

POLICE CHIEF

CLASS DESCRIPTION

General Responsibilities:

This is responsible managerial and administrative work in planning, organizing and directing the programs, services, and activities of the Madison Police Department. Work primarily involves responsibility for the efficient operation and administration of the department; maintenance of law and order within constitutional constraints; and development and implementation of measures designed to prevent crime and protect lives and property. Under the general direction of the Mayor and in coordination with the Police and Fire Commission, the incumbent must exercise considerable judgment and discretion in meeting departmental objectives.

Examples of Duties and Responsibilities:

Plan, organize, and direct the programs, services, and activities of the Madison Police Department, both directly and through subordinate supervisors. Provide policy direction and/or interpretation. Prioritize the Department's overall efforts.

Provide direction, leadership, information and recommendations on diverse police programs, projects, services and procedures. Organize and oversee the development of police policies, programs and strategies. Facilitate the accomplishment of multiple and diverse departmental assignments. Hire, train, supervise, coordinate, coach and discipline a diverse law enforcement and administrative staff. Perform and/or oversee related management functions in the areas of personnel, affirmative action, labor relations, etc. Oversee and/or develop and administer operating and capital budgets.

Develop and maintain effective working relationships with other law enforcement and judicial agencies, city departments, community groups and other governmental bodies.

Serve on the Mayor's Management Team and related interdepartmental committees. Provide advice, counsel and staff services to the Common Council, Police and Fire Commission and other boards and committees as appropriate.

Represent departmental interests both through the media, and in meetings with individual citizens and community groups.

Perform related work as required.

QUALIFICATIONS

Knowledge, Skills and Abilities:

Thorough knowledge of the principles and practices of modern police administration. Thorough knowledge of the principles and practices of public administration (consistent with the management of a City department). Thorough knowledge of the full range of supervisory principles and practices, labor relations and personnel management. Working knowledge of budgetary principles and procedures. Working knowledge of and ability to use tools such as computers, webinars, IP phone, cellular phones, video conferencing, etc. Considerable skill in planning, organizing and administering Police Department programs and services. Ability to manage a municipal law enforcement agency and to develop and implement police programs to maintain law and order within constitutional constraints, prevent crime, and protect lives and property. Ability to organize, direct, coordinate, evaluate and control the activities of clerical, technical and professional employees. Ability to plan, develop and manage departmental resources (including capital and operating budgets). Ability to manage a large and diverse staff. Ability to effectively lead and/or participate in diverse committee efforts inherent in the department's management. Ability to exercise considerable judgment in the development and application of departmental work rules, standards, policies and procedures. Ability to represent departmental interests in a wide variety of contexts (e.g., before public policy bodies, community groups and the media). Ability to effectively develop and communicate technical recommendations to Boards, Commissions, elected officials, other governmental officials and the public. Ability to work with a high degree of independence. Ability to provide specialized police administration counsel, and staff services to public policy makers. Ability to work effectively with diverse agencies, committees, community groups and departments. Ability to develop and institute police department programs, policies and procedures in response to the department's mission, goals, and objectives. Ability to train and manage a large staff of law enforcement and administrative employees. Ability to establish and maintain effective working and public relationships. Ability to communicate effectively, both orally and in writing. Ability to effectively manage diverse emergency incidents, necessitating the ability to effectively and quickly process visual and auditory data. Ability to attend meetings and other functions during the evening and/or on weekends. Ability to maintain adequate attendance.

Training and Experience:

Three years of responsible and varied managerial experience within a local law enforcement agency. Such experience would normally be gained after considerable experience in progressively responsible line and administrative positions; and following graduation from an accredited college or university with a related bachelor's degree in police science, criminal justice, or a related field. Advanced Police Executive training such as FBI Academy Northwestern or Southern Police Institute is preferred. Other combinations of training and/or experience which can be demonstrated to result in the possession of the knowledge, skills and abilities necessary to perform the duties of this position will also be considered.

Necessary Special Qualifications:

U.S. citizenship at time of appointment.

Possession of a current driver's license (and be eligible for a Wisconsin Driver's License), or to otherwise be able to meet the transportation requirements of the position.

Must not have been convicted of a felony (unless pardoned by the Governor of the State).

Must not have a conviction record or pending charge which substantially relates to the work of a law enforcement officer.

Must be able to secure and maintain State of Wisconsin certification as a law enforcement officer.

Must be sworn Law Enforcement in the State of Wisconsin or able to certify within a reasonable time.

Must establish Wisconsin residency upon appointment.

Ability to be bonded.

Physical Requirements:

The physical demands of Police Chief include: visual and auditory acuity; ambulatory ability and physical strength and dexterity inherent in assessing incident parameters/conditions in a field command capacity (under adverse working conditions).

The incumbent of this position will be expected to attend frequent Common Council and meetings of the Police and Fire Commission as well as other public meetings as required. Such meetings generally take place outside the regular work day during evening hours.

Department/Division	Comp. Group	Range
Police Department	21	23

Approved: _____
Brad Wirtz
Human Resources Director

Date