

Evansville Police Department Chief of Police Job Description

General Statement of Duties:

The Executive Office of Police Chief at the Evansville Police Department claims responsibility for the protection of lives and property in the City of Evansville through the supervision of all police department functions. The Chief of Police is an unclassified exempt position who serves in accordance with the provision of Wisconsin State Statute 62.13 and functions in accordance with Municipal Ordinance Chapter 70, Law Enforcement. The Chief of Police will comply with all policies and procedures of the City of Evansville and Evansville Police Department. Given the variety of situations and functions at the police department, the Chief of Police exercises independent judgment and discretion in the management and operation of the department.

Distinguishing Features of the Position:

The Chief of Police performs and supervises all police functions of the City of Evansville, including planning, directing patrol, criminal investigation, training assignment, and organizational discipline. In administering the activities of the department, the Chief exercises independent judgment and discretion and controls internal affairs.

Furthermore, the Chief of Police is a leader of the department and the community. As a leader the Chief shall engage community and staff through various means including, but not limited to: covering patrol shifts, attending meetings, visiting schools and community centers. As a leader the Chief of Police shall hold his/herself to the highest ethical standards of the profession.

Examples of Work (illustrative only):

Policing activities:

- Set short term and long term goals for the department that not only respond to current law enforcement needs in the community but also future attempts to engage the community in crime prevention.

Respond to changes in the community and, thereby, necessary and corresponding changes in the department. Set vision for the department and establish appropriate police behavior.
- Possess necessary knowledge and experience regarding law enforcement, especially in criminal investigations.
- Committed to developing, implementing, and evaluating remedial, specialized, in service and advanced training programs that enhance the skills, knowledge, and effectiveness of officers.
- Knowledge of community oriented policing, day to day police operations, and subordinate staff duties and responsibilities.
- Cover full/partial shifts and/or spend time with officers on patrol to remain aware of community and departmental needs, and provide coverage in times of low availability of

staff.

- Will lead and direct by example.
- While on duty time be available to respond to calls for service / emergencies - as needed.
- Insures that the constitutional rights and provisions of persons taken into custody are safeguarded.
- Take “on-call” status on a rotating basis and be available off duty hours via phone to help guide and offer assistance to officers on patrol and other staff members of the agency.

Community/External relations:

- Serve as the Public Information Officer (PIO) for the department and maintain training as PIO.
- Communicate the department's mission to the community and allow the community to respond.
Engage and understand the community and offer programs to promote civic safety and stability. Encourage subordinate officers and staff to do the same.
- Effectively interact with city governance.
- Represent the department to residents, businesses, social agencies, criminal justice agencies, and other groups. Commit to a proactive engagement with local businesses, churches, youth organizations, senior organizations, and the community at large.
- Direct the preparation of a comprehensive general plan for the emergency preparedness of Evansville.

Administration:

- Knowledge of accepted principles and practices of police administration and personnel and human resources management.
- Knowledge of collective bargaining and employee relations.
- Develop, administer and evaluate the department's various jobs/positions.
- Coordinate department meetings.
- Monitor the performance evaluation system for all departmental employees.
- Counsel, guide and lead supervisors and patrol officers in handling various police situations.
- Knowledge of systems to collate, collect and analyze information.
- Display outstanding writing skills with corresponding ability to compose comprehensive written narrative reports, proposals, letters, research papers, policies and procedures, memos, and other written documents.

- Demonstrate excellent problem solving skills. Set the vision for the department, indicating what the Chief defines as important strategic planning.
- Prepare and present a workable budget and identify additional grant resources outside of funding from the city.
- Committed to developing policies and procedures, special orders, general orders, memorandums, rules and regulations, and other written directives for efficient operation of the department.
- Adapt to more efficient methods of management of time, files, staff and equipment.
- Invite, listen, absorb and change with staff input and respectful critique.
- Articulate appropriate viewpoints of the department. Maintain personnel files.
- Foster a sense of trust and communication in the department.
- Review reports, memos, correspondence, and investigations prepared by subordinate staff.
- Administer personnel practices, to include hiring, promotion, internal investigations, and discipline/commendation.

Professional Development

- Maintain a minimum of 24 hours of continuing education and training annually. No less than 6 hours must cover sensitivity / relations with the public and staff (i.e. sexual harassment, implicit bias, cultural differences/communications). No less than 6 hours shall cover administrative functions (i.e. budgeting, organizing, technological advances).
- Assure that all staff, including part-time, are provided adequate funding, opportunity and scheduling to attend professional development.
- Maintain membership and participate in a professional organization of employees choosing (i.e. ICMA, Police Chiefs Association).

Miscellaneous:

- Communicate with Individuals in a clear and concise manner verbally and in written form.
- Follow instructions furnished in oral and written form and apply those standards to a variety of situations.
- Recall from memory details of persons and things.
- Reason spatially, make spatial transformations, and copy written and oral information with a minimum of errors.
- Be able to foster an inclusive workplace where diversity is valued and leveraged to achieve the vision and mission of the organization; actively working to build coalition internally and with other local, state, and federal agencies, non-profit and private sector organizations to foster harmony and support within the Evansville community; and

keeping up-to-date on technological developments and making effective use of technology to achieve overall safety and police security for City residents

Required knowledge, skills and abilities:

- Testify credibly and thoroughly without impediment in municipal, state or federal court.
- Thorough knowledge of the functions and organization of municipal government and of the workings of the Common Council.
- Write clear and concise reports, directives, and letters.
- Read, interpret, and apply rules and regulations.
- Perform difficult and responsible work with independent discretion.
- Establish and maintain satisfactory working relationships with department heads and other city employees.
- Exercise good professional judgment.

Job standards (acceptable experience, training and education):

- Wisconsin Law Enforcement Standards Board Law Enforcement Certification or ability to obtain.
- Five years of experience in the law enforcement field.
- A Bachelor of Science Degree and/or Master's degree from a four-year accredited university in a criminal justice field of study, or related field.
- A combination of education, training and experience may be substituted to meet the equivalent of this requirement.
- Actual and demonstrated managerial, leadership and supervisory level experience in an agency where the use of independent judgment is the basis for that experience.
- Demonstrated proficiency in the conceptual knowledge of managerial and administrative principles and procedures as it relates to the overall administration of a law enforcement agency.
- Any equivalent combination of experience and training which provides the knowledge, skills and abilities to perform the work.
- Personal commitment to law enforcement and a history of acceptable behavior as a law enforcement official is of utmost importance to this department and will be a factor in the application process.

Tools and equipment used:

Personal computer, Microsoft software, word processing and spreadsheet software, accounting software, telephone, calculator, copy machine, optical scanner, postage meter, and all other equipment required to perform the duties and responsibilities of this position.

Physical demands:

Full range of movement, physical strength, endurance, fitness and condition to apprehend and control an individual and respond to other situations.

Work environment:

Ability to operate a motor vehicle while under normal, emergency and pursuit conditions. Ability to maintain a professional demeanor when confronted with stressful situations or verbal opposition. Ability to make quick decisions and process information based on limited information.

Selection guidelines:

Formal applications, rating of education and experience, or an interview and reference check. Job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The position description for the Police Chief does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. No individual City official has authority to enter into an oral or written promise or contract of employment with any individual or group of employees. Any employment contract must be approved by a majority of the Common Council.

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