate where activities of the Police Department are involved.
21	Ensures that laws and ordinances are enforced and that the public peace and safety is maintained.
22	Receives and opens all mail and correspondence submitted and addressed to the Martinsburg Police Department.
23	Directs investigation at major crime scenes.
24	Performs the duties of subordinate personnel as needed.
25	Analyzes and recommends capital improvements.

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	26	Any and all other duties assigned by the City Manager and/or City Council.
4. MEASURES OF PERFORMANCE:		
	1	Has a thorough understanding of job duties.
	2	Shows an interest in job and City. Represents the City in a professional and ethical manner.
	3	Communicates effectively with co-workers and supervisors. Maintains positive relationships with co-workers, City officials, the public and all contacts.
	4	Accepts and adapts to change, Learns new things quickly.
	5	Cares about quality-rarely makes errors, Requires little direct supervision, able to work independently.
	6	Has ability to multi task in changing situations, without undo stress or frustration.
	7	Practices quality employee/customer service/phone manner/public engagement.
	8	Accurate in duties as assigned.
	9	Prepares required reports accurately and timely.
	10	Strives to develop and maintain skills necessary to progress in the Police Chief position. Seeks opportunities to grow and develop in position.

<p>I have reviewed, and understand the task and duty description. The job description is not exhaustive, but is merely an accurate list of the current job. Supervision reserves the right to revise the job description or require that other tasks be performed when the circumstances of the job change: example, emergencies, changes in personnel, workload or technical development.</p>			
Employee	Date	Supervisor	Date

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