

Chief of Police

Title	Dept.	FLSA Status	ADA Applicability	FMLA Eligibility	Reports to	OSHA
Chief of Police	Police	Exempt	Applicable	Ineligible	City Administrator	Human Blood/Body Fluids

POSITION SUMMARY

Under the supervision of the City Administrator, the Chief of Police is an exempt position under the FLSA that performs the administrative duties for the police department. Supervising the management of the department, and resolving personnel issues and citizen concerns are the primary responsibilities of this position. This employee should possess excellent communication, supervisory, organizational, and public relations skills.

ESSENTIAL FUNCTIONS

- Protects the life, property, and welfare of the citizens of Louisburg;
- Hires, supervises, evaluates, and disciplines subordinate personnel;
- Responds to calls for assistance;
- Fields questions, concerns, and complaints from the general public;
- Enforces all federal, state, and local laws and ordinances;
- Prepares daily work assignments;
- Prepares and completes reports;
- Provides traffic control at specific functions;
- Handles storm watches on a consistent basis and checks for proper inspections;
- Secures bids for equipment and materials;
- Maintains a training program for all police officers;
- Designs and monitors all equipment records and performs inspections and annual equipment inventory;
- Patrols streets and investigates crimes and accidents;
- Provides appropriate information to the City Clerk for personnel files;
- Controls the expenditure of departmental appropriations;
- Prepares and submits reports as needed to City Council; regularly attends Council meetings;
- Works with City Administrator and Finance Director to prepare department annual budget;
- Performs administrative duties.

MARGINAL FUNCTIONS

- Assists other departments and agencies as needed;
- Performs other duties as deemed necessary or assigned;
- Attends various civic & community group meetings, promotes the Police Department;
- Must possess a valid driver's license and maintain an insurable driving record;
- Drug/alcohol screening required;
- Regularly attends City Council meetings.

**CHIEF OF POLICE
POSITION REQUIREMENTS**

City of Louisburg

Experience: A minimum of ten years of law enforcement experience is required. A minimum of five years of law enforcement supervisory experience is preferred. Employee is expected to have acquired the necessary information and skills to perform the job reasonably well within one year of employment.

Education: A high school diploma or GED is required. A college degree in Criminal Justice or a related field is preferred. This position requires certification from the Kansas Law Enforcement Training Center. Also requires 40 hours of continuing education annually.

Technical Skills: Thorough knowledge of all federal, state, and local laws and ordinances, criminal investigations, law enforcement techniques, and mathematics is required. This employee must be able to efficiently operate firearms, two-way radios, office equipment, patrol vehicles, and other law enforcement equipment. The ability to interpret data, to complete and check reports and documents, to develop department policies and procedures, to understand and anticipate problems, and to read and interpret written instructions, maps, manuals, and reports is required. This employee should possess excellent public relations, organizational, management, and oral and written communication skills.

Problem Solving: Independent problem solving is involved in this position. This employee makes decisions about prioritizing assignments, resolving personnel issues and citizen complaints, and performing daily duties in the most efficient manner.

Decision Making: Independent decision making is involved in this position. This employee makes decisions about resolving citizen complaints, personnel issues, departmental operations and performing investigations.

Supervision: This employee is subject to supervision from the City Administrator and exercises frequent supervision over subordinate personnel.

Financial Accountability: This employee is responsible for the safe operation of department equipment, has authority to purchase necessary equipment and supplies per the City's purchasing policy, and participates in the annual budget process.

Personal Relations: Daily contact with the general public, co-workers, subordinate personnel, the City Administrator, and the City's governing body is expected.

Working Conditions: Adverse working conditions exist within this position. Exposure to blood-borne pathogens, body fluids, hazardous chemicals, excessive noise, heights, explosives, and adverse weather conditions is expected. This position contains an element of risk to personal safety.

Physical Requirements: The ability to pass and maintain all activities and requirements of the Kansas Law Enforcement Training Center is required.

On-Call Duties: Employee may be required to perform on-call duties during the week, on weekends and holidays.

The specific statements shown in each section of this description are not intended to be inclusive. They represent typical elements and criteria considered necessary to successfully perform the job.

This job description was last updated in April 2022.