



## Job Description

Position Title: Chief of Police

Reports to: Town Manager and is also a statutory position appointed and serving at the pleasure of the Board of Trustees

Date: 09/23/2016

Department: Public Safety

### General Purpose

The Chief of Police is the chief administrative and law enforcement officer of the Town and performs a variety of complex administrative, supervisory, and professional work in planning, coordinating, and directing the day-to-day operations of the Police Department including Patrol, Criminal Investigations, School Resource Officer, Code Enforcement, and Support Services. Responsible for directing, planning, managing, and coordinating operations of the department by performing duties personally or through subordinate officers and personnel to ensure the protection of life and property and the enforcement of laws and ordinances.

### Essential Duties/Responsibilities

Develops, plans, and implements department goals, objectives, rules, policies, and operational procedures that comply with federal, state, and local laws in response to community needs.

Establishes appropriate service and staffing needs; supervises and evaluates the work of department personnel; plans, organizes, and assigns work; establishes priorities.

Coordinates, administers, and monitors officers at work to ensure operations are conducted in accordance with department policies; ensures officers are properly trained; assigns officers to special investigations as the needs arise for their specific skills; approves leave requests; and insures officers are reviewed and evaluated by their direct supervisor and performs review and evaluation for Lieutenant or Sergeant.

Assures that personnel are assigned to shifts or working units which provide optimum effectiveness in terms of current situations and circumstances governing deployment.

Evaluates evidence, witnesses, and suspects in criminal cases to correlate all aspects to assess for trends, similarities, or for association with other cases.

Prepares and manages the Department's annual budget and provides to the Finance Director and Town Manager for inclusion in the Town Budget.

Develops and organizes all department training activities; develops training lesson plans; keeps abreast of trends and changes in Certified Peace Officer training programs; serves as training instructor; reviews high liability incidents within the police department.

Directs investigations regarding citizen and internal complaints against department personnel and/or procedures; documents complaints; interviews complainants, witnesses, and officers.

Performs public relations duties; represents the department at meetings and other functions; speaks on a variety of law enforcement topics to civic, neighborhood, church, and school groups, and at professional meetings and conferences.

Receives and responds to requests for information and complaints from the public regarding services, operations, and policies of the department.

Advises the Town Manager regarding the legislative process on matters related to law enforcement and public safety

Provide patrol duty while on working as well as provide a high level of community engagement

### **Other Duties/Responsibilities**

Directs the development and maintenance of systems, records, and legal documents that provide for the proper evaluation, control, and documentation of police department operations.

Monitors and maintains Departmental discipline plus the conduct and general behavior of assigned personnel.

Prepares and submits monthly report to the Town Clerk for inclusion in the Board packet once a month regarding the Department's activities.

Applies for appropriate grants. Serves as grant administrator for awarded grants and follows-up on all required paperwork providing documentation to Finance Department as needed.

Prepares and submits reports as required for the Department; ensures reports are prepared and submitted in a timely manner.

Meets with Town Manager, elected and appointed officials, other department heads, staff, other law enforcement officials, community and business representatives, and the public on all aspects of the Department's activities.

Cooperates with Local, County, State, and Federal law enforcement officers as appropriate where activities of the Police Department are involved.

Commands police personnel at the scene of critical incidents.

Performs the duties of subordinate personnel as needed.

Analyzes and recommends improvements to equipment and facilities as needed.

Encouraged to participate in professional organizations and on a variety of boards, commissions, and committees.

Knowledge of the methods and techniques of obtaining and preserving evidence; procedures of proper investigative processes.

Ability to analyze situations and take quick, effective, and reasonable courses of action, giving due regard to the surrounding hazards and circumstances of each situation.

Ability to write clear and comprehensive reports and make effective oral presentations.

Must have strong oral and written communication skills.

Ability to react quickly and calmly under emergency conditions.

Ability to qualify semi-annually with firearms.

Ability to work routinely under highly stressful conditions including life-threatening situation.

Attend Town Board meetings.

### **Supervisory Duties**

Police Department Personnel as assigned.

### **Job Qualifications**

#### **Knowledge, Skills, and Ability:**

- High school diploma or GED required, Bachelors or Associates degree in Criminal Justice, Police Science, or related field preferred.
- Ten years' experience in police work, three years of experience in a supervisory position in law enforcement.
- Completion of the basic law enforcement training academy or equivalent.
- An equivalent combination of education and experience.
- Colorado Post Certified.
- Strong knowledge of applicable Colorado State Statutes, County Regulations, and Town of Granby code.
- Thorough knowledge of modern law enforcement principles, procedures, techniques, and equipment.
- Possession of/or ability to obtain an appropriate, valid Colorado driver's license
- Ability to train and supervise subordinate personnel.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with subordinates, peers, and supervisors.
- Ability to exercise sound judgment in evaluation situations and in making decisions.
- Ability to give verbal and written instructions.
- Must have a valid Colorado driver's license, or the ability to obtain one.
- Must have a satisfactory Motor Vehicle Record (MVR)

#### **Working Environment and Physical Activities:**

The work and physical environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

- Employee frequently works both inside and in outside weather conditions.
- Employee occasionally works near moving mechanical parts; in high, precarious places; and with explosives and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, and vibration.
- The noise level in the work environment is usually moderate.
- Employee is frequently required to apply arrest control techniques to subjects.
- Employee is frequently required to sit, stand, talk and hear.
- Employee is occasionally required to walk, run, use hands, fingers, handle, operate objects, controls, tools, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, taste or smell.
- Employee must occasionally lift and move more than 100 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.
- Ability to effectively use a variety of firearms, tasers and other department equipment for patrol and in highly stressful situations.
- Ability to drive, including in adverse weather conditions, and be in a vehicle, for long periods of time.

FLSA Status: Exempt

***Note: This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the job. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.***



CHIEF OF POLICE

TOWN OF GRANBY, COLORADO

CHIEF OF POLICE for the Town of Granby, located in the beautiful Rocky Mountains of Grand County between Winter Park Ski Area and Rocky Mountain National Park. Granby is a year round mountain resort and full service hub community with family values. The resident population of over 2,000 people makes up the largest municipality in Grand County. Current population estimates do not include any second and third homeowners. The population of the community is expected to grow significantly over the coming years as neighborhoods continue to reach their full potential. Granby is home to an Elementary, Middle, and High School as well as several utility companies, businesses, US and State Forest Service. Granby covers a large geographic area for policing including a ski resort and two golf courses.

The Chief of Police is the chief administrative and law enforcement officer of the Granby Police Department and performs a variety of complex administrative, supervisory, and professional work in planning, coordinating, and directing day-to-day operations of the Department by performing the duties personally or through subordinate officers. Granby is seeking someone who demonstrates strong management and leadership skills; excellent diplomacy and communication skills; customer service and relationship-building skills; politically astute, but apolitical; and possesses a commitment to the Town's goals and objectives. The ideal candidate will have a successful track record in community policing, police department budgeting, and dealing with recruitment and retention issues.

The mission of the Granby Police Department is to work collaboratively with citizens, community groups, and other agencies to preserve and improve the Town's special quality of life. We strive to achieve this mission by having a staff of officers, a school resource officer, a code enforcement officer, and two administrative staff. The Town Board recently approved the addition of another officer to help serve and protect our growing community. The department is proud to offer 24-hour coverage to the community. The operating budget for the Granby Police Department is approximately \$1.6 million.

Candidates should possess demonstrated leadership and community policing skills, high integrity, and proven success in policing methods. Granby has a decentralized command structure where all members of the department are responsible for tasks on a regular basis. The new Chief must be accountable, responsive, and be able to provide a vision and direction for the department. Additionally, the new

Chief must work well with other department heads as well as the Town Manager and elected officials. The Granby Chief of Police will continue to be a “working Chief of Police”.

A high school diploma or GED is required. A Bachelors or Associates degree in Criminal Justice, Police Science, or related field is preferred. 10 years of police work experience is required, with a minimum of three years’ experience in a supervisory position in law enforcement. Candidates must be a graduate of the police academy and possess, or be eligible to obtain, a Colorado POST Basic Certification or Colorado POST Supervisory Certificate or equivalent. Salary base is \$81,791 but is negotiable and dependent of qualifications. Position is eligible for all town benefits.

Please U.S. mail or email your confidential letter of interest, resume, five professional references and Town of Granby’s application posted on its website, [www.townofgranby.com](http://www.townofgranby.com) to Town of Granby, Attn: Sharon Spurlin PO Box 440, Granby, CO 80446 or [sspurlin@townofgranby.com](mailto:sspurlin@townofgranby.com). Closing date May 7, 2021. Granby is an Equal Opportunity Employer.