

**CHIEF OF POLICE - CITY OF CRAIG, CO \$87,745/yr. - \$125,930/yr.** Full time with excellent benefits. Plan, organize and direct all operations and activities of the City Police Department. This is a salaried position exempt from the overtime provisions of the Fair Labor Standards Act and requires random drug testing. This is a single incumbent position reporting to the City Manager. Responsible for direct supervision of the following staff: Operations Division Commander and Support Services Division Commander. High school diploma or GED. Bachelor's degree or equivalent from an accredited college or university with major course work in criminal justice or a related field. Six years of responsible law enforcement experience including three years of supervisory experience. Possession of, or ability to obtain, an appropriate, valid Colorado driver's license. Possession of, or ability to obtain, a Colorado P.O.S.T. Peace Officer Certificate. Full job description and employment application available on our website: <https://www.ci.craig.co.us/> or at City Hall, 300 W 4th St. Craig, CO 81625, 970-826-2010 **APPLICATION DEADLINE: OCTOBER 8, 2021. EOE**

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**City of Craig**  
**Position Description**  
*Chief of Police*

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

**OVERALL FUNCTIONS**

Plan, organize and direct all operations and activities of the City Police Department. This is a salaried position exempt from the overtime provisions of the Fair Labor Standards Act.

**NATURE AND SCOPE OF JOB**

A single incumbent position reporting to the City Manager. Responsible for direct supervision of the following staff: Operations Division Commander and Support Services Division Commander.

**REPRESENTATIVE DUTIES**

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. **MANAGING PEOPLE/RESOURCES/ADMINISTRATION**

Managing People

- a. Manages, directs and supervises the entire operation of the City Police Department.
- b. Instructs subordinates in proper procedures of their respective jobs and inspects work in progress and makes suggestions or issues directives for improvement.
- c. Ensures that all employees within the Police Department are appropriately trained.
- d. Conducts performance evaluations on subordinate staff.
- e. Make decisions on disciplinary matters involving staff.
- f. Approves work shifts, vacations, leaves, and training schedules.
- g. Submits pay raise proposals to City Manager.
- h. Directs the formulation of work methods and procedures to be followed by members of the department; inspects and evaluates departmental activities and personnel; takes necessary steps in modifying police operations to meet changing conditions.

Managing Resources/Administration

- a. Directs, coordinates and reviews the work plan for the department; meets with staff to identify and resolve problems; assigns work activities and projects; monitors workflow; reviews and evaluates work products, methods and procedures.
- b. Identifies opportunities for improving operations and services delivery methods and procedures; reviews with appropriate staff; implements improvements.
- c. Formulates and enforces Department rules, regulations, policies and procedures regarding conduct, order, uniforms, equipment, vehicle operation, firearms, civil cases, arrests, prisoners' schedules and efficiency of the department.
- d. Directs all resources and administration of department to assure the protection of the public.
- e. Performs the full range of duties of Police Officer.
- f. Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of law enforcement.

## 2. LEADERSHIP

- a. Effectively manages and directs both staff and operations of the Police Department.
- b. Exercises leadership role in public matters concerning the Police Department.
- c. Participates in management planning sessions involving the city.
- d. Participates as requested in public meetings regarding City business.
- e. Takes a senior leadership role in the city and community regarding any law enforcement activities.
- f. Promotes pro-active problem solving and Police Community partnerships to address the causes of crime, disorder and fear, as well as other issues of community concern.

## 3. DECISION MAKING

- a. Makes management level decisions affecting administration of department using extensive judgement and discretion.
- b. Makes appropriate staff level decisions while in the field regarding law enforcement activities.

4. COMMUNICATION

- a. Effectively communicates with subordinate staff.
- b. Effectively communicates with the public in a helpful, friendly and efficient manner.
- c. Uses both verbal and written communication in an effective manner.
- d. Must be able to render creditable testimony in a court of law.

5. PLANNING

- a. Plans the department budget; forecasts additional funds needed for staffing, equipment, materials and supplies; directs the monitoring of and approves expenditures; recommends adjustments as necessary.
- b. Makes a yearly plan for department considering efficient use of budget, resources, and department personnel.
- c. Makes long range plans for department considering change in the local community and area.
- d. Conducts planning and research for the Department.
- e. Plans, directs and delegates responsibility for police training programs, procedures, in-service training, professional schools and seminars.
- f. Plans, directs and delegates responsibility for programs of crime prevention and detection and the enforcement of traffic and safety regulations.
- g. Formulates organizational goals, program priorities, policies and regulations in consultation with the City Manager, City Council and with the assistance of subordinate officers.

6. HUMAN RELATIONS

- a. Receives the public and answers questions; responds to inquiries from employees, citizens and others and refers, when necessary, to appropriate persons.
- b. Greets customers in a friendly manner in person and on the telephone.
- c. Maintains strict confidentiality.
- d. Coordinates assigned services and activities with outside agencies and organizations.

- e. Attends civic meetings and other public gatherings to explain the activities of the Police Department and to discuss community and law enforcement problems.
- f. Attends council meetings, workshops, committee and board meetings as required.
- g. Responds to and resolves difficult inquiries and complaints with the press and public.

**NOTE: Only minimum duties are listed. Other responsibilities may be required as requested by Management.**

**NOTE: These duties are tasks that management has determined are essential to the job.**

### **DESIRED MINIMUM QUALIFICATIONS**

1. Education and Experience:
  - a. High school diploma or GED.
  - b. Bachelor's degree or equivalent from an accredited college or university with major course work in criminal justice or a related field.
  - c. Six years of responsible law enforcement experience including three years of supervisory experience.
  - d. Possession of, or ability to obtain, an appropriate, valid Colorado driver's license.
  - e. Possession of, or ability to obtain, a Colorado P.O.S.T. Peace Officer Certificate.
2. Necessary Knowledge, Skills and Abilities:
  - a. Knowledge of pertinent federal, state and local laws, codes and regulations.
  - b. Must have knowledge of operational characteristics, services and activities of a municipal police department.
  - c. Knowledge of modern and complex principles and practices of modern law enforcement.
  - d. Knowledge of principles of budget preparation and control.
  - e. Must have knowledge of principles of supervision, team building, training and performance evaluation.
  - f. Knowledge of modern office practices, methods and computer equipment.
  - g. Knowledge of principles and procedures of record keeping and reporting.
  - h. Must have knowledge of safe driving principles and practices.
  - i. Must possess skills necessary to operate modern office equipment including computer equipment.
  - j. Must be able to operate a motor vehicle safely.
  - k. Must have necessary skills to operate and care for firearms safely.
  - l. Ability to manage and coordinate the work of sworn and non-sworn supervisory, professional and technical personnel.
  - m. Must be able to supervise, train and evaluate staff.
  - n. Ability to interpret, explain and ensure compliance with Department policies and procedures.
  - o. Ability to make sound decisions and take appropriate action.
  - p. Must deal effectively with diverse social and cultural backgrounds.
  - q. Ability to maintain a high degree of personal and professional honesty and integrity.

- r. Must be able to prepare and maintain accurate and complete records and prepare clear and concise reports.
- s. Ability to prepare and administer department budgets.
- t. Must be able to respond to sensitive requests and inquiries from the public.
- u. Must have ability to exercise good judgement, flexibility, creativity and sensitivity in response to changing situations and needs.
- v. Ability to communicate clearly and concisely, both orally and in writing.
- w. Able to establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work.
- x. Must meet job related standards as established by the State of Colorado and the Craig Police Department Policy and Procedures Manual to ensure safety of Department personnel and the public.

### **TOOLS AND EQUIPMENT USED**

1. Vehicle
2. Firearms and Impact Weapons
3. Computer and Office Equipment (Copier, Calculator, Fax, Telephone, etc.)
4. Crime Scene Equipment (cameras, finger print tools, etc.)
5. Miscellaneous Weapons
6. Traffic Control Devices (radar equipment, cones, etc.)
7. Car and Patrol Radio
8. Handcuffs
9. First Aid Equipment
10. Bio-Hazard Equipment
11. Audio-Visual Equipment

**The physical, work environment and mental/motor 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.**

### **PHYSICAL DEMANDS**

1. While performing the duties of this job the employee is frequently required to stand, walk, sit, talk, hear, taste, smell, reach with hands and arms, read, write and drive a vehicle. Occasionally the employee must climb or balance, stoop or kneel, crouch or crawl and keyboard.
2. The employee is frequently required to lift and/or move up to 25 pounds. The employee is occasionally required to lift and/or move up to 50 pounds. The employee is infrequently required to lift and/or move up to 100 pounds.
3. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

### **WORK ENVIRONMENT**

1. While performing the duties of this job the employee constantly works varying shifts and works alone. The employee frequently works in confined areas, works outdoors, work indoors and works with and around others. Occasionally the employee works with and/or near moving objects and works extended days/hours.

2. The noise level in the work environment is usually moderate.

### **MENTAL/MOTOR DEMANDS**

1. While performing the duties of this job, the employee frequently has flexibility and attentiveness duration and intensity. The employee occasionally has time constraints and routine workflow. Guidance, reinforcement and co-worker support are available frequently. The employee is frequently involved in social interactions, which frequently require oral and written communications.
2. Memory, reasoning, estimating, problem solving and judgement are frequently used or required. Mathematics is occasionally used or required.