



# CITY OF POCATELLO CLASSIFICATION SPECIFICATION

## Chief of Police

Department: Police  
Date Established: 5/2014

Reports to: Mayor  
Date Revised: 1/2019

Pay Grade: 51P  
FLSA Status: Exempt

### **CLASSIFICATION SUMMARY**

The Chief of Police directs, manages and oversees all activities of the Police Department in order to provide 24-hour police services to the citizens of Pocatello including maintaining peace and order, protection of life and property, prevention of crime, apprehension of criminals and the enforcement of city, state and federal laws and ordinances. Activities of the department include, but are not limited to, patrol, investigations, school resource, community services, training, dispatch, records, evidence, code enforcement and licensing. This is a leadership position to develop and implement police department programs, policies and processes in support of the City's strategic plan. As an Appointed Officer under general direction from the Mayor and City Council, work is performed within policies and administrative regulations with wide latitude for exercise of independent judgment. This position is designated as At-Will and may be appointed.

The Chief of Police participates as a member of the Mayor's Executive Management Team addressing issues of concern to the department and City as a whole. The job includes working closely with elected leadership in establishing and maintaining the City's mission, goals and objectives for the Pocatello Police Department.

The job requires a well-rounded and broad law enforcement background in patrol, investigations and administration, with demonstrated leadership abilities. Skills should include strong administrative management ability, delegation skills, budget responsibility, demonstrated fair and consistent decision making capability and a strong commitment to community service. The Chief of Police is a visible position working closely with elected officials, the community, other agencies and the Police Union and all employees.

The work is mostly conducted in a general office environment with stable temperatures and a moderate level of noise. Work is also conducted in the field with exposure to an outdoor environment and requires the same overall physical requirements of any police officer in the department. The nature of the job often requires work after normal working hours, weekends and holidays as the business of the City necessitates.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES *(illustrative only and may vary by assignment)***

Plans, directs, and manages the work of Police Department staff through subordinate chain-of-command, including hiring, performance evaluations, transferring, promoting, assigning significant duties, rewarding, disciplining and terminating employment in conjunction with the City's Human Resource Department. Provides leadership to develop and retain highly competent, service-oriented staff and participates in programs and activities that promote workplace diversity and a positive employee relations environment. Demonstrates continued efforts to improve operations and provide quality service to the public.

Maintains a visible appearance in the community, both personally and through police department staff. Ensures that the department offers and maintains an effective and positive relationship with the citizens of Pocatello. Develops and implements long range community policing goals, policies and work place practices consistent with nationally accepted best practices. Monitors and ensures that laws and ordinances are being properly enforced and that the peace and safety of the public is maintained.

Oversees preparation of the department budget. Administers, directs, and participates in development of the department operating and capital projects budget. Analyzes budget data to identify and project resource needs. Obtains needed resources. Develops strategies to increase department funding. Develops and monitors grant funded programs. Presents the annual operating budget for approval by Mayor and Council.

Administers, directs and participates in development of department policies, procedures and practices. Develops goals, objectives and strategies of the department. Coordinates activities with other city departments and governmental agencies. Establishes and maintains good public relations through courteous and prompt attention to questions, conflicts and complaints regarding department actions, policies and procedures. Develops and administers activities, programs and policies to strengthen community partnerships, public awareness and support. Represents the City at speaking engagements, committees and other public events.

Plans law enforcement programs and implements strategies to better carry out policies and goals. Reviews department performance and effectiveness and formulates actions to upgrade departmental efficiency and capability as needed.

Participates in labor negotiations, administers labor agreements, addresses grievances and maintains dialogue with union leadership. Implements conditions established by police contract. Reviews and evaluates existing and proposed legislation applicable to the Pocatello Police Department and assures compliance. Ensures the observation and enforcement of laws and ordinances. Testifies in court and/or before legislative bodies as necessary.

Meets regularly and maintains open communication with command staff in analysis of daily activities and resolution of issues in areas of labor relations, community rapport, crime trends, internal investigations, personnel issues and other situations. Supports the problem solving process and develops innovative solutions to accommodate needs of all users. Reviews internal investigations of members of the department for alleged wrongdoing. Takes disciplinary action against officers for violation of any order, rule or provision of the Police Policy Manual or for neglect, failure or refusal to comply with orders, rules or provisions. Approves personnel standards and performance criteria Provides direct supervision in critical incidents.

Performs other duties as assigned. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this position at any time.

### **CLASSIFICATION REQUIREMENTS:**

The requirements listed below are representative of the minimum knowledge, skill, and/or ability required for an individual to satisfactorily perform each essential duty and be successful in the position.

#### **Knowledge of:**

- Advanced theory, principles, practices and techniques of police administration, criminal justice, patrol, investigations, police community services and crime prevention;
- Policies, procedures and accepted practices of police science, organizations and operation;
- Principles and practices of public administration, including strategic planning, budgeting, staffing and leadership;
- Principles and practices of effective community relations, supervision and performance management techniques;
- Federal, state and local laws, ordinances and regulations related to law enforcement, code enforcement for the protection of life and property;
- Interpersonal communication (verbal and written);
- The art of diplomacy and cooperative problem solving;
- Municipal budgeting practices;
- Operation of a personal computer and job-related software applications.

#### **Skill and Ability to:**

- Develop, manage, administer, monitor and evaluate law enforcement programs and policies;
- Establish and maintain an effective and highly visible community relations program;
- Analyze problems, identify alternative solutions, and project consequences of proposed actions;
- Interpret and apply complex Federal, State and local policies, procedures, laws, and regulations;

- Work closely with the Human Resource Department with regard to personnel actions;
- Keep the Mayor and Council informed of law enforcement critical incidents, actions and issues;
- Work independently and exercise initiative, with general guidance and supervision;
- Demonstrate strong customer service principles including issue resolution;
- Communicate effectively, verbally and in writing;
- Prepare and analyze comprehensive reports;
- Make prudent decisions where established procedures do not always apply;
- Maintain a collaborative and cooperative working relationship with elected and appointed officials, other City employees, and the public;
- Communicate effectively in the English language at a level necessary for efficient job performance;
- Complete assignments in a timely fashion;
- Understand and comply with all rules, policies and regulations;
- Maintain a professional demeanor at all times;
- Perform all duties in accordance with City policies and procedures with regard for personal safety and that of other employees and the public.

**ACCEPTABLE EXPERIENCE, TRAINING, LICENSES AND/OR CERTIFICATIONS**

- Bachelor’s Degree in Criminal Justice, Public Administration or related field is required;
- Masters degree preferred;
- Advanced and Supervisory POST certifications are required;
- Completion of Command College or FBINA preferred;
- Ten (10) years of progressively responsible managerial and administrative work experience as a sworn law enforcement manager, four (4) years of which must have been in a law enforcement management level of division commander or higher are required.

An equivalent combination of education and experience that provides the required skills, knowledge and abilities to successfully perform the essential functions of the position may be considered.

**Special Qualifications:**

- Within 30 days of hire, must obtain a valid Idaho class “D” driver’s license and maintain such during employment.
- Must be eligible to be an Idaho P.O.S.T. (Peace Officer's Standard and Training) certified professional peace officer and must receive certification within one year of hire and maintain certification.
- Completion of advanced management training; Command College, FBI National Academy or comparable law enforcement executive training is desired.
- Additional 80 hours of training in police management, budget, personnel or administrative functions is desired.

**PHYSICAL REQUIREMENTS**

The employee is regularly required to walk, sit, bend, operate a vehicle, operate a computer keyboard, handle materials, or reach with hands and arms performing the essential functions of the classification. The duties require good physical abilities to conduct fieldwork and perform the duties of a police officer. The employee must occasionally lift 25 pounds. Specific vision abilities required by this classification include close vision, distance vision, depth perception and ability to adjust focus, conduct research and inspect materials. Sufficient clarity of speech and hearing abilities required by this classification includes those which permit the employee to discern verbal instructions, communicate effectively in person, by telephone or electronic mail.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.