



## Police Department

### Town of Clarkdale

P.O. Box 308, Clarkdale, Az. 86324

Town Hall (928) 639-2400 \* fax (928) 639-2409

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### **POLICE CHIEF** **JOB DESCRIPTION**

**DESCRIPTION:** Under general direction by the Town Manager, this Department Head position supervises and coordinates all employees and activities of the Clarkdale Police Department, and is a member of the Town's top management team. Serving as the primary authority on law enforcement issues, this individual participates in the development, implementation and enforcement of organizational and departmental policies and procedures, meeting all Arizona Peace Officer Standard and Training Board (AZPOST) requirements to be certified as a peace officer.

**CLASSIFICATION:** Positions in this class are characterized by a thorough knowledge of

- the principles, practices and methods of modern law enforcement,
- applicable federal, state and local laws and ordinances necessary to carry out job functions,
- all technical and administrative aspects of police work.

An individual successful in this executive position performs duties with a high degree of trustworthy, independent judgment. This is an FLSA exempt, at-will position with full benefit package.

#### **ESSENTIAL FUNCTIONS AND DUTIES:**

*Essential functions and duties may be modified at any time at management's discretion. Typical duties may include, but are not limited to the following:*

- Participates in the implementation of goals, objectives, policies and priorities of the Town and the Clarkdale Police Department;
- Consults with the Town Manager in formulating departmental policies, regulations and organizational function;
- Responsible for on-going mentoring, training and performance review of sworn and civilian employees of the Police Department;
- Responds to calls, backs up officers, and takes shifts when necessary or desired;
- Oversees and/or conducts complex criminal investigations;
- Reviews crime statistics, population trends, new developments in law enforcement, court cases, legislation and other factors in establishing departmental goals and objectives;
- Makes judgments on application of laws, policies, procedures, rules and regulations;
- Ensures compliance with departmental policies and procedures;
- Conducts and/or directs internal investigations;
- Represents the Town of Clarkdale in professional efforts at the local, state and federal levels;
- Represents the department at Town Council meetings, provides information to the Town Council regarding public safety and police services;
- Ensures the department's compliance with Article 4-1 of the Town Code and consults with the Town Manager on recommendations for amendments to the Town's Codes;
- Actively promotes and nurtures strong and ongoing departmental involvement with community groups and citizens;
- Plans, organizes, directs and coordinates preparation and ongoing monitoring of the department budget;

- Promotes and supervises the pursuit and administration of grant funding for department and program expenses;
- Provides coordination with the Town Attorney, Town Prosecutor and/or Magistrate in relevant court or hearing procedures;
- Composes and presents written and oral reports;
- Receives and resolves public concerns and complaints;
- Participates in coordination and implementation of police/emergency management volunteer program, including scheduling volunteers for specific functions and during disaster responses;
- Meets with and/or maintains effective and cooperative relationships within the department and with the public, elected officials, business representatives, Fire Departments/Districts, Town staff, local schools and other law enforcement agencies;
- Participates in Town management staff meetings and may serve on special committees, or direct the conduct of projects having a general Town-wide impact;
- Performs other duties and responsibilities as required or assigned.

## **MINIMUM QUALIFICATIONS**

### **Education and/or Experience**

Any combination of education and/or experience providing the knowledge, skills and abilities necessary for satisfactory job performance. A bachelor's degree is required in criminal justice, public administration or related field, with 15 years increasingly responsible law enforcement experience and at least 5 years of supervisory/management experience. In lieu of the required degree at time of appointment, must enroll and remain actively engaged in completion of described bachelor's degree. Completion of FBI National Academy, NWU Command & Staff Course, or equivalent and POST certified instructor status is preferred.

### **Knowledge, Skills and Abilities**

- Knowledge, skills and abilities to ensure effective law enforcement practices;
- Knowledge of emergency management practices;
- Knowledge of Human Resources practices and matters;
- Knowledge of efficient budgeting and financial management;
- Knowledge of effective fleet management;
- Knowledge of property control policies and practices;
- Knowledge of Arizona Public Safety Personnel Retirement System;
- Ability to attract, develop and retain high quality law enforcement personnel;
- Skills and abilities for effective public speaking;
- Skills and abilities to effectively lead by example 24/7;
- Skills and abilities to provide mentoring and training of officers, department civilians and volunteers;
- Skills and abilities to maintain close coordination with other Town departments;
- Skills and abilities to be an effective "do-er" as well as a planner and organizer.

### **Physical Requirements**

*This classification involves work that may require:*

- Successfully passing AZPOST's Peace Officer Physical Aptitude Test (POPAT);
- Physical effort with moderate to extensive exertion in an arrest, pursuit and/or detainment situation;
- The ability to traverse uneven terrain;
- Climbing, balancing, stooping, kneeling, crouching, crawling;
- Vision sufficient to safely operate motorized vehicles; read reports, plans, diagrams, rules, regulations, policies, procedures, computer screens and computer print outs, audio visual materials, and other documents encountered in the course of work;

- Hearing sufficient to hear conversational levels in person and over the telephone or radio;
- Speech sufficient to make oneself heard and understood in person, in front of groups, in meetings, over the telephone and radio;
- Mobility sufficient to safely work in all weather conditions and environments as may be encountered in a variety of indoor and outdoor settings;
- Dexterity sufficient to finger, handle or feel objects; reach with hands and arms; safely operate firearms, vehicles and office equipment including computers.

### **SPECIAL REQUIREMENTS, LICENSES AND CERTIFICATES**

- Must meet all Arizona Peace Officer Standard and Training Board (AZPOST) requirements to be certified as a peace officer within six (6) months of appointment.
- Must reside within twenty-five (25) miles of municipal complex within six (6) months of appointment.
- Must complete (or provide verification of prior completion) for specific National Incident Management System (NIMS) courses through the Federal Emergency Management Agency (FEMA) within six (6) months of appointment.
- Must possess a valid drivers' license (with the ability to transfer an out-of-state license to Arizona immediately) and maintain an excellent driving record.

### **WORKING CONDITIONS**

- Work is generally performed within an inside office environment, while driving a vehicle, and/or in outside weather conditions;
- Work may require travel throughout the Town or further traveling to attend meetings, training events, etc.;
- The noise level is varied but usual to that of an inside office environment, however work while driving or outside work can produce varied and potentially loud noise levels;
- The employee may be required to walk or run over uneven flooring or outdoor terrain;
- The employee may be required to work outside normally scheduled hours and/or assigned to report to a specific location for training and/or meeting attendance;
- While performing the duties of this job, the employee is frequently required to sit and talk or hear; use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms;
- The Town of Clarkdale is a drug-free, smoke free work environment;
- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions and duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions and duties.

**PRE-EMPLOYMENT DRUG TESTING IS MANDATORY.**

**THE TOWN OF CLARKDALE IS AN EQUAL OPPORTUNITY EMPLOYER (EOE).**

*This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the Town and requirements of the job change.*