



Police Commander

SALARY RANGE: \$8,247.00 - \$12,638.92 Monthly, DOQ

DEADLINE TO APPLY: September 15, 2022

Do you want to be part of something special?

The City of Edgewater is looking for an enthusiastic and team-oriented leader to fill the position of Police Commander. Edgewater is a city of approximately 5,300 residents nestled between the cities of Denver, Wheat Ridge, and Lakewood. Edgewater offers a unique small-town atmosphere within minutes of the downtown Denver area.

The Police Commander is an integral part of the city leadership team and will play a vital role in transforming the Edgewater Police Department and fulfilling Chief Sonstegard's vision of:

"If our residents or business owners had the choice to call any police department in Colorado, they would choose to call us."

The Police Commander will perform 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 Police Commander will be 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. Finally, the Police Commander will work closely with the Chief of Police; they will keep the Chief of Police apprised as to matters of significance and will presume principal responsibility during their absence.

City of Edgewater

Our Mission: To provide exceptional services and programs with a neighborly commitment for all who live, work, and visit Edgewater.

Our Values: The EDGE PLEDGE-We are dedicated to:

- **E**mpowering inclusion
 - Welcoming opinions and valuing diversity
- **D**isplaying Integrity
 - Upholding strong ethical principles, honesty, and transparency
- **G**enerating Service
 - Providing guidance and assistance
- **E**ngaging Cooperation
 - Working together to achieve positive and equitable results



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; provides or facilitates training
- Responsible for the hiring, promotion, mentoring, and disciplinary processes and their outcomes

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; 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 to maintain and enhance effective lines of communication. Advises and counsels subordinates.
- Responsible for integration of the city's organizational values and objectives (*See page 1*) 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 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.
- 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 the ability to certify with the State of Colorado as peace officer within one year from date of employment.
- Minimum of eight (8) years' experience as a peace officer with at least three (3) years' experience as a Police Sergeant or above.
- A record of continued 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 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.
- Ability to handle weapons, apply appropriate officer safety skills and arrest and control techniques, when necessary.
- Must work as a team member while making decisions that can impact the organization as a whole.



License or Certificate:

- Possession of or ability to obtain and maintain a valid Colorado Class R driver's license.
- Possession of a valid Colorado Peace Officer Standards and Training (POST) Basic certificate by the time of appointment OR ability to certify with the State of Colorado as peace officer within one year from date of employment.

PHYSICAL REQUIREMENTS

The 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.

In accordance with the job description, a Police Department-authorized medical professional shall determine if the physical condition of an applicant is consistent with the Police Department's physical requirements and the ability to successfully perform the essential duties and responsibilities of a Police Commander. Consistent with legal requirements, reasonable accommodations may be made to enable a 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 Police Commander.

APPLICATION PROCESS

A professional resume, cover letter, and completed City of Edgewater application will be required.



SELECTION PROCESS

- Submission of a previously completed work product (e.g. staff report, council agenda item, department policy) will be requested after the review of applications.
- A 2-3 page written response to a prompt on a current policing issue will be required prior to an interview.
- An oral interview panel will be conducted of the top applicants. Final selection will be made by the Chief of Police.

This process is subject to change at the discretion of 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, 12 Paid Holidays per year, Health Insurance, Dental Insurance, Vision Insurance, Health Reimbursement Account, Flexible Spending Account, and Life Insurance.