

CITY: East Helena

DEPARTMENT: Police Department

POSITION: Police Chief

ACCOUNTABLE TO: Mayor

SUMMARY OF WORK & WORK SCHEDULE: Under the general direction of the Mayor, this position is responsible for the direct supervision and administration of the Police Department. Performs supervisory, administrative and law enforcement and security duties in enforcing federal, state and local laws and regulations in order to provide for the safety and well-being of life and property. This position is responsible for planning, administering and evaluation of the work of the Police Department.

JOB CHARACTERISTICS:

Nature of Work: This position performs professional, supervisory, technical and administrative duties. Position may be called out 24 hours per day for emergencies. May work varied shifts including nights, weekends, and holidays. Hazards of position include travel and work in adverse weather and extreme temperatures, situations that arise in connection with pursuit and arrest of dangerous people, and possible exposure to hazardous wastes and infected body fluids. Position requires adherence to safety procedures. Dealings with the public may be under stressful circumstances, must enforce laws with common sense, discretion, and compassion. Deals with sensitive information and adheres to standards of confidentiality.

Personal Contacts: Frequent contact with the public, often under stressful circumstances, supervisor, co-workers and other law enforcement agencies.

Supervision Received: General direction by the Mayor with periodic reports to the City Council.

Supervision Exercised: Supervision of three or more sworn officers and reserve officers.

Essential Functions: Position requires ability to communicate orally and in writing, plan, organize, supervise, train, calculate, prepare reports, visually inspect areas, know and apply laws and regulations, prepare budget, apprehend, arrest and control dangerous persons, use firearms effectively, walk over rugged terrain, climb, carry adult weight, hear distress calls and see critical circumstances, perform limited medical procedures, drive a patrol vehicle, operate police investigative equipment, and maintain records. Must meet the physical requirement of the Police Officer Standards and Training Standards.

AREAS OF JOB ACCOUNTABLE AND PERFORMANCE:

- Plans, organizes, directs and supervises the functions of the Police Department.
- Oversees maintenance of law and order and the protection of life and property in the city.
- Detects, apprehends and arrests law violators.

- Prepares and submits departmental budget and executes and monitors budget.
- Makes police recommendations to the Mayor and City Council.
- Responsible for the supervision, training and evaluation of subordinate officers.
- Establishes and protects confidentiality of police records.
- Oversees police payroll.
- Creates and implements new administrative policies for the department concerning personnel and programs.
- Plans and prepares for disasters and emergencies.
- Plans and directs training programs for reserve officers.
- Cooperates with other state and local law enforcement agencies.
- Has access to restricted information which could result in legal action if inappropriately released.
- Supervises materials and equipment requiring care to assure against breakdown or deterioration.
- Investigates and writes reports of any pending criminal cases and testifies in court as needed.
- Schedules officers for mandatory training, certification and re-certification.
- Receives, accounts for and safeguards modest sums of money.
- Responsible for the custody of all lost, abandoned or stolen property recovered within the city limits.
- Occasionally serves as City Court Bailiff, serves legal papers and transports prisoners.
- Performs other related police and administrative duties as required.

JOB REQUIREMENTS:

KNOWLEDGE: This position requires an extensive knowledge of the principles and best practices of police administration; current law enforcement practices and problems; traffic rules and regulations; and all laws regarding search and seizure, arrest, investigative practices and procedures. A working knowledge of supervisory, administrative and budgeting procedures is also required.

SKILLS & ABILITIES: This position requires skills in the use of firearms and related police equipment; organizing, planning and directing law enforcement and security programs; supervision and evaluation of the work of others; driving a patrol vehicle safely in hazardous conditions; self-defense. This position requires the ability to organize, plan and direct the Police Department under normal and emergency situations; make sound decisions; train and supervise employees; perform duties effectively in stressful situations; deal effectively with dangerous people; communicate effectively orally and in writing; establish effective working relationships with supervisor, fellow employees, other law enforcement agencies and the general public.

EDUCATION & EXPERIENCE:

The above knowledge, skills and abilities are usually acquired by a combination of education and experience equivalent to:

- A High School Diploma.
- MLEA P.O.S.T. basic, Intermediate, Advanced 1st Line Supervisor and Command Certification preferred.
- At least five years experience in law enforcement with at least two years at a supervisory level with a minimum of 100 hours of police training.
- Must possess a valid Montana Driver's License.

JOB PERFORMANCE STANDARDS:

Evaluation of this position will be based primarily upon performance of the preceding requirements and duties. Examples of job criteria include, but are not limited to, the following:

- Diligently performs assigned duties.
- Effectively motivates, supervises and evaluates police department staff.
- Competently applies the principles and best practices and methods of police administration and law enforcement.
- Demonstrates a thorough knowledge of federal, state and local laws and ordinances applicable to local jurisdiction and effectively applies and enforces these laws.
- Rigorously applies laws governing arrest and the protection of the rights of suspects, custody of person, search and seizure and the rules of evidence.
- Capably investigates and writes reports of pending criminal cases.
- Effectively prepares, submits, and executes budget and demonstrates prudent purchasing practices.
- Submits accurate and timely reports to Mayor and Town Council and attends meetings.
- Maintains confidentiality of sensitive information.
- Rigorously establishes, practices and enforces proper safety measures.
- Establishes and maintains effective working relationships with fellow employees, supervisors, consultants and the general public.
- Deals tactfully and courteously with the public.