
JOB TITLE: Acting Police Commander (Temporary)

EXEMPT (Y/N): Yes
JOB TYPE: Full Time – Temporary – 6 Month Minimum Duration
SALARY RANGE: \$8,247.00 - \$12,638.92 Monthly, DOQ
DEPARTMENT: Police Department
SUPERVISOR: Chief of Police
APPROVED BY: City Manager
OPENING DATE: June 18, 2021
DEADLINE: Open Until Filled

JOB SUMMARY

The City of Edgewater is seeking an Acting Police Commander. This is a temporary, full-time position with a minimum duration of 6 months. Edgewater is a city of approximately 5,300 residents nestled between the cities of Denver, Wheat Ridge, and Lakewood. The Police Commander performs a variety of administrative and professional duties involving support in leading, planning, managing, organizing, training and participating in the overall operation of the Department. The Commander is accountable for the overall outcomes of the performance and administration of police patrol, investigation, traffic regulation, citizen assistance, property and evidence, internal and external partner agency operations and department access and security. Keeps the Chief of Police apprised as to matters of significance and assumes the responsibilities of the Chief of Police in his/her absence.

SUPERVISION RECEIVED/EXERCISED

Receives general supervision by the Chief of Police.

Exercises direct, reasonable and appropriate supervision over all supervisory, line level and civilian staff. Exercises supervision to evaluate work performance, provide or facilitate training, complete administrative internal investigations regarding compliance with City and Department policies and procedures, the hiring, promotion, mentoring and disciplinary processes and the outcomes of each.

ESSENTIAL DUTIES AND RESPONSIBILITIES include, but are not limited to, the following:

Performs evaluations of subordinates and works with staff to achieve maximum work effort.

Provides guidance to supervisors to assist them in monitoring and developing officer's annual personal goals or special projects to ensure they are in line with Police Department objectives.

Issues written and oral instructions, assigns duties and examines work for errors and/or omissions, content, clarity, exactness, neatness, and conformance to policies and procedures.

Establishes and maintains constant lines of communication with internal and external elements of the Police Department; completes special projects, assignments and investigations; and keeps the Chief of Police apprised of matters of significance.

Reviews staffing deployment to ensure an efficient and effective utilization of resources.

Assists in the preparation, execution and monitoring of the Police Department's budgets. Ensures that responsibilities are performed within budget; performs cost control activities; monitors revenues and expenditures to provide sound fiscal control.

Routinely conducts meetings with all supervisory, line level and civilian staff in order to maintain and enhance effective lines of communication. Advises and counsels subordinates.

Responsible for integration of the department's organizational values and objectives into the daily operation of the Police Department and the delivery of police services.

Responsible for developing, directing and implementing strategies that reflect the community-oriented policing philosophy of the Edgewater Police Department.

Addresses inquiries, complaints and commendations from the public or other City Departments concerning Police Department programs and activities. Conducts investigations of complaints and criminal law violations including but not limited to obtaining evidence and compiling information; interviews and interrogations; conducting follow-up investigations; analyzing and evaluating evidence; and preparing cases for filing of charges.

Represents the Police Department at various governmental and professional meetings. Coordinates or delegates the department's involvement in regional law enforcement events and activities to provide representation or assistance in matters of significance or critical events.

Offers professional advice on issues to the Mayor and City Council. Makes presentations to supervisors, boards, commissions, civic groups and the public.

Performs some or all of the duties enumerated in the job description of Police Sergeant and performs related duties as required by the Chief of Police to meet the needs of the Police Department and the community.

Coordinates and/or supervises crime scenes and special law enforcement units as necessary. Takes immediate command of tactical or unusual situations as reasonably appropriate.

Coordinates and/or supervises emergency and/or disaster response planning, mitigation and mutual assistance as directed.

Assists in the initiation, review, updating, and preparation of Police Department rules, regulations, policies, procedures, and records management system to reflect changes in technological efficiencies, laws and/or the philosophy of the Police Department.

Assigns the responsibilities for acquisition, allocation, and disposal of Police Department equipment and maintains the list of inventory/equipment.

Periodically and as necessary inspects staff, equipment, vehicles and the facility to ensure appropriate cleanliness, condition, maintenance and compliance with Police Department standards; maintains or delegates the maintenance of equipment, supplies and the facility; corrects problems and documents needed repairs on the facility or equipment; analyzes and recommends improvements to equipment and the facility.

May conduct internal investigations and make recommendations regarding those internal investigations to the Chief of Police.

Responsible for implementing disciplinary actions approved by the Chief of Police and/or other boards of inquiry.

Participates as a member of the Police Department's management team with duties that include but are not limited to evaluating and monitoring police service delivery methods and procedures and identifying problems and issues in the community to ensure maximum effectiveness and responsiveness.

Works with the Chief of Police to ensure staff development for self and subordinates.

Accepts responsibility and exercises reasonably appropriate supervisory discretion in matters not specifically defined or described in the Police Department regulations, policies, procedures and job description.

QUALIFICATIONS

Bachelor's degree in any field and Certified as a Police Officer in the State of Colorado.

A minimum of three years' experience as a Police Sergeant or above with a Colorado Police agency.

Must have received an overall evaluation rating of Successful or better for the preceding three years to be eligible for consideration and/or appointment to the position of Acting Police Commander.

A record of continuing training and a demonstrated commitment for professional self-development.

A demonstrated ability to: respect diversity and work well with a wide range of people, provide leadership, and use good judgement.

Knowledge of modern principles, methods, and procedures of the technical aspects of law enforcement.

A demonstrated understanding of the principles and practices of municipal budget administration and monitoring.

Experience with the principles of supervision, training, personnel development and performance evaluation.

Effective verbal, written and interpersonal skills.

Methods and techniques of effective media communication, both verbally and in writing.

Ability to plan, organize and manage large-scale operations and personnel.

Ability to effectively analyze work performance of subordinates and address issues.

Ability to mediate conflict situations and deal with people in a tactful and diplomatic manner.

Ability to work a rotating shift and extended hours, when necessary.

Excellent problem solving and decision-making skills.

Leadership ability, supervisory skills, professional bearing and command presence.

Knowledge of police tactics and procedures.

Ability to handle weapons, apply appropriate officer safety skills and arrest and control techniques, when necessary.

Bilingual (Spanish-speaking) abilities are a plus.

Must work as a member of a team making decisions affecting the organization as a whole.

Ability to professionally carryout, supervise and/or manage each of the items listed within Essential Duties and Responsibilities.

License or Certificate:

Possession of or ability to obtain, and maintain a valid Colorado Class R driver's license.

Possession and maintenance of a valid Colorado Peace Officer Standards and Training (POST) Basic certificate by the time of appointment.

PHYSICAL REQUIREMENTS

The Acting Police Commander must meet and maintain a physical condition including but not limited to vision and hearing standards that are reasonably necessary to successfully perform the essential duties

and responsibilities of the position. The necessary physical requirements shall be consistent with standards established by Colorado POST.

Determination of whether or not the physical condition of an Acting Police Commander is consistent with the Police Department's physical requirements and consistent with the ability to successfully perform the essential duties and responsibilities of an Acting Police Commander shall be made by a Police Department-authorized medical professional after reviewing the job description for an Acting Police Commander.

Consistent with legal requirements, reasonable accommodations may be made to enable an Acting Police Commander to perform the essential duties and responsibilities of the position.

WORKING CONDITIONS

Environmental Conditions:

Emergency public safety maintenance environment; exposure to potentially hostile or dangerous environments including but not limited to hazards reasonably associated with but not limited to criminal activity, accidents, fires, natural disasters, disturbances and moving objects/vehicles.

Physical Conditions:

Job duties and responsibilities may require maintaining the physical condition necessary for bending, stooping, kneeling, crawling, running, standing, sitting or walking, sometimes for prolonged periods of time in various extreme weather conditions; the ability to discharge a firearm; and operating vehicles in a reasonably safe manner in various extreme weather conditions.

Job duties and responsibilities may result in exposure to or use of force including but not limited to dangerous or deadly weapons to control individuals or protect the safety or life of an individual or the Acting Police Commander.

APPLICATION PROCESS

As determined and announced by the Chief of Police.

SELECTION PROCESS

As determined and announced by the Chief of Police.

BENEFITS: The City of Edgewater offers a robust benefits package that includes: Fire and Police Pension Association of Colorado (FPPA) Retirement Plans, FPPA Death and Disability Plans, Vacation Leave, Personal Leave, Sick Leave, 11 Paid Holidays per year, Health Insurance, Dental Insurance, Vision Insurance, Health Reimbursement Account, and Life Insurance.

All applicants are required to submit a cover letter and a resume to: KRW Associates LLC, apply@krw-associates.com .

Questions should be directed to Dr. Jerry Williams at: gwilliamsgroup007@gmail.com or by phone at 303/726-6220.