



320 South Main Street * Yuma, CO 80759

Phone 970.848.3878 * Fax 970.360.7767

CITY OF YUMA JOB DESCRIPTION

Job Title: Police Chief

Department: Police Department

Reports to: City Council

Supervises: All Police Department Staff

Status: Exempt

Purpose:

Under general direction, manages all activities of the City of Yuma Police Department.

Duties:

Plans, organizes, and directs, the enforcement of applicable laws, ordinances, city codes, animal control, and crime prevention activities of the Yuma Police Department. Develops, coordinates, and evaluates new programs or revise existing programs to achieve the level of law enforcement activities established by state and federal mandates, the City Council, the needs of the community, and directives of City Council. Analyzes data and prepares appropriate responses to deal with problems identified in the community; reviews activities and results for accomplishment of stated objectives; maintains and updates records management system for use in program development/administration. Ensures the appropriate enforcement of all rules, regulations and ordinances of the City of Yuma;

Required to work as an active officer on duty including observation of the activities of the City throughout various times of day to assess law enforcement needs and including working 24 hour shifts if necessary;

Attends City Council meetings to receive and provide information as appropriate; research information/data and prepares reports for city council, other city departments, other law enforcement agencies various groups, school district, and the general public;

Formulates and institutes long-range plans, policies and procedures governing the activities of the department in consultation with and assistance of subordinate department personnel; formulates and prescribes work methods and procedures; revises police operations to meet changing conditions;

Manages personnel functions of the department and directs the supervision of department personnel; assures adequate shift scheduling; follows policies for hiring and firing; conducts interviews; evaluates employee performance including the maintenance of credentials and certification; selects persons for original appointment with the department and for promotions within the department; reviews employee performance evaluations and prepares evaluations; advances decisions affecting employee selection, retention, advancement, discipline and termination; writes and/or reviews letters of recommendation or reprimand; manages grievances and disciplinary matters related to work assignments, interpersonal relationships, officer conduct and general behavior; in conjunction with subordinate supervisors, evaluates and assures delivery of necessary training needed by the department; handles, reviews and takes corrective action on the City's liability issues and citizen complaints; counsels departmental employees and maintain strict confidentiality related to sensitive administrative information;

Monitors the expenditure of departmental appropriations and prepares annual budget estimates; plans and directs police training programs through subordinate personnel. Presents budget proposals to city management; monitors compliance with established fiscal guidelines and limitations; oversees the development of specifications for the acquisition of department equipment; reviews and signs all purchase orders and requisition forms; orders equipment, supplies and large budget expenditures; verifies costs incurred by the department and insures expenses and revenues are in compliance with the established budget; insures payrolls are submitted promptly and accurately;

Monitors contracts assigned to department for compliance and renewal; participates in professional job-related associations; searches funding alternatives and writes applications for grants; prepares and issues RFP's in solicitation of contract services;

Cooperates, coordinates, and communicates with other local, state, and federal law enforcement personnel on police matters; performs disaster coordinator functions including plan preparation, tabletop exercises, etc.; serves as incident commander on major police incidents.

Oversees media and public relations for the police department; in coordination with the City Manager, manages the release of law enforcement related public information and open records requirements for media and public relations requests; oversees all public announcements and communications to assure compliance with department policy, decisions and protocol; monitors general activities of the department to assure compliance with standard operating procedures with regard to dissemination of public information. Meets with various groups and individuals to explain the activities and functions of the police department and to establish favorable public relations; assures local news media have available information pertaining to public safety and police activities in accordance with public disclosure laws; submits and responds to feedback directly related to the police department and/or police function;

Qualifications:

- Knowledge of law enforcement principles, methods, techniques, and practices including investigation, intelligence, surveillance, court procedures, community relations, patrol, special weapons and tactics, traffic control, records management, report preparation, custody of persons and property, and crime prevention.
- Knowledge of the principles and practices of organization, management, budget development and personnel administration.
- Knowledge of federal, state, and local laws and ordinances that affect or are enforced by the police department.
- Ability to plan, evaluate, assign and coordinate activities performed by the police department.
- Ability to motivate, manage and supervise employees with varying levels of education and work experience.
- Ability to establish and maintain effective working relationships with other town departments, public agencies, the news media and the general public.
- Ability to speak effectively and comfortably to large groups of people.
- Ability to communicate effectively, orally and in writing.
- Ability to plan, organize, direct and evaluate complex programs.
- Ability to react calmly and quickly in emergency situations.
- Ability to maintain proficiency in the use of firearms, communications, automotive and other equipment.

- Ability to analyze complex operational activities, complex managerial and administrative problems, formulate solutions and take independent unilateral actions.
- Skill in managing the day-to-day operations of a municipal police department, including patrol, investigation, crime prevention, training, communications, records, budgeting, and administrative functions.
- Skill in understanding and interpreting complex statutes, ordinances, regulations, standards, and guidelines.
- Skill in directing and supervising command, operations, and support staff.
- Skill in identifying employee training needs and developing programs and training to improve performance.
- Skill in evaluating operations and programs to determine if they meet community needs.
- Skill in negotiating and communicating, in person and in writing.
- Skill in preparing reports documenting the facts and actions regarding criminal and civil law enforcement incidents.
- Skill in conducting investigations of criminal activities, include City of Yuma code violations.
- Skill in establishing and maintaining effective working relationships with elected officials, City employees, other law enforcement agencies, criminal justice system staff, the business community, and citizens.
- A minimum of 8 years progressive responsibility in any police agency with at least 5 years of supervisory experience, or any combination of education, training, or an equivalent combination of education and experience that would qualify for the position.
- Must meet requirements for and achieve Peace Officer Certification as described in Colorado Law and P.O.S.T. regulations.
- Must obtain a Colorado Driver's License within 6 months of appointment.

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.

- Subdue resistant individuals;
- Run a short distance to persons requiring emergency assistance or apprehension;

- Lift, carry, move, and/or drag equipment and persons, occasionally more than 100 lbs.;
- Force entry into buildings;
- Climb flights of stairs, ladders, fences, and move over obstacles;
- Walk, stand, stoop, crouch, crawl or sit for long periods of time (including driving)
- Reach, grasp, push, pull, perform repetitive motions, or lay for extended periods of time;
- Perform life-saving procedures;
- Maintain proficiency with assigned weapon systems;
- Confront armed suspects;
- Drive motor vehicles under emergency and non-emergency conditions;
- Communicate clearly with supervisors, subordinates, and the public;
- Constantly think quickly and use sound judgment;
- Maintain mental alertness under adverse and life-threatening situations;
- Control personal feelings and emotions;
- Maintains proficiency with firearms, arrest control tactics and other tools and techniques as assigned;

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Exposure to all and extreme weather conditions.
- Exposure to varying light conditions: all and extreme lighting conditions, daylight and night light, with and without artificial light available, indoors and outdoors.
- Exposure to personal danger, including but not limited to: armed and/or dangerous persons/animals; persons and/or articles having contagious/communicable diseases; hazards associated with emergency driving, vehicular surveillance, traffic control and working in and around traffic; hazards associated with natural and man-made disasters, the use and operation of electrical or microwave powered equipment.

Other Requirements: Residency within the City of Yuma is preferred; however, the Chief may not reside more than 15 miles from the City's municipal boundary.