

# CITY OF NOME, ALASKA

## Job Description

### Chief of Police Police Department

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**Salary:** Negotiated, D.O.E.

**Department:** Police Department

**Reports to:** City Manager

**Status:** Exempt; and does not participate Alaska PERS

**Approved By:** 

**Date:** October 15, 2019

**Supervises:** Police Officers and Supervisors, Dispatchers and Supervisors, Community Service Officers, Administrative Assistant and/or Secretary, and coordinates with City Manager on oversight of Animal Control Contractor

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#### Summary:

This is the senior-level managerial position with direct responsibility for the overall organization, administrative direction and control of the police department. Supervising all subordinate members of the unit, the chief is responsible to insure law enforcement functions within the community are provided to all residents and visitors in a uniform, fair and impartial manner.

#### Essential Duties and Responsibilities:

While the chief of police may determine it prudent to delegate some functions as a result of time management or for department efficiency, these functions are the essential responsibilities of the chief of police, who maintains ultimate responsibility for each item:

Manages, plans, coordinates, supervises and evaluates police department operations on the basis of sound management practices and procedures.

Administers City code, policies and directions, consistent with federal law and state statute, and best business practices to provide effective police services to the community.

Develops and maintains policies and procedures for the department in order to implement directives and police department-related community initiatives as may come from the Common Council and/or City Manager.

Plans and implements a law enforcement program for the City in order to better carry out the policies and goals of City Management and Council; reviews department performance and effectiveness and formulates programs, policies or tactics to alleviate deficiencies.

Maintains custody and control of department property, and the issuance/use of same.

Coordinates the information gathered and work accomplished by employees, assigns officers to special investigations as the needs arise for their specific skills. Supervises and coordinates the investigation of criminal cases, offering guidance and expertise to investigators, and ensuring that procedures are conducted in accordance with laws and regulations.

Prepares work schedules and assignment of duties to subordinates that ensures personnel are assigned to shifts or working units which provide optimum effectiveness in terms of current situations and circumstances governing deployment.

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

Supervises and coordinates the preparation of an annual budget; provides control of departmental expenditures throughout the year; plans for and reviews specifications for new or replacement equipment to ensure conformance to standards. Analyzes and recommends improvements to equipment and facilities as needed.

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

Directs the collection, preparation, and handling of evidence and personal property seized, maintaining security and chain of custody in accordance with standard law enforcement practices and procedures.

Ensures training is coordinated in a manner that will develop department personnel, and train staff in proper police work procedures. Explain police operations to subordinates to assist them in performing their job duties. Inform personnel of changes in regulations and policies, implications of new or amended laws, and new techniques of police work.

Prepares and submits periodic reports to the City Manager regarding the department's activities, and prepares a variety of other reports as appropriate.

Meets, as may be required or beneficial, with elected or appointed officials and city department heads, other law enforcement officials, community and business representatives and the public on all aspects of the department's operations.

May meet with civic, educational, and community groups to develop community programs and events, and to discuss law enforcement subjects.

In coordination with the City Manager, interfaces with and assists the Public Safety Advisory Commission by providing information and expertise to allow the Commission to perform its functions as outlined in city ordinance.

Attends conferences and meetings to keep abreast of current trends in the field; represents the City's Police Department in a variety of local, regional, state and other meetings.

Cooperates with State and Federal law enforcement officers and the Court, testifying when required, as appropriate where activities of the department are involved.

Provides assistance to the City Manager as required and participates with fellow department heads as part of the management team.

Ensures laws and ordinances are enforced uniformly and the public peace and safety is maintained.

Reviews requests for information and supervises the release of police records. Responds to police correspondence. Prepares news releases and serves as the department's Public Information Officer (PIO), in coordination with the City Manager.

Develops, implements, reviews or revises the department's Operations Procedures Manual (OPM), Standard Operating Procedures (SOPs) and Standard Operating Guidelines (SOGs) for the department. Reviews contents of written orders to ensure adherence to legal requirements.

Performs other duties as assigned.

### **Supervisory Requirements:**

Directly supervises all Police Department employees. Carries out supervisory responsibilities in accordance with organization's policies and applicable laws. Responsibilities include interviewing and providing hiring recommendations to the city's personnel officer, and training of employees and volunteers; planning, assigning and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems. Establishes clearly understood policies, procedures, rules and responsibilities to effectively guide personnel in the performance of their assigned tasks. Handles grievances, maintains departmental discipline and the conduct and general behavior of assigned personnel.

### **Qualification Requirements:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Education and/or Experience:**

Bachelor's degree (four year college or technical school) in a criminal justice/police science related field, or an Associate's degree (two year college or technical school) in a criminal justice/police science related field and successful completion of the FBI National Academy or its equivalent. Waiver of degree will be considered for applicants with past employment exceeding the minimum experience requirements.

Minimum of ten years as a certified police officer and at least seven years law enforcement experience in a managerial and supervisory capacity, with progressively more responsible positions demonstrated and at least three years of satisfactory experience with a rank of Lieutenant (or agency-equivalent senior leadership position) or higher. Must have current Advanced Police Officer Certification issued by the Alaska Police Standards Council or equivalent, or be eligible for Alaska advanced certification within 12 months of appointment.

### **Necessary Knowledge, Skills and Abilities:**

Extensive knowledge of public safety administration, planning and police issues. Thorough knowledge of modern law enforcement principles, procedures, techniques and equipment; considerable knowledge of applicable laws, ordinances and department rules and regulations. Skill in the use of tools and equipment common to law enforcement practice. Ability to evaluate, train and supervise subordinate personnel; ability to perform work requiring good physical condition; 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 evaluating situations and in making quick decisions; ability to give verbal and written instructions.

**Special Requirements:**

- Must possess, or be able to obtain within 30 days of hire, a valid State of Alaska driver's license;
- Ability to meet physical standards established by the Alaska Police Standards Council;
- Must have a current Advanced Police Officer Certification issued by the Alaska Police Standards Council or be eligible for advanced certification within 12 months of employment;
- Must qualify in firearms training every six months.
- There will be a thorough background investigation and those standards applied for selections shall not be less than the Standards for the Chief Administrative Officer established by the Alaska Police Standards Council.

**Language Skills:**

Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures or governmental regulations. Ability to write reports, business correspondence and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers and the general public.

**Mathematical Skills:**

Ability to calculate figures and amounts such as discounts, interest, commissions, and proportions and percentages. Ability to apply concepts of basic algebra and geometry.

**Reasoning Ability:**

Ability to define problems, collect data, establish facts and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical diagram form and deal with several abstract and concrete variables.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to stand, walk, use hands to finger, handle or operate objects, controls or tools listed below; reach with hands and arms; climb or balance; stoop, kneel crouch, or crawl; and taste or smell.

The employee must occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**Tools and Equipment Used:**

Police car, police radio, radar gun, handgun, and other weapons as required, side-handle baton, handcuffs, breathalyzer, pager, and first aid equipment.

**Computer Skills:**

Must have demonstrated proficiency in utilization of a PC-based computer platform to utilize standard (Microsoft) word processing and spreadsheet software, and police records management and information systems (currently Crimestar and APSIN).

**Work Environment:**

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 individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee frequently works in outside weather conditions present in a northern community. The 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, and vibrations.

The noise level in the work environment is usually moderate.

**Work Schedule:**

Office hours of Monday through Friday, and on call twenty-four (24) hours a day seven (7) days a week.