

**City of Valley Falls  
Job Description**

**Job Title:** Police Chief  
**Department:** Police  
**Reports To:** City Administrator  
**FLSA Status:** Exempt

**SUMMARY**

Under the general supervision of the City Administrator, the Chief of Police plans, organizes and directs the efficient operation of the Police Department through subordinate officers who maintain law and order, prevent crimes, protect life and prosperity and assure that all police services are delivered in a safe, effective and timely manner by performing the following duties.

**ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.**

- ❖ Directs and follows all City safety policies and procedures.
- ❖ Consults with the City Administrator to develop, implement and oversee the police department operations; formulates and prescribes methods and procedures to be followed by department employees. Develops department SOP manual for all department personnel and assures all personnel are trained in all proper department procedures.
- ❖ Develops a department budget; monitors all department expenditures; prepares reports for the City Governing Body and Mayor when directed.
- ❖ Selects, makes hiring recommendations, schedules, assigns, reviews and evaluates staff of subordinate law enforcement employees.
- ❖ Promulgates rules and regulations for department as delegated by regulating code.
- ❖ Coordinates and administers daily police activities.
- ❖ Coordinates internal investigation of members of department for alleged wrong doing.
- ❖ Establish and manage department personnel training programs to assure professional competent officer conduct.
- ❖ Develop and directs community programs to establish and maintain community involvement.
- ❖ Develops and maintains FTO program for all new officers entering service with the department.
- ❖ Directs activities of personnel engaged in preparing and maintaining police records.
- ❖ Interacts with other county, state or federal law enforcement agencies.
- ❖ Address various groups to inform public of goals and operations of department.
- ❖ Prepares requests for government agencies to obtain funds for special operations or for purchasing equipment for department.

- ❖ Develops and administers a fair and comprehensive system for department promotions and rank structure.
- ❖ Assists in investigation or apprehension of offenders.
- ❖ Performs additional duties as needed or directed.

#### **SUPERVISORY RESPONSIBILITIES**

Manages two subordinate full-time employees and up to five part-time employees in the Police Department. Is responsible for the overall direction, coordination, and evaluation of this unit. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, advice in the hiring process, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

#### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must live within Valley Falls, Kansas or be able to relocate within 6 (six) months, be able to respond within 5 minutes, and live within approved response area per Valley Falls personnel handbook.

#### **EDUCATION AND/OR EXPERIENCE**

A high school diploma or GED is required, and a technical degree or some college credit in Criminal Justice, Police Science, or a related field is preferred. This position requires graduation from the Kansas Law Enforcement Training Center and 40 hours of annual continuing education training in police procedures and techniques, Radar Certification, Drug and Alcohol Detection and Interdiction Certification, Intoxilyzer 5000 Certification, and a valid Kansas Driver's License. Five years of law enforcement experience is preferred. Employee is expected to have acquired the necessary information and skills to perform the job reasonably well within six months to one year of employment. Plus attending continuing education training per state requirements, also involves overnight meetings and travel.

#### **TECHINCAL SKILLS**

A thorough knowledge of all federal, state, and local laws and ordinances, computers, law enforcement techniques, law enforcement supervision, local geography of the city and the location of businesses. This employee must be able to efficiently operate firearms, computers, two-way radios, intoxilyzer, various surveillance and camera equipment, radar equipment, and other department equipment. The ability to interpret data, to complete and check reports and documents, to understand and anticipate problems, and to read and interpret manuals, legal documents, reports, and written instructions is required. The ability to enforce Kansas laws, ordinances, and regulations with firmness, tact, and impartiality is required. The ability to lead and direct the activities of Police Officers is required. The ability to establish and maintain an effective working relationship with the general public, municipal officials, and other employees is required. This employee should possess excellent public relations supervisory, managerial, oral and written skills.

#### **PROBLEM SOLVING**

Independent problem solving is a major factor in this position. This employee encounters problems with personnel issues, citizen complaints, criminal investigations, scheduling conflicts, and domestic violence.

**DECISION MAKING**

Independent decision making is involved in this position. This employee makes decisions about prioritizing assignments, resolving personnel issues and citizen complaints, performing investigations, making arrests, and performing daily duties in the safest and most efficient manner.

**SUPERVISION**

This employee works under the direction of the City Administrator. This employee exercises frequent supervision over subordinate personnel.

**FINANCIAL ACCOUNTABILITY**

This employee is responsible for department resources and equipment. This employee does have the authority to purchase necessary department supplies within the budget. This employee does participate in the annual budget process.

**PERSONAL RELATIONS**

Daily contact with the general public, subordinate personnel and frequent contact with the City Administrator, City Council and Mayor is expected.

**WORKING CONDITIONS**

Adverse working conditions exists within this position. Exposure to hazardous chemicals, explosives, heights, excessive noise, and adverse weather can be expected. This position contains an element of risk to personal safety. This employee is exposed to blood borne pathogens while investigating crime scenes, seizing and preserving evidence, and assisting ambulance crews.

**PHYSICAL REQUIREMENTS**

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

**PHYSICAL DEMANDS**

While performing the duties of this job, the employee is frequently required to sit. The employee is occasionally required to walk. The employee must occasionally lift and/or move up to 20 pounds and sometimes lift more than 100 pounds. The employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms; climb or balance; talk or hear; and taste or smell. The employee frequently is required to stand, walk, and sit. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.