

JOB DESCRIPTION CITY OF HUXLEY

DEPARTMENT: POLICE – POSITION: *Chief*

EXEMPT FULL-TIME SALARY POSITION

SUMMARY OF DUTIES: Perform work under general administrative direction. Plan, organize, and direct the crime prevention and law enforcement activities of the City of Huxley, and perform related duties as required. Performance of duties shall include compliance and enforcement of all relative City, County, State and Federal laws.

SUPERVISES: All officers and personnel assigned to the department

REPORTS TO: Mayor

PRINCIPAL DUTIES AND RESPONSIBILITIES:

1. Enforce all Federal, State, County and City laws
2. Read, review, and evaluate all incident reports, daily logs, and arrest reports prepared by subordinate staff.
3. Establish, implement, and interpret departmental policies.
4. Perform administrative duties including determining need for extra-duty hours, attending council meetings, and day-to-day decision-making.
5. Assist and provides guidance to subordinates in responding to calls, instructing or proper procedures and advising of law enforcement problems
6. Prepare work schedules and authorizes use of leave to maintain adequate staffing.
7. Investigate and resolve complaints concerning departmental activities.
8. Prepare departmental budget and monitors budget expenditures.
9. Compile, review, and approve monthly and yearly activity reports to be submitted to City Council or appropriate state agency.
10. Perform patrol duties including operating radar unit, picking up stray and injured animals, conducting security checks, and completing required paperwork.
11. Answer telephone and dispatch officers.
12. Supervise and participate in investigations of violations.
13. Assist the public by responding to inquiries, listening to complaints, and mediating problems.
14. Inspect condition of departmental equipment and weapons to ensure good working order and compliance with safety regulations. Responsible for the maintenance and upkeep of the same.
15. Evaluate need for and recommend purchase of additional equipment, weapons, and vehicles.
16. Attend approved seminars and workshops to update knowledge on police procedures.
17. Prepare and submit press releases and correspondence concerning departmental activities.
18. Determine need for and implements training for subordinate staff.
19. Make observations and suggestions for installing or removing traffic signs.
20. Act as a liaison to and coordinates activities as needed with other city, county, state, and federal law enforcement agencies.
21. Assist in the development of laws and ordinances regarding public safety.
22. Appear in court or at hearings to present evidence and testimony.
23. Determine needs of, prepares plans, and gives instruction to officers on special city events or projects.

24. Consult with Mayor, City Administrator, and/or city and County Attorney regarding other than routine matters.
 25. Perform annual evaluations of subordinate staff.
 26. Communicate with and make recommendations to Mayor, City Administrator and City Council regarding departmental activities, policies and needs.
 27. Maintain all departmental and intelligence files and supervise intelligence gathering.
 28. Speak to merchant and civic groups to promote public relations and crime prevention.
 29. Follow all policies of the department and City.
 30. Perform related duties as assigned.
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ENTRY REQUIREMENTS:

1. Graduation from Community College or an equivalent combination of experience and education to be comparable, with bachelor's degree preferred.
 2. Shall be able to meet the minimum standards for Law Enforcement Officers as prescribed by the Code of Iowa and the Iowa Law Enforcement Academy, with Certification by the Iowa Law Enforcement Academy (ILEA) within 18 months of hire. ILEA certification is preferred.
 3. Two years of supervisory experience.
 4. Five years of patrol, traffic, or investigative experience in law enforcement.
 5. Knowledge of the penal code, rules of evidence, and laws of arrest.
 6. Knowledge of municipal police administration and organization.
 7. Knowledge of criminology and the logical processes of crime investigation.
 8. Ability to write clear, accurate, and complete forms and reports.
 9. Ability to interview individuals and obtain information.
 10. Ability to plan, coordinate, and carry out detailed, complex investigations.
 11. Ability to deal tactfully and effectively with the public.
 12. Ability to maintain favorable working relations with city officials, the officials of other jurisdictions and the public.
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REQUIRED SPECIAL QUALIFICATIONS:

1. Shall be able to obtain an Iowa Professional permit to carry weapons.
 2. Shall have an Iowa Driver's license or obtain one after 60 days of employment.
 3. Shall attend CPR Training and AED annually. Serves as first responder on medical calls.
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EQUIPMENT AND TOOLS USED:

Firearms, radios, radar unit, police weapons, computer, camera, fingerprint equipment. This list is a representation of the type of tools and equipment used. See department's inventory list for specific details.

OTHER REMARKS:

1. Periodically called in during off hours to perform duties and assist with emergency situations.
 2. Work may be performed under a variety of harsh conditions, extreme heat and cold, darkness, poor weather, dirt and dust, exposure to chemicals (mace, Pepper spray); may have to view death, disfigurement and dismemberment, traffic hazards; May encounter, armed and deranged persons; May be exposed to bodily injury; May have to work long and irregular hours.
 3. Individuals may be required to work longer than forty (40) hours per week and more than eight (8) hours per day.
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Residency Requirements: All employees must reside within the State of Iowa within sixty (60) days of their first day of work and must remain a resident of Iowa throughout the period of his/her employment with the City of Huxley. All Huxley Police Department employees shall reside within twenty (20) minutes response time of the city. No employee residing outside the City of Huxley shall be given special consideration or privilege relating to their employment with the city because of any problems that arise from the location of their residence.

The City of Huxley is an Equal Opportunity Employer.

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

The City of Huxley grants veteran's preference on positions with a minimum of an initial interview for all veterans who claim and are eligible for preference.