



CHIEF OF POLICE

Department: Police Classification/Grade: M-5
Division: _____ FLSA Status: Exempt
Reports to: City Manager Date Approved: June 2011

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 guidance and 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. The Chief of Police is appointed by, and is accountable to, the City Manager.

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. Develop and monitors departmental policies and procedures formulated on the basis of relevant research.
3. Plan, coordinate, manage and evaluate police department operations. Review Department performance and effectiveness, formulates programs or policies to alleviate deficiencies.
4. Supervise and coordinate the preparation and presentation of an annual budget for the Department; Direct the implementation of the department's budget; Plan for and reviews specifications and needs for additional personnel and for new or replacement equipment.
5. Responsible for police public relations and interagency coordination.
6. Ensures that the department offers and maintains an effective and positive Community Oriented Policing philosophy for the purpose of maintaining the highest possible credibility level within the area.
7. Attend City Staff and City Council meetings.
8. Oversee hiring, training, motivation, evaluation, discipline, and direction of Police staff.
9. Perform a variety of complex administrative, managerial and professional work in planning, coordinating and directing the activities of the Police Department.
10. Coordinate, document, and update community law enforcement service and programs.
11. Responsible for police equipment and facilities.
12. Oversee crime investigations.
13. Asses police performance; Ensure appropriate and adequate training and development of Department personnel.
14. Meet with elected or appointed officials, other law enforcement officials, community and business representatives, and the public on all aspects of the Department's activities and provide liaison with various citizen groups.
15. Handle grievances; maintain Departmental discipline and the conduct and general behavior of assigned personnel.
16. Approve and/or disapproves decisions of staff.
17. Plan and organize activities of the department regarding utilization of personnel and equipment including training and emergency execution.

18. Oversee jail facility.
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 leadership, management, supervision, 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.
- Meet and maintain a level of fitness consistent with the Department's physical fitness standards, including an annual physical examination.

- Properly operate city vehicle, radio, handgun and other weapons as required, cell phone, personal computer including word processing software.
- Work non-standard hours such as evenings, weekends and holidays.

Special Requirements

Residency Requirement: Must reside in City limits.

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: Bachelors degree in Police Science, Criminal Justice, Public Administration or related field. May substitute for seven (7) or more years of experience at higher level in administration and successful completion of nationally recognized law enforcement academy (FBI National Academy (FBINA))

Experience: Seven years of increasingly responsible law enforcement supervisory and management experience with a minimum of three years in a supervisory position. Must have experience with other agencies and strong relationship and partnership with community groups, neighboring departments, associations, and businesses.

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)
 June 2011