

CITY OF DARLINGTON

JOB TITLE: Police Chief
DEPARTMENT: Police
SUPERVISOR: Mayor
COMPENSATION: Salary range \$72,800.00 to \$83,200.00 depending on qualifications.

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 DUTIES

1. Respond to calls for service – cover open shifts as needed.
2. Emergency Management – maintain an Emergency Operations Plan for the City.
3. Budgeting – prepare and recommend annual budgets and capital improvement plan for the Police Department.
4. Establish long and short-term department goals.
5. Policy Implementation – recommend, implement, and enforce department work rules, procedures, and guidelines for the efficient operation of the department.
6. Coordinate, evaluate, and establish programs that ensure the safety of department personnel and public served.
7. Evaluate programs for effectiveness and efficiency to meet department and community goals.
8. Coordinate and/or prepare and file reports with local, state, and federal authorities for the operation of the department.
9. Grant Coordination – coordinate and/or prepare and submit grant applications to local, state, and federal agencies for equipment and services.
10. Coordinate, evaluate, and administer community relations and prevention programs within the school and community upon request.

11. Coordinate with the District Attorney and City Attorney to successfully resolve criminal and civil forfeiture cases initiated by the department (crimes, citations, etc.).
12. Serve as the department's open records administrator.
13. Personnel management – Maintain officer work schedules, supervise, evaluate and discipline staff when necessary.
14. Establish and maintain professional relationships with elected/appointed city officials and community groups.
15. Serve as the primary point of contact and representative of the Darlington Police Department.
16. TIME System Agency Coordinator.
17. Manage department-wide career development program.
18. Office management – manage department records and files; and prepare payroll reports.
19. Coordinate with local, county, state, and federal law enforcement partners on cases of regional, statewide, or national interests.
20. Property and evidence management.
21. Provide for citywide traffic control and orderly conduct.

QUALIFICATIONS

- Valid driver's license required.
- Possess an Associates 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. 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.
- Ability to possess a firearm.