

# City and Borough Sitka, Alaska

## Class Specification

<b>Class Title</b>	<b>Police Chief</b>
<b>Class Code Number</b>	<b>8090</b>
<b>FLSA Designation</b>	<b>Exempt (Executive)</b>
<b>Pay Grade and Range</b>	<b>37</b>
<b>Effective Date</b>	<b>7-1-97</b>

### General Statement of Duties

Plans, organizes and directs the Police operations and activities within the City and Borough of Sitka; performs related work as required.

### Distinguishing Features of the Class

The principal function of an employee in this class is to oversee all Police functions and personnel in the maintenance of public order and safety. The work is performed under the direct supervision of the Administrator but extensive leeway is granted for the exercise of independent judgment and initiative. Direct supervision is exercised over the work of all Police personnel. An employee in this class performs the duties of other employees in the Police Department or related departments as required or as assigned by supervisory personnel. The principal duties of this class are performed in an office environment, an outdoor work environment involving all types of weather and one in which the employee is subject to potential personal danger.

### Examples of Essential Work (Illustrative Only)

- Plans, organizes and directs the operations and activities of the Police Department;
- Directs and supervises Police personnel in the enforcement of all City, State and Federal laws within the jurisdiction of the City and Borough of Sitka;
- Develops and implements policies which serve to create an environment of cooperation between Police Officers and the community regarding public safety issues;
- Coordinates the activities of the Police Department with other agencies, including State and Federal enforcement agencies;
- Reviews and approves of all applications for special licenses, including professional driver's licenses and liquor licenses;
- Oversees the development of court cases and Officer's preparedness;
- Coordinates the addressment of law enforcement procedures and problems with the municipal and District Attorney;
- Responds to citizen complaints and inquiries regarding Police operations;

- Provides information to the public on Police procedures and activities as requested and makes personal appearances at school programs, neighborhood watch groups etc., to maintain community relations and inform citizens on how they might better protect themselves against crime or injury of other forms;
- Oversees all official Police records within the City and Borough of Sitka;
- Prepares and administers the Police Department budget and monitors the expenditure of all funds;
- Prepares reports on Police operations for the City and Borough Assembly as requested;
- Maintains a knowledge of case status of major investigations;
- Administers contracts and grants, including jail, Forest Service and State and Federal grants;
- Maintains final say on personnel/disciplinary actions;
- Maintains a current knowledge of local, State and Federal laws and revises Departmental policy accordingly;
- Provides support for other Police Officers upon the arrival at a scene of an incident, remaining aware of any situation in which another Police Officer may encounter potential harm and taking appropriate actions to secure that Officer's safety;
- Performs a daily activity of public relations through speaking with citizens, responding to their needs as possible and explaining through actions and words the goals and purposes of the Sitka Police Department;
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions;
- Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices and new developments in assigned work areas;
- The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with other Department and City employees, State and Federal officials and enforcement agencies, the mayor and Assembly, business and community organizations and the public.
- Responds to citizens' questions and comments in a courteous and timely manner;
- Trains, assigns, prioritizes, supervises, motivates and evaluates the work of assigned employees;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Performs other related duties as assigned.

### Required Knowledge, Skills and Abilities

- Comprehensive knowledge of local, State and Federal laws as applicable to community law enforcement;
- Comprehensive knowledge of the procedures and practices involved in Police Administration;
- Comprehensive knowledge of current law enforcement practices and methods;
- Comprehensive knowledge of court procedures and practices;
- Comprehensive knowledge of all police equipment, including vehicles, speed radar units, lock jocks, communications units, body armor, handcuffs, firearms, batons, medical kits, road flares, hand control remote traffic signals, chemical agents, riot gear, stop-sticks and other related equipment;
- Comprehensive knowledge of all State and Federal reporting requirements for law enforcement agencies;
- Comprehensive knowledge of budgetary procedures within a municipality;
- Ability to Supervise, train, coordinate and evaluate the work of others;
- Ability to work in situations involving confusion and potential danger to oneself, citizens or another Police Officer and to make quick decisions which secure the safety of all individuals involved;
- Ability to use good judgment regarding the use of force;
- Ability to command authority from members of the public through a calm demeanor and appropriate actions;
- Ability to quickly learn the policies and procedures of the Sitka Police Department;
- Ability to quickly learn the geographical layout of Sitka

- Ability to add, subtract, multiply, divide and derive percentages;
- Ability to perform basic first aid procedures;
- Ability to communicate well with others, both orally and in writing, using both technical and non-technical language;
- Ability to understand and follow oral and/or written policies, procedures and instructions;
- Ability to prepare and present accurate and reliable reports containing findings and recommendations;
- Ability to operate or quickly learn to operate a personal computer using standard or customized software applications appropriate to assigned tasks;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Integrity, ingenuity and inventiveness in the performance of assigned tasks.

#### **Acceptable Experience and Training**

- Graduation from an accredited college or university with an Associate's Degree in Criminal Justice, Police Science, Police Administration or a closely related field; and
- Extensive law enforcement experience with a managerial role; or
- Any equivalent combination of experience and training which provides the knowledge, skills and abilities necessary to perform the work.

#### **Required Special Qualifications**

- Possession of a driver's license issued by the State of Alaska;
- Ability to pass a background check;
- Graduation from a certified Police Academy;
- Advanced certification by the Alaska Police Standards Council.

#### **Essential Physical Abilities**

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to identify criminal activity;
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate Police equipment and detain criminals;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to patrol assigned areas.

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