

CITY OF FORT MITCHELL, KENTUCKY

POSITION TITLE: POLICE CHIEF

DATE: AUGUST 4, 2022

CHARACTERISTICS OF THE CLASS

This is highly skilled and responsible work in the administration, supervision, command, and technical oversight of a city police department. An employee in this class is responsible for planning, coordinating, and supervising the activities of the police department. Departmental work involves maintaining law and order through patrol, criminal investigation, crime prevention and public education. This position works under the general direction of the City Administrator and Mayor.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Oversees the administrative activities of the police department such as scheduling, budgeting, and training.
- Works during inclement weather and at varied hours of the day.
- Communicates accurately with other city employees, government agencies and the public regarding accidents, crimes, and emergency response situations.
- Applies federal, state, and local laws and ordinances to accidents, crimes, and emergency response situations.
- Supervises all departmental employees effectively in the performance of departmental activities and provide adequate training as needed.
- Prepares and implements departmental budget.
- Plans and coordinates law enforcement activities.
- Performs the essential functions and job duties of the police captain, police sergeant and police officers when needed.
- Completes Bureau of Training course and forty (40) hours of annual training.

JOB DUTIES

- Plans and coordinates effective programs and investigations to enforce federal, state, and local laws.
- Responds to citizen complaints and inquiries.
- Supervises the investigation of all felonies committed within city limits.
- Assists in and supervises the patrol duties of the police department, often during inclement weather and varied hours of the day.
- Responsible for the proper identification, inventory, documentation, and maintenance of all evidence collected for use in criminal proceedings.

- Prepares and administers a departmental budget, financial reports as required and prepares monthly activities report for the city council.
- Accurately maintains necessary documents regarding the operation of the department including arrests, evidence, and administrative records.
- Formulates departmental policy and procedure and presents policy recommendations to the city council.
- Reviews and recommends acceptable standards for the recruitment, selection, and promotion of all departmental employees.
- Oversees the scheduling and evaluation of all departmental.
- Plans for and recommends the purchase of supplies and equipment for the department.
- Oversees the proper maintenance and inventory of all departmental equipment.
- Safely cares for and uses necessary law enforcement equipment in the performance of duties to include firearms, radar, and breathalyzer.
- Plans for and supervises the training of patrol officers in the proper use of departmental equipment such as breathalyzer, radar, and firearms.
- Plans and supervises the implementation of community education programs.
- Participates in approved law enforcement training courses.

DESIRABLE TRAINING AND EXPERIENCE

- Graduation from high school or the equivalent supplemented by five (5) years of professional law enforcement experience in a command position, including progressively responsible supervisory experience.
- Graduation from a four hundred (400) hour Basic Training course at the Bureau of Training, supplemented by forty (40) hours of annual training, or any combination of training and experience which provides the desired knowledge, skills, and abilities.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED

- Ability to establish and maintain effective working relationships with other city employees, officers, government agencies and the public.
- Knowledge of the geography of the jurisdiction.
- Considerable knowledge of federal, state, and local laws and ordinances.
- Ability to read, write and speak effectively including the accurate preparation of reports.
- Considerable knowledge of basic administrative procedures and how to apply them on a departmental basis.
- Ability to effectively supervise all departmental employees in the performance of departmental activities.
- Considerable knowledge of police methods, practices, and procedures, with the ability to apply knowledge or proper procedures to specific situations.
- Considerable knowledge of proper procedures regarding the collection and maintenance of evidence.
- Considerable knowledge regarding the use of departmental equipment including the safe care and use of firearms, radar, and breathalyzer.

- Ability to properly train patrol personnel in the safe care and use of departmental equipment including firearms, radar, and breathalyzer.
- Ability to analyze situations and act quickly and efficiently including the knowledge of first aid. Ability to operate a motor vehicle at high speed or in dangerous situations.

NECESSARY SPECIAL REQUIREMENTS

- Possession of a valid vehicle operator's license.
- Must have completed or be eligible to complete the Basic Training course at the Bureau of Training, including annual attendance at the Police Chiefs Command Decision course.

LEGAL REQUIREMENTS

An individual in this class must meet the requirements of all applicable Kentucky Revised Statutes and local ordinances with regards to a person in this classification.

ADDITIONAL REQUIREMENTS

Subject to pre-employment physical, drug testing, criminal history and background check.

AMERICANS WITH DISABILITIES ACT COMPLIANCE

The City of Fort Mitchell is an Equal Opportunity Employer. ADA requires the city to provide adequate accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

SUMMARY

The description listed above is intended to present a descriptive list of the general content of and range of duties performed by employees in this position. Specifications are not construed to be an exhaustive list or reflect all duties performed by and requirements of the position. Duties, responsibilities and activities may change at any time with or without notice.

SALARY RANGE

\$95,000 to \$115,000

JOB POSTING

This posting will close Monday, October 10, 2022 at 4:30 p.m. Interested candidates should send a cover letter, resume and 3 professional references to city administrator, Edwin King at eking@fortmitchell.com