



Village of Butler Job Description

Title of Position: Chief of Police

Classification: Exempt/Non-represented

GENERAL PURPOSE

The Chief of Police is the Chief Executive Officer of the Police Department and is responsible for the activities, conduct and efficiency of all members and employees of the department.

SHIFT/HOURS

Flex Schedule (Primarily First Shift). Subject to Emergency On-Call.

Organizational reporting relationship:

Works under the general guidance and direction of the Village President and Village Administrator

Major Duties and Responsibilities:

- Plan, organize, coordinate and direct all activities of the police department in providing law enforcement services and the enforcement of federal, state and local laws.
- Supervise police department staff including sworn police officers, administrative clerk, and parking meter attendant.
- Performs or assists subordinates in performing duties including but not limited to patrol duties.
- Monitor the technological, economic, sociological, political and legal environments to properly influence and implement necessary and desirable change within the organization.
- Establish, implement, monitor, and update (as necessary) department priorities, policies, general orders, rules and regulations.
- Labor relations, to ensure a good working relationship between labor and management.
- Responsible for the day-to-day administration of police department personnel and the enforcement of existing departmental policies and procedures.
- Interact and maintain communication between the police department and other municipal departments and related criminal justice agencies.
- Budget preparation and monitoring to maintain fiscal integrity.

- Address crime prevention and law enforcement problems of the Village and develop efficient police solutions to such problems.
- Responds to complaints and inquiries regarding department operations and policies.
- Create an environment to enhance the police department's image both internally and externally with all segments of the community, as well as the media.

Temperaments:

This position requires the flexibility to accept a broad range of job assignments and the ability to interact with the general public, business owners, elected officials and the media in a professional and courteous manner.

Licenses and Certificates required:

Valid driver's license without record of suspension or revocation in any state, and without correctable restrictions. Certification as a Law Enforcement Officer by the Wisconsin Law Enforcement Standards Bureau.

Knowledge Skills and Abilities:

- Be familiar with, interpret and apply organizational policies, laws, rules and regulations.
- Ability to accomplish and administer a budget and subsequent financial transactions.
- Ability to supervise and direct professional and clerical employees.
- Knowledge of PC based computer systems used to access, retrieve and input information.
- Effective communication skills to enable working with the public, citizens, businessmen and department members on matters requiring considerable discretion and knowledge.
- Skill in proper and safe operation of police car, police radio, radar device, handgun and other weapons as required, handcuffs, breathalyzer, cellular telephone, and first aid equipment.
- Personal computer operation including, but not limited to, word processing software.

Physical Requirements:

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 stand; sit; walk; talk and hear; use hands to handle, manipulate or operate objects, controls or tools and equipment listed above; reach with hands and arms; climb, jump, balance, stoop, kneel, crouch, crawl and run; taste or smell.

The employee must be able to overcome physical resistance of uncooperative, sometimes violent, subjects of various age and size using Defense and Arrest Tactics (DAAT).

The employee must occasionally lift and/or move more than 75 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

Experience/Education Required:

Each applicant for Chief of Police shall have graduated from high school or its equivalent, be twenty one (21) years of age or older, a citizen of the United States, have a valid Wisconsin Driver's License, have sixty (60) college credits and be certified by the State of Wisconsin Law Enforcement Standards Board.

Applicants for Chief of Police must also have a minimum of ten (10) years' experience as a law enforcement officer and a minimum of an Associate of Arts Degree in Police Science or related field and be able to demonstrate leadership and administrative ability.

General Comments:

The Village of Butler is an Equal Opportunity Employer. In compliance with the American with Disabilities Act, the Village will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Applicant Signature

Date