

CITY OF LAKE OZARK

POSITION DESCRIPTION

Chief of Police

DEPARTMENT: Police
APPOINTED BY: Mayor/Board of Alderman
REPORTS TO: City Administrator
REVISED: 2024

Supervises

All personnel assigned to the Police Department to include commissioned officers and civilian employees.

Summary Description

Plans, directs, manages, and oversees the activities and operations of the Police Department including law enforcement, crime prevention, and crime suppression programs; coordinates assigned activities with other departments and outside agencies; and provides highly responsible and complex administrative support to the City Administrator, Department Heads within the City and the Mayor and Board of Alderman. Responsible for implementing a local law enforcement program that addresses a balance of attention to city residents, the local business community, and seasonal population influx.

Representative Duties

1. Assume full responsibility for all department services and activities including law enforcement, crime prevention, and crime suppression programs, recommend and administer policies and procedures.
2. Manage the development and implementation of departmental goals, objectives, policies, and priorities for each area.
3. Establish, within City policy, appropriate service and staffing levels, monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; allocate resources accordingly.
4. Coordinates, oversees, and participates in the hiring and promotional process.
5. Plan, direct, and coordinate, through subordinate level staff, the Police Department's work plan, assign projects, and programmatic areas of responsibility; review and evaluate work methods and procedures; meet with key staff to identify and resolve problems.
6. Direct and assist with investigation of any major crimes, accidents, or other unusual incidents. Conducts and/or oversees all investigation of an internal nature.

7. Select, train, motivate, and evaluate assigned personnel, provide or coordinate staff training and career development, work with employees to correct deficiencies, implement discipline procedures in accordance with city policy and state statute
8. Oversee and participate in the development and administration of the department budget, request the funds needed for staffing, equipment, materials and supplies; approve expenditures and work with the City Administrator and City Treasurer on budgetary adjustments as appropriate and necessary.
9. Represent the Police Department and maintain a positive working relationship with other departments, elected officials, media, and outside agencies.
10. Provide staff assistance to the City Administrator; participate on a variety of boards, commissions, and committees; prepare and present reports and other necessary correspondence.
11. Serve as a resource for law enforcement personnel, City staff, and other organizations, coordinate information, resources, and work teams necessary to support a positive, productive, and harmonious work environment.
12. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of law enforcement.
13. Respond to resolve difficult and sensitive citizen inquiries and complaints.
14. Make a written report to the Mayor and Board of Alderman monthly with updates on activities of the department.
15. Approve all press/media releases to the media or social media for the department.
16. Perform related duties as required.
17. Assist with organizing logistical and law enforcement support for authorized community special events in cooperation with event organizer; coordinates City resources to ensure events are held in a safe, responsible manner.
18. Establish employee development practices for law enforcement officers that may require demonstration of ideal operating practices and procedures by the Police Chief
19. Work alongside City Prosecutor to ensure law enforcement officers are using appropriate methods for enforcement against municipal offenses

Qualifications

The following generally describes the knowledge and ability required to enter the job and/or to be learned within a short period in order to perform successfully the assigned duties.

Knowledge of:

- Operations, services, and activities of a municipal law enforcement agency.
- Principles and practices of program development and administration.
- Principles, practices, and techniques of police administration, organization, and operation.
- Methods and techniques of investigation, identification, and collection of evidence.
- Principles and practices of crime prevention, suppression, and law enforcement.

- Methods and techniques of public relations.
- Principle and practices of municipal budget preparation and administration.
- Use of firearms and other police equipment.
- Recent court decisions and the affect they have on department operations.
- Principles of supervision, training, and performance evaluation.
- Pertinent Federal, State, and local laws, codes, and regulations.

Ability to:

- Manage and direct a law enforcement program.
- Develop and administer departmental goals, objectives, and procedures.
- Analyze and assess programs, policies, and operational needs and make appropriate adjustments.
- Identify and respond to organizational issues, concerns, and needs.
- Plan, organize, direct, and coordinate the work of lower level staff.
- Delegate authority and evaluate staff.
- Respond to requests and inquiries from the general public.
- Prepare and administer budgets.
- Communicate clearly and concisely, both orally and in writing.

Education and Experience Guidelines:

Any combination of education and/or experience that would likely provide the required knowledge and ability is qualifying. A typical way to obtain the knowledge would be:

- Education/Training:
A degree in business management, Public Administration, Law Enforcement, or Criminal Justice preferred, but not required.
- Experience:
Eight to ten (8 – 10) years of previous law enforcement experience with a minimum of five (5) years of supervisory/command/administrative level experience.

License or Certificate

Requires active Missouri POST certification/license or for out of state candidates, the ability to obtain such certification/license. Must meet Missouri POST training requirements for Police Chiefs. Must have or obtain a current, valid Missouri Driver's License.

Residency Requirements

This position requires that an initial, quick response is necessary in all emergencies. In order to attain this, a maximum distance from residence to the city limits should be no more than 20 miles, unless specifically waived by a majority of the Board of Aldermen. The Chief of Police, whether living inside the city limits or within the range of 20 miles, is expected to be involved in the community, and to understand and identify with city and community issues.

Essential Functions

Sight and hearing within normal acceptable or correctible levels. Sufficient physical ability to perform heavy or moderate lifting, walking, and standing for prolonged periods.

The position of Chief of Police is appointed by the Mayor and approved by the Board of Alderman. This position description is only a guideline. This is not, nor implied to be, a contract of employment. I have read, and understand, the requirements for this position.

Signature: _____

Date: _____