



CHIEF OF POLICE

Department: Police Classification/Grade: M-5
Division: _____ FLSA Status: Exempt
Reports to: City Manager Date Approved: _____

Job descriptions/specifications are only intended to present a descriptive summary of the range of duties, tasks, and responsibilities associated with a specified position. Therefore, descriptions/specifications may not include all duties performed by the individual. In addition, descriptions/specifications are intended to outline the minimum qualifications necessary for entry into the position/class and do not necessarily convey the qualifications of incumbents within the position/class.

DEFINITION

Actively support and uphold the City's and Department's mission and values. Under the direction of the City Manager, supervise all law enforcement, animal control and detention center activities, provide professional, quality police protection for the citizens of Mesquite, through the administration of the Police Department. Serve at the pleasure of the City, subject to the terms of their employment agreement.

ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES

(Essential functions are those functions that the individual who holds the position must be able to perform unaided or with the assistance of reasonable accommodation.)

1. Serve as a representative of the City of Mesquite, demonstrating a positive attitude and progressive actions through the display of professionalism, courtesy, and appropriate tact and discretion in all interactions with other employees and with the public.
2. Supervise all police personnel.
3. Coordinate, document, and update community law enforcement service and programs.
4. Develop and monitors departmental policies and procedures formulated on the basis of relevant research.
5. Evaluate police programs.
6. Responsible for police equipment and facilities.
7. Oversee crime investigations.
8. Assess police performance.
9. Provide officer and dispatch training.
10. Supervise the preparation and administration of department budget.
11. Provide liaison with various citizen groups.
12. Responsible for police public relations and interagency coordination.
13. Oversee jail facility.
14. Counsel departmental employees.
15. Approve and/or disapproves decisions of staff.
16. Attend City Staff and City Council meetings.
17. Plan and organize activities of the department regarding utilization of personnel and equipment including training and emergency execution.
18. Oversees hiring, training, motivation, evaluation, discipline, and direction of Police staff.
19. May respond to emergency calls at own discretion as indicated by their seriousness.
20. Assume the duties of a regular police officer when on patrol duty.
21. Be dependable and meet acceptable attendance requirements at all times.
22. Follow all applicable safety rules and regulations.

OTHER JOB FUNCTIONS

- A. Protect confidential information by preventing unauthorized release, both verbal and/or writing
- B. Counsels and gives advice to customers and the public
- C. Perform other related duties as assigned.

QUALIFICATIONS

The degree of knowledge and ability as outlined under this section is that which is necessary to satisfactorily perform the essential functions of this position.

Knowledge of:

- Practices, principles, procedures, regulations, and techniques of law enforcement.
- Principles of supervision, management, instruction, training and performance evaluation
- Procedures, methods and techniques of civil service process law enforcement, communications or detention
- Pertinent federal, state and local laws, codes and regulations
- Police policies and procedures
- P.O.S.T. investigative methods
- Police training procedures
- Personnel Management
- Arresting and corrections procedures
- Fiscal management, including budget preparation, expenditure control, and record keeping.
- Planning and problem solving techniques
- Police terminology and practices

Ability to:

- Supervise, organize, and review the work of sworn and non-sworn technical and clerical personnel.
- Select, supervise, train and evaluate staff.
- Interpret and explain law enforcement policies and procedures.
- Prepare reports and communicate clearly and concisely, both orally and in writing.
- Establish and maintain cooperative relationships with those contacted in the course of work.
- Coordinate police activities.
- Professionally furnish and obtain information from other departments.
- Frequently have contact with executives on matters requiring explanations and discussions
- Act rationally under stressful situations.
- Utilize good public relations skills.
- Communicate effectively verbally and in writing.
- Use good leadership and management skills.
- Organize, delegate and establish meaningful goals
- Prioritize tasks
- Establish and maintain effective working relationships with City management, employees, Council members, other agencies, and the general public.
- Analyze and evaluate department operations and develop and implement corrective action to resolve problems.
- Properly operate city vehicle.
- Work non-standard hours such as evenings, weekends and holidays.

Special Requirements

Residency Requirement: Must be able to respond within 30 minutes from residence.

Experience, Education and Training:

Any equivalent combination of training, education and experience which provides the individual with the required knowledge, skills, and abilities to perform the job. A typical way to obtain the required knowledge and abilities would be:

- Education: Graduation from high school or GED. Associates degree from an accredited college or university with major course work in police science, public administration or a related field (e.g. F.B.I. Academy)
- Experience: Seven years of increasingly responsible law enforcement supervisory and management experience with a minimum of three years in a supervisory position. Police Chief experience preferred.
- Training: Nevada P.O.S.T. Category I Certification within one year of employment with City First Aid and CPR Certification. Maintain certification with department handgun and shotgun. Speak and write Spanish fluently preferred
- License or Certificate: Must possess, at the time of employment and continuously throughout employment, a valid Nevada Class “C” driver’s license.

WORKING CONDITIONS

Work is performed under the following conditions:

Physical Requirements:

Duties are primarily performed in an office environment but when in the field the employee is exposed to varying and extreme weather conditions. Must have the capability to hear, speak and see to communicate with the general public. Must have the strength and ability to apprehend, subdue and restrain criminal offenders. Physical exertion may be required to climb stairs and over walls, run, bend, twist, reach, crawl through tight spaces, kneel in confined areas; sit for prolonged periods of time; move/push/pull or lift heavy objects exceeding 50 lbs; Subject to 24-hour call back for emergencies; great mental ability is required daily.

Job Hazards/Risk Factors:

Employee risk physical hazard from violent, aggressive, and hostile people, a variety of weapons, noise, exposure to bio-hazard communicable diseases, hazardous materials, chemicals, bodily fluids, sharp objects, traffic, drugs and drug paraphernalia; high risk of civil litigation due to performance of duties.

It is a condition of employment that any Commissioned Police Personnel hired into the Police Department after March 1, 2004, not use tobacco in any form both on and off duty for the duration of employment with the City.

The City of Mesquite is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodation to qualified individuals. The City of Mesquite encourages both incumbents and individuals who have been offered employment to discuss potential accommodations with the employer.

Revised & approved: September 2002
April 2004
July 2008 (Grade)