

**SEC. 21.2.1(1) JOB CLASSIFICATION – INTERIM CHIEF OF POLICE**

TITLE: Interim Chief of Police

DEPARTMENT: Public Safety

DIVISION: Police Department

SUPERVISOR: Board of Police and Fire  
Commissioners

SHIFT/HOURS: Professional Management  
Position/Flexible as  
Required

SALARY SCALE: As determined by Common  
Council

- (A) Job Description. Professional Administrator of Police Agency responsible for efficient management of municipal police services. Primary administrative functions include but are not limited to: (1) Planning, (2) Organizing, (3) Assembling Resources, (4) Directing, and (5) Controlling.
- (B) Essential Job Functions. Essential functions of this job classification shall include but may not be limited to:
- (1) Be the Command Officer of the police department responsible for the preservation of the public peace and enforcement of law and order in the City.
  - (2) Be responsible for the day-to-day operational management of the Agency.
  - (3) Be responsible for the efficient management of the police operation, which administrative functions shall include: planning, organizing, assembling resources, directing and controlling available resources in the interest of public safety.

- (4) Be responsible in cooperation with the Board of Police and Fire Commissioners for certain administrative functions including: research and planning, development of policy and procedure, personnel management and development and budget control.
  - (5) Have authority to authorize expenditures within Common Council approved budgetary accounts.
- (C) Marginal Functions Of The Job. Marginal functions of this job classification may include but shall not be limited to:
- (1) Serve as a coordinator and liaison agent between the police department, Board of Police and Fire Commissioners, Mayor, Common Council, and its several boards and commissions as well as the media and general public with respect to matters of public safety interest.
  - (2) Ensures compliance with governmental mandates and regulations related to policy, personnel and safety requirements with respect to facilities, equipment, and training standards.
  - (3) Development of programs and allocation of Agency resources in cooperation with other municipal or governmental entities, City departments or organizations to resolve police related community problems.
- (D) Qualifications.
- (1) Goal oriented professional administrator demonstrates police leadership capability.
  - (2) Demonstrates responsible supervisory skills.
  - (3) Demonstrates intelligence with ability to understand theoretical concepts as they relate to the organizational position with the ability to create abstract plans and to develop objectives.
  - (4) Involves a high degree of abstract manipulation of data and the ability to comprehend and maximize available technology.

- (5) Must demonstrate proficient verbal and written communication skills with the ability to resolve conflicting pressures.
- (6) Professional management skills include, but are not limited to:
  - a. Organizing Agency personnel and functions.
  - b. Budgeting and fiscal management.
  - c. Establishing and communicating objectives and priorities.
  - d. Coordinating Agency activity with other organizations.
  - e. Communicating with all levels within the Agency.
  - f. Relating to the community.
  - g. Developing subordinates into an effective team.
  - h. Motivation of personnel toward Agency objectives.
  - i. Resolving employee relations problems.
  - j. Administration of internal discipline.

(E) Desirable Training And Experience.

- (1) Criminal Justice or related field degree preferred.
- (2) Responsible professional law enforcement management and supervisory experience or any equivalent combination of education, training, and work experience which demonstrates capability to successfully perform in areas of position required knowledge, skills, and abilities.

(F) Supervision. Responsible for the supervision of the police Agency under the direction of the Board of Police and Fire Commissioners.

(G) Authority And Powers.

- (1) The Chief of Police shall be entitled to the power and authority and subject to the provisions and responsibilities prescribed by Sec. 62.13., Wis. Stats., and the Berlin Municipal Code of Ordinances.

- (2) The Interim Chief of Police shall possess the powers and enjoy the privileges of a "Peace Officer" and "Law Enforcement Officer" and the Law Enforcement Officer's Bill of Rights and be subject to the liabilities conferred and imposed and prescribed by Chapter 164., Section 939.22 and 967.02 (5), Wis. Stats., and the Berlin Municipal Code of Ordinances.