

City of DARLINGTON

JOB TITLE: Police Chief
DEPARTMENT: Police
SUPERVISOR: Mayor
COMPENSATION: Adjusted annually

JOB SUMMARY

The role of the Chief of Police is to provide the highest level of service to the community while maintaining the balance of fiscal responsibility, officer safety, and integrity to the department by practicing exceptional management and leadership skills while always setting a positive example. He/she must understand the value of maintaining a positive working relationship with a variety of other city departments as well as other agencies that are directly related to our success and the manner we perform our jobs. The chief must be a constant reminder to the team that we do not strive to be good; we strive for excellence in everything we do and take pride in doing so.

JOB DESCRIPTION

Specific Tasks:

1. Respond to calls for service.
 - a. Cover open shifts when full-time staff are absent or assign staff to do the same.
 - b. Be on call 24/7/365 to answer questions from on-duty staff.
 - c. Respond from home upon request to assist on-duty staff with emergencies.
 - d. Supervise and/or conduct criminal investigations.
2. Emergency Management
 - a. Maintain an Emergency Operations Plan for the city
 - b. Maintain a Flood Response Plan for the city
 - c. Respond to and mitigate against the hazards posed by natural and/or manmade disasters
 - d. Assist fire and EMS personnel in the course of their duties
 - e. Coordinate with county and state Emergency Management Personnel upon request
3. Budgeting
 - a. Prepares and recommends annual budgets and Capital Improvement Plans for the Police Department.
 - b. Meet with mayor, committees, and common council for approval of said plans.
 - c. Approves, reviews, monitors, and adjusts expenditures to stay within budgets.
 - d. Submits invoices to city office for payment.

4. Establishes long and short-term department goals.
5. Policy Implementation:
 - a. Recommends, implements, and enforces department work rules, procedures, and guidelines for the efficient operation of the department.
 - b. Receives policy recommendations from Lexipol based upon legal updates from state statute, case law, etc.
 - c. Updates Lexipol system with said rules, etc. and publishes the same for distribution to entire department for review and acknowledgment.
 - d. Verifies core standards are maintained, documented, and written proof of the same is relayed to the Wisconsin Law Enforcement Accreditation Group.
6. Coordinates, evaluates, and establishes programs that ensure the safety of department personnel and public served; including, but not limited to:
 - a. Drug take-back depository
7. Evaluates programs for effectiveness and efficiency to meet Department and community goals.
8. Union Relations.
 - a. Administers and monitors collective bargaining agreement for all employees.
 - b. Participates as a member of the city's bargaining team for the purposes of contract negotiations.
 - c. Assists the city office in processing grievances and preparation for grievance arbitration.
9. Coordinates and/or prepares and files reports with local, state, and federal authorities for the operation of the department; including, but not limited to:
 - a. Monthly report to DOJ on use of force
 - b. Pursuit reporting to TRACS
 - c. TRACS reporting
10. Grant Coordination.
 - a. Coordinates and/or prepares and submits grant requests to local, state, and federal agencies for equipment and services.
 - b. Respond to grantor inquiries and audits
 - c. Monitor grant implementation and report same to grantor.

11. Coordinates, evaluates, and administers community relations and prevention programs within the school and community upon request; including, but not limited to:
 - a. DARE Program
 - b. ALICE Program (active killer prevention in the school, hospital, manor, others)
 - c. Prevention programs in the school
 - d. Heroes Camp
 - e. Shop w/a Cop
 - f. Annual Brat Feed
 - g. Touch-a-Truck Program
 - h. Booths at special events, etc.

12. Coordinates with the District Attorney and City Attorney to successfully resolve criminal and civil forfeiture cases initiated by the department (crimes, citations, etc.):
 - a. Review all police reports, correct the same, refer to proper legal authority
 - b. Review criminal complaints and sign them
 - c. Consult with legal authorities on dispositions
 - d. Testify in court or assign appropriate staff to accomplish this
 - e. Represent the city at traffic court

13. Serves as the department's open records administrator:
 - a. Respond to insurance companies open records requests
 - b. Respond to discovery requests from attorneys' offices
 - c. Respond to all open records requests from citizens, outside agencies, etc.
 - d. Conduct background checks for alcohol licenses for the City Office
 - e. Respond to FBI NICS Juvenile Requests

14. Personnel management:
 - a. Coordinate with the Police Commission to maintain appropriate staffing levels to fulfill the department's mission and goals
 - b. Conduct background investigations of prospective new hires
 - c. Supervise and evaluate all staff
 - d. Discipline staff when necessary
 - e. Recognize accomplishments

15. Scheduling Personnel
 - a. Allocates personnel to achieve department goals.
 - b. Ensure 24/7/365 access to police services.

- c. Manage the *ScheduleAnywhere* software program.
 - d. Receive time off requests from officers and respond accordingly.
 - e. Communicate time off requests to city office for accounting purposes.
 - f. Schedule additional personnel to respond to community concerns or events.
16. Establishes and maintains professional relationships with elected/appointed city officials and community groups.
- a. Attend council/committee meetings upon request
 - b. Attend civic organization group meetings upon request
 - c. Attend community meetings relevant to fulfilling the department's mission
 - d. Coordinate with other department heads on matters of mutual interest
17. Serves as the primary point of contact and representative of the Darlington Police Department.
- a. Receive and respond to daily phone calls/messages
 - b. Receive and respond to daily email messages
 - c. Receive and respond to messages on social media
18. TIME System Agency Coordinator:
- a. Warrant validation
 - b. Stolen property validation
 - c. Respond to CIB audits
 - d. Comply with CJIS security requirements
 - e. Coordinate biannual eTIME recertification for all staff
19. Manage department-wide career development program:
- a. Ensure all staff attend state-mandated training (firearms, EVOC, etc.).
 - b. Ensure all staff receive training required by department policy manual.
 - c. Ensure all staff receive specialized training specific to their assigned duties.
 - d. Ensure all staff comply with Wisconsin Training & Standards Bureau 24-hour in-service training requirements.
 - e. Organize monthly department-wide meetings and trainings.
 - f. Document and report all training to DOJ through the ACADIS system.
 - g. Complete annual audit with DOJ to ensure training reimbursement
20. Office Management
- a. Manage department records and files
 - b. Payroll

- c. Maintain spreadsheets documenting officer benefits
 - i. Uniform allowances
 - ii. Vacation, sick, personal, compensatory benefits
 - d. Implement, maintain, and secure internet technology
 - e. Maintain department web pages on the city's website
 - f. Inventory Maintenance
 - i. Purchase, maintain/replace all equipment and supplies for the department
 - ii. Keep a written record of inventory and provide same to City Office
 - g. Maintain department record management software (Spillman)
21. Coordinate with local, county, state, and federal law enforcement partners on cases of regional, statewide, or national interests.
- a. Attend law enforcement meetings
 - b. Communicate with the Probation & Parole Office to discuss inmates released into the community
 - c. Monitor the Sex Offender Registry and notify the community when DOC intends to release one into the city.
 - d. Refer cases to the U.S. Attorney's Office that involve federal violations
22. Property and Evidence Management
- a. Conduct audits of the evidence room
 - b. Purge evidence no longer needed
 - c. Arrange for return of property to rightful owners
 - d. File reports with Wisconsin Department of Administration on cash seized
23. Provide for Citywide Traffic Control and Orderly Conduct
- a. Pursuant to Chapter 7 of the Municipal Code, regulate traffic movement in the city. Maintain a citywide traffic map.
 - b. Plan for street closures and festivals. File permits, detour routes, and signage maps with the Wisconsin Department of Transportation for all parades, etc.
 - c. Coordinate with common council and city attorney on amendments or additions to the Municipal Code of the City of Darlington
 - d. Coordinate efforts to work with the Public Health Department, City Building Inspector, and/or Property Maintenance Inspector on issues affecting public health, safety, and order

QUALIFICATIONS

- Valid driver's license required.
- Possess a Bachelor's degree in Criminology, Criminal Justice, Public Administration, or related field; and eight to ten years related experience and/or training; or an equivalent combination of education, leadership and experience. Wisconsin Law Enforcement Standards Board certification as a police officer.
- Must have demonstrated a successful management history with a minimum of five years' experience in police department leadership at a Sergeant's rank or above. Experience in budget, planning, grant recognition and writing, and other administrative activities on a large scale and in a coordinated manner a plus.
- Ability to communicate effectively in verbal and written format. Demonstrates enthusiasm, motivation, ability to inspire others and creativity in planning, directing, and supervising.