

**CITY OF PRAIRIE HOME
JOB DESCRIPTION
CHIEF OF POLICE**

PRIMARY JOB DESCRIPTION

The Chief of Police is responsible for law enforcement work involving the prevention, detection, and investigation of City Code and Ordinance violations; the apprehension and arrest of law violators; and the safeguarding of lives and property in the City.

DUTIES AND RESPONSIBILITIES

1. Enforce City ordinances and State law within the city.
2. Investigate City Code and Ordinance violations. Conduct traffic stops. Respond to citizen requests for assistance.
3. Collect and process evidence. Testify in court; present evidence; act as witness.
4. Communicate effectively and maintain quality community relations.
5. Write accurate reports. Maintain records and files.
6. Complete and file all County, State, and Federal reports or requests.
7. Serve as Custodian of Records for police department records.
8. Adhere to confidentiality and ethical standard practices.
9. Maintain police vehicle and equipment.
10. Assist in physical inventory of police equipment.
11. Maintain required training and certifications.
12. Attend Board of Aldermen meetings as needed or requested.
13. Remain well-informed of City, County, State, and Federal laws and ordinances, and City policies and procedures. Recommend ordinance and policy changes as needed.
14. Perform a variety of other duties as needed or as assigned.

WORKING CONDITIONS

1. Must be able to work independently with minimal direction and supervision.
2. Work may be performed in all weather conditions.
3. Work may be performed during the day, evening, and night; on call as needed.
4. Work may be performed in emergency and stressful situations.

REQUIREMENTS

1. Missouri POST certified and MSHP firearms certified.
2. Minimum 5 years' experience as a law enforcement officer with some leadership or management role as a corporal or sergeant.
3. Reside within 30 roadway miles of Prairie Home.
4. High school diploma or equivalent.
5. Minimum 21 years of age.
6. United States citizen.
7. Possess a valid Missouri driver's license.
8. Maintain annual continuing education hours.
9. Vision correctable to 20/20.
10. Adequate hearing with/without artificial aids.
11. Proof of physical and psychological examinations within last year; background investigation. Maintain physical and mental condition.
12. Knowledge of modern law enforcement principles, procedures, and techniques.
13. Strong communication skills.
14. Ability to act effectively in emergency and non-emergency situations.