



TOWN OF KEENESBURG
FOUNDED JULY 1906
A MUNICIPAL CORPORATION SINCE JULY 1919
91 W BROADWAY AVE
P.O. Box 312
KEENESBURG, COLORADO 80643

Job Title: Chief of Police
Location: Town of Keenesburg
Classification: Full-Time
Pay Range: \$85,000-\$90,000 Salary

Opened: August 25, 2021
Closing Date: Sept 9, 2021

GENERAL STATEMENT OF DUTIES: This is a sworn, safety-sensitive position, exercising a high degree of discretion, trust, and confidence, responsible for the administration and management of the Police Department. Through the use of management skills and practices, the Police Chief ensures high level service delivery and compliance with all Department and Town values, policies, procedures, rules, and regulations, as well as the laws of the Town, State, and United States. The Chief is responsible for tactical and strategic planning, operations, budgeting, personnel actions, and a variety of duties related to the management and operation of the Police Department.

SUPERVISION RECEIVED: Works under the general supervision of the Town Manager.

SUPERVISION EXERCISED: Exercises supervision over all Police Lieutenants, Sergeants, Corporals, Police Officers, Reserve Police Officers, and all communications staff, clerical staff, Victim/Witness Advocate, volunteers, and any other staff assigned to the department.

DUTIES AND RESPONSIBILITIES:

- Directs the planning, administration, coordination, and operation of the Police Department, including patrol, traffic, investigations, crime prevention, communications, records maintenance, community relations, and related activities through subordinate supervisors.
- Conducts regular meetings with Department Command Staff and other supervisors.
- Maintains frequent contact with the Town Manager, keeping the Manager apprised of Police Department issues, activities, and programs. Serves as a member of the Town Managers Executive Management Team.
- Within the limits of authority is responsible for police selection, promotion, training and development, safety, evaluation, and discipline of Department personnel.
- Prepares the annual Police Department budget and submits it to the Town Manager. Reviews and approves all Department expenditures. Prepares and reviews operational, administrative, and other special reports at the request of the Town Manager.
- Answer inquires and resolves citizen's problems and complaints with regard to Police operations.
- Works closely with and supports the Town departments, and other Municipal, County, State and Federal agencies working with the Town on police and public safety related activities, or other issues of mutual concern.
- Attends meetings, serves on committees, boards and agencies related to activities germane to the Police Department or other community issue; speaks to citizen groups, Town Board of Trustees, various boards, and commissions on issues representing the Town's best interests. Ensures compliance with all Town and Departmental values, policies, procedures, and philosophies. Participates in and complies with the Departmental Drug and Alcohol Testing Policy.
- Implements the Community Policing philosophy by action and planning.



PERIPHERAL DUTIES: Will be required to be an active officer due to budgetary constraints. Will be included on shift rotation schedule to fill the department compliment of 6 full time officers.

Performs other related duties as assigned by the Town Manager.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE:

- Bachelor's Degree from an accredited four-year college or university in Criminal Justice, Public Administration, or a closely related field.
- Colorado P.O.S.T. certification as a Level 1 Peace Officer; and
- Ten years of progressively responsible experience in police work, with at least three of those years as a command officer, and two years of experience as a senior command officer in a department; experience as a Police Chief or Deputy Chief is highly desirable: or
- Any equivalent combination of education and experience to provide for the following knowledge, skills, and abilities.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to focus on and effectively conceptualize how administrative decisions and function will affect the organization over both the long run and short run.
- Ability to effectively utilize technical and conceptual knowledge and skills to plan for the short and long-range goals of the department and implement techniques that will achieve those goals.
- Ability to ensure compliance with Town and Departmental policies, procedures, rules, and regulations through effective management of subordinates.
- Ability to effectively manage and prioritize situations and goals to maximize available resources and problem-solving skills in order to analyze complex problems and implement appropriate corrective actions.
- Knowledge and skill to effectively manage the coordination of resources in the department to respond successfully to crisis and critical incidents.
- Knowledge of the principles and practices of modern police/public administration and methods, this includes budget skills, interdepartmental relationships etc.
- Knowledge of Town and Departmental policies and procedures and the ability to develop new or adapt policies to meet the changing needs of the Town and provide a high level of service delivery.
- Communication skills both verbally and written, in order to effectively communicate with and establish good working relationships with subordinates, coworkers, public officials, citizens and other governmental or quasi-public entities.
- Ability to explain the rationale of policies, rules, and procedures to subordinates to ensure not only compliance, but to heighten the awareness of potential problems that may exist without compliance from employees.
- Through knowledge of laws, rules and court decisions relating to the administration of Criminal Justice and Law Enforcement.
- Through understanding and dedication to the principles of community policing and problem solving along with the ability to communicate those principles to others and facilitate their practice among



subordinates and in the community.

- Ability to possess and maintain a Colorado Driver's License with a satisfactory driving record.

TOOLS AND EQUIPMENT USED: Police car, radio, radar/laser, handgun, and other weapons as required; emergency equipment, handcuffs, pager, cellular phone, computer, first aid equipment, bicycles, training equipment, and other equipment as assigned.

PHYSICAL DEMANDS: While performing the duties of this job, this employee is regularly required to sit, stand, walk, talk, use hands, fingers, handle, feel or operate objects and stoop, kneel, crouch, or crawl. The employee is occasionally required to reach with hands and arms.

On rare occasions, the employee may be required to climb and balance. The employee must occasionally carry, pull, push, or lift up to 20 pounds.

The Police Chief must be able to successfully complete all police functions at any time.

Specific vision abilities required by this job include close and distance vision acuity, color-vision and the ability to adjust his or her focus, allowing a broad field of vision.

Ability to operate a vehicle.

Communicate clearly and effectively; must understand and be understood.

It is essential that the employee be physically able to operate a variety of computer and office equipment successfully in order to fulfill the essential functions of this position.

WORK ENVIRONMENT AND GENERAL INFORMATION: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside conditions. The employee is occasionally exposed to wet and humid conditions, extreme hot and/or extreme cold conditions, or airborne particles. The employee occasionally works near moving mechanical parts; in high, precarious places; with explosives and is occasionally exposed to fumes, toxic or caustic chemicals, and vibration.

The duties listed are intended only as illustrations of the various types of work that may be performed and are in no way construed or perceived to be exhaustive. The omission of specific statement of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The duty statements set forth in this Job Description are illustrative of the essential functions of the job and do not include other non-essential or marginal duties that may be required. The Town reserves the right to modify or change duties or essential functions of this job at any time. The Town of Keenesburg is a drug-free workplace. The Town of Keenesburg is an Equal Opportunity Employer.