

# JOB DESCRIPTION

## POLICE CHIEF



### Identification

Position Title: CHIEF OF POLICE  
Immediate Supervisor: MAYOR  
Classification: FULL TIME, SALARY

### Job Summary

The Chief of Police will act in the capacity of executive head of the Police Department subject to the orders of the Mayor and all applicable law. The Mayor appoints the Chief of Police to act in the Mayor's behalf and to see that the Police Department functions as required. See also Chapter 30 – Police Department in the West Branch Municipal Code.

The employee is deemed by the City Council to be a critical employee of the City of West Branch; a critical employee is one that is responsible for the safety and welfare of the West Branch public, therefore all full-time peace officers, including the Chief of Police, shall establish a residence within an eight mile radius of West Branch within six months of their date of employment, and continued residence within that eight mile radius of West Branch is a requirement for continued employment with the City.

### Job Scope

The Chief of Police is directly responsible to the Mayor for the administration of the Police Department and in direct control of the Police Department's enforcement of all laws of the State of Iowa and Ordinances of the City of West Branch. The Chief of Police is responsible for the control, direction, efficiency, and internal affairs of the Department and has the power and authority to assign the personnel of the Department as deemed necessary to carry out the functions, objectives, and goals of the Department. The Chief represents the Department at all City Council meetings in which called to be present and approves the attendance of individual officers at City Council meetings. The Chief shall work cooperatively with the City Administrator and all Department heads.

### Essential Job Duties and Responsibilities

The Chief of Police is the chief administrative officer of the Department and the final departmental authority in all matters of policy, operations, and discipline. The Chief seeks advice from the City Administrator in all budgetary or financial questions. The Chief exercises all lawful powers of the office and issues such lawful orders as are necessary to ensure the effective performance of the Department. The Chief is responsible for planning, directing, coordination, controlling and staffing all activities of the Department for its continued and efficient operation, for the enforcement of the rules and regulations within the Department, for the completion and forwarding of such reports as may be required by competent authority, and for the Department's relations with local citizens, City government and other related agencies.

The duties of the job would include, but are not limited to, these areas:

1. Investigation and enforcement of all laws of the State of Iowa, and Ordinances of the City of West Branch, and all other duties of a Police Officer.
2. Makes written and verbal reports to the Mayor and City Council as directed by the Mayor.
3. Informs the Mayor of incidents or developments that may unusually affect public or official relations.
4. Responsible for training all full and part-time members of the Department. Training to include preliminary training of members upon appointment to the Department and all continuing training of its members.
5. Certifies all bills to ensure that they are correct.
6. Responsible and accountable for the custody of all property coming into the possession of the Department.
7. Keeps accurate records of all property and is responsible for its safekeeping and lawful return or disposal.

8. Makes public addresses on behalf of the Department.
9. Initiates, coordinates, and supervises the background investigations of all applicants for any Department position. Upon completion, the Chief shall make recommendations and assist the Mayor and City Administrator in interviewing and hiring of any new officer.
10. Responsible for the day-to-day operations of the Department, and supervision of all subordinate officers within the Department.
11. Is the Chief Animal Control officer for the City.
12. Annually reviews the Police Policy and Procedure Manual and recommends changes to the City Council for approval.
13. Responsible for the investigation of all charges or complaints made against members of the Department.
14. Administrates and directs the Reserve Police Force.

Minimum Education, Experience and Certification

1. High school diploma or equivalent.
2. Meets minimum hiring standards as set forth by Iowa Law Enforcement Academy.
3. Must possess and maintain a valid Iowa Driver's License.
4. No less than ten (10) years full-time law enforcement experience with no less than five (5) years of experience as a law enforcement supervisor.

Knowledge, Skills and Abilities

The successful applicant must possess:

1. Basic knowledge, understanding and work experience as a patrol officer.
2. Skills necessary to direct the public, if necessary as well as direct officers and work with other department heads of the City.
3. Computer efficiency is required.
4. Considerable knowledge of modern law enforcement principles, procedures, techniques, and equipment; considerable knowledge of applicable laws, ordinances and department rules and regulations; extensive knowledge of the City's geography.
5. The ability to read and understand all Departmental regulations, policies, rules and instructions, law regulations and police literature.
6. The ability to read, understand and communicate verbally in English.

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified in this position.