

# CITY OF BALLWIN

## **JOB DESCRIPTION**

**REVIEW DATE:**  
**December 2015**

**POSITION TITLE:** POLICE CHIEF

**DEPARTMENT:** Public Safety

**SUPERVISOR:** City Administrator

**LOCATION:** Police Department, 300 Park Drive

### **JOB SUMMARY:**

This is a highly professional, administrative and management position responsible for planning, organizing and directing all divisions, programs and activities of Ballwin's public safety services through its Police Division.

Work involves responsibility for the administration and coordination of all Police emergency medical and disaster services through the establishment and administration of policies, procedures, and regulations including those pertaining to police services, training, and maintenance. Responsible for planning, organizing, and directing the efficient and effective daily operation of the Police department, assuring that laws and ordinances are enforced, that criminal offenders are identified and apprehended, and that measures are implemented to prevent crimes, protect lives and property, and add to the overall welfare of the community. Work also involves determining overall plans and policies to be followed in conducting all Police and emergency operations. Supervision is exercised directly or through subordinate supervisors over all employees of the department. Work is performed under the direction of the City Administrator who reviews work for the overall program effectiveness.

### **ESSENTIAL JOB FUNCTIONS**

1. Plans, organizes and directs the programs and activities of the Police department; reviews complaints and reports; determines data requirements, records and reports needed for management of the department; submits reports of operations.
2. Supervises directly and through subordinate supervisors, a staff of law enforcement and civilian employees; establishes and enforces rules and regulations and policies and procedures; determines training requirements and implements programs; determines personnel, equipment, facility, materials and supply needs.
3. Advises and assists subordinates in criminal or other investigation; assumes direct command of forces in emergency situation or major law enforcement operations.
4. Seeks and receives guidance from the Prosecuting Attorney as it pertains to the interpretation of laws, the preparation of cases for prosecution, court testimony and other related matters.
5. Represents the Police department and participates in and attends meetings of regional, state and national law enforcement associations, and numerous professional, governmental and community groups; attends training sessions and reads professional literature to keep abreast of law enforcement trends.
6. Assesses community crime prevention and traffic safety needs; investigates new methods, technologies, laws and programs to strengthen

- and improve current levels of service; recommends new or revised programs and activities.
7. Knowledge and ability to promote community policing initiative in the community.
  8. Attends and participates in public functions for the purpose of promoting crime prevention, law enforcement, and establishing favorable public relations; directs the investigation of and responds to citizen complaints; oversees internal investigations.
  9. Prepares a variety of regular and special reports, budget projections and strategic plans.
  10. Responds to inquiries and complaints from the Board of Aldermen, City Administrator, other City department heads and staff and general public.
  11. Make recommendations and confer with the City Administrator regarding department activities, policies, personnel actions and budgetary items.
  12. Exercises purchasing and budgetary control and prepares annual operating budget; reviews and approves specifications for new equipment; determines personnel and facility requirements; oversees the care and maintenance of department property and equipment.
  13. Oversees the development of programs for the training, utilization, and development of personnel; resolves disputes and grievances; counsels and disciplines personnel; recommends personnel actions including appointment and removal; evaluates command personnel.
  14. Provides effective and efficient customer service and promotes and maintains responsive community relations.
  15. Experienced in building and maintaining employee relations and promoting positive work culture.
  16. Performs related work as assigned.
  17. Follows and promotes safe work practices.

## **REQUIREMENTS OF WORK**

1. Thorough knowledge of the principles and practices of modern police administration and police methods.
2. Thorough knowledge of the standards by which the quality of police service is evaluated and the use of police records and their application to police administration.
3. Thorough knowledge of the principles of organization, administration, and personnel management, including legal requirements as applicable to supervising a significant public safety operation.
4. Thorough knowledge of the ordinances and statutes affecting the operation of the department.
5. Thorough knowledge of applicable federal, state and local laws and ordinances.
6. Thorough knowledge of the jobs performed by police officers in their daily tasks.
7. Considerable knowledge of the principles and practices of supervision, employee relations, budgeting and other general management tasks.
8. Ability to plan, organize and direct work of employees performing varied operations connected with police activities.
9. Ability to exercise initiative and work independently under broad, general supervision.
10. Ability to establish and maintain effective working relationships with public officials, state and federal authorities, civil leaders and the public.
11. Ability to prepare and effectively present, oral and written informative material relating to the activities of the police department.

## **NECESSARY SPECIAL REQUIREMENTS**

Graduation from a four-year college or university with major course work in criminal justice, public administration, business or related field; achievement of a Master's degree preferred.

Comprehensive practical experience in police operations and administration, including experience in a supervisory capacity; or any equivalent combination of training and experience that provides the following knowledge, abilities and skills.

Possession of a valid Missouri driver's license.

Possession of certification as a Police Officer by the Missouri Peace Officer Standards and Training (POST) Certification.

Certification of attendance from one of the nationally recognized police administration academies such as: F.B.I. National Academy, Northwestern University Staff and Command School, the Southern Police Institute or similar organization preferred.

Ability to pass a comprehensive background check, physical and functional capacity exam.

### **PHYSICAL DEMANDS**

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.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is required to stand; walk; use hands and fingers to handle or operate objects; each with hands and arms; climb or balance; stoop, kneel or crouch and taste or smell.

The employee must occasionally lift and/or move up to 80 pounds. Specific vision ability required by this job includes close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. The employee is occasionally exposed to life-threatening situations.

### **APPLICANT CERTIFICATION:**

I have read and understand the essential functions of the job for which I am applying. I can meet these requirements with or without reasonable accommodations.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_