

**TOWN OF PARACHUTE
JOB DESCRIPTION**

Job Title: Chief of Police
Department: Law Enforcement
Reports to: Town Manager
FLSA Status: Exempt
Salary Range: \$62,000 - \$82,500
Approved By: Town Manager
Approved Date: October 2017

SUMMARY

Oversees overall supervision and operations of the Police Department (Department). Develops, implements, and follows policies and procedures for effective law enforcement. Advises the Town Manager and Board of Trustees on law enforcement related matters. Serves as a liaison between the Town and outside law enforcement agencies.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

1. Plans, coordinates, supervises and evaluates police department operations.
2. Develops policies, and procedures for the Department in order to implement direction(s) from the Town Manager and Board of Trustees.
3. Plans and implements a law enforcement program for the Town to better carry out the policies and goals; reviews Department performance and effectiveness, and formulates programs or policies to alleviate deficiencies.
4. Coordinates information gathered and work accomplished by various officers; assigns officers to special investigations as the need arises for their specific skills.
5. Assures that personnel are assigned shifts or working units that provide optimum effectiveness in terms of current situations and circumstances governing deployment.
6. Evaluates evidence, witnesses, and suspects in criminal cases to correlate all aspects and to assess for trends, similarities, or for associations with other cases.
7. Supervises and coordinates the preparation and presentation of an annual budget for the Department; directs the implementation of and controls the Department's budget; plans for and reviews specifications for new or replaced equipment.
8. Directs the development and maintenance of systems, records, and legal documents that provide for the proper evaluation, control, and documentation of police department operations.
9. Trains and develops Department personnel.
10. Handles grievances, maintains Departmental discipline and the conduct and general behavior of assigned personnel.
11. Prepares and submits monthly reports to the Town Manager regarding the Department's activities, and prepares a variety of other reports, as appropriate.

12. Meets with other enforcement officials, community and business representatives and the public on all aspects of the Department's activities.
13. Attends conferences and meetings to keep abreast of current trends in the field; represents the Town Police Department in a variety of local, county, state, and other meetings.
14. Cooperates with County, State, and Federal law enforcement officers, as appropriate where activities of the police department are involved.
15. Ensures that laws and ordinances are enforced and that the public peace and safety are maintained.
16. Able to handle all other duties as required under the job descriptions of Sergeant, Corporal, Detective, Police Officer, Animal Control Officer, and Records Clerk.
17. Adheres to all of the Town of Parachute's safety and loss/control guidelines.
18. 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.

EDUCATION, TRAINING AND EXPERIENCE REQUIREMENTS

College degree in Criminal Justice, Public Administration, or closely related field. Colorado Peace Officer Standards and Training Board, (P.O.S.T.) certified. Ten (10) years police experience including five (5) years in a responsible command or administrative capacity. Any combination equivalent to the education and experience likely to provide the required knowledge and abilities would be qualifying.

OTHER SKILLS, CERTIFICATION, LICENSE, TOOLS REQUIRED

Thorough knowledge of modern law enforcement principles, procedures, techniques and equipment. Considerable knowledge of applicable laws, ordinances, and department rules and regulations.

Ability to train and supervise subordinate personnel. Ability to perform work requiring good physical condition. Ability to communicate effectively orally and in writing. Ability to establish and maintain effective working relationships with subordinate, peers and supervisors. Ability to exercise sound judgment in evaluating situations and in making decision. Ability to give verbal and written instructions.

Knowledge of computer systems and ability to use them for analytical or other purposes.

Possess a valid Colorado Driver's License.

DESCRIPTION OF WORK SCHEDULE, HOURS, OVERTIME REQUIREMENTS

Work is performed in the office for administrative work, and in a patrol car for patrol duties, and will be on call as back-up for officers that are on duty. Work becomes hazardous when dealing with life threatening situations. Must live within twenty minutes of Town of Parachute.

SUPERVISION RECEIVED

Works under the general supervision of the Town Manager.

DISTINGUISHING FEATURES

This position is appointed by the Board of Trustees.

SUPERVISION EXERCISED

Ultimately responsible for all supervision within the Police Department.

OTHER JOB REQUIREMENTS

This job deals with interpersonal contacts with citizens, the Public, school officials, volunteers, news media, Town staff and civic organizations.

COMMENTS

The Town of Parachute is an Equal Opportunity Employer. Pursuant to the Immigrations Reform and Control Act, it is the Town’s intention to hire only individuals who are United States citizens or aliens authorized to work and live in the United States.

EMPLOYEE ACKNOWLEDGEMENT

I hereby acknowledge that I have read and understand the scope and intent of the job description for this position.

Police Chief

Date

Town of Parachute Representative