

Berlin Police Department Chief of Police Job Description

General Statement of Duties

The Executive Office of Police Chief at the Berlin Police Department claims responsibility for the protection of lives and property in the City of Berlin through the supervision of all Department functions. The Chief of Police is an unclassified exempt position who serves in accordance with the provision of Wisconsin State Statute 62.13 and functions in accordance with local ordinance Chapter 38. Given the variety of situations and functions at the Department, the Chief of Police exercises independent judgment and discretion in the management and operation of the Department.

Distinguishing Features of the Job

The Chief of Police performs and supervises all law enforcement functions of the City of Berlin, including planning, directing and controlling patrol, criminal investigation and related activity, training assignments, and organizational discipline. In administering the activities of the Department, the Chief exercises independent judgment and discretion and controls internal affairs. The Chief will assume all duties of the Assistant Chief in their absence. The Chief must be in regular contact with the Department and shall carry a department issued cell phone at all times both on and off duty.

DUTIES AND RESPONSIBILITIES

The following duties are normal for this position These are not to be construed as exclusive or all inclusive; other duties may be required.

1. Shall actively support and ensure compliance with the mission, policies, procedures, programs, objectives, philosophies, and vision of the Berlin Police Department. Shall promote departmental conduct based on a philosophy of "Profession and Ethical" standards, set by the law enforcement community.
2. In coordination with the Assistant Chief, shall be responsible for the supervision, direction, evaluation, and coordination of all sworn and non-sworn personnel of the Berlin Police Department. Shall issue instructions, directions, directives, memorandums, orders, etc., to coordinate the activities of subordinates to ensure efficiency, effectiveness, and quality of service.
3. The Chief shall have the ultimate authority concerning the hiring, promotion, transfer, discipline, termination or discharge of employees.

This includes the oversight of and authority to conduct internal investigations, handle citizen complaints, impose necessary and appropriate disciplinary actions regarding personnel matters, and the authority to initiate, recommend and administer corrective and/or disciplinary action involving subordinate employees, consistent with department policy.

4. In conjunction with the Assistant Chief of Police the Chief shall hold ultimate authority to:
 - a) Create personnel training criteria and guidelines
 - b) Make recommendations regarding policies, budgets, equipment and personnel requirements
 - c) Be responsible for the dissemination of information within the department
 - d) Identify work conditions which need improvement
 - e) Promote "teamwork" and a "continuous improvement" initiative
 - f) Assist with the development, implementation, and coordination of community policing initiatives
5. Shall ensure records on training & firearms qualifications are maintained.
6. The Chief shall represent the Berlin Police Department as a 'liaison' at various meetings and community functions. These meetings would include those associated with law enforcement agencies, Police and Fire Commission, City Council, Berlin School, and any other civic and/or public group approved and/or requested by the Chief of Police. The Chief maintains regular communication regarding department activity.
7. Shall coordinate operations with federal, state and local agencies when applicable.
8. Shall respond to calls for service from the community in the absence of a shift patrol officer. The Chief is a sworn police officer and shall take enforcement action when required.
9. Shall enforce all local ordinances, state laws, and applicable federal laws impartially within appropriate jurisdiction and in accordance with departmental policy and procedure guidelines,
10. Shall support the Constitution of the United States, the Constitution of the State of Wisconsin, and the Ordinance/laws, and/or Charter of the City of Berlin.
11. Shall attend department required training.

Chief Executive Experience and Qualifications

1. Wisconsin Law Enforcement Standards Board Law Enforcement Certification or ability to obtain.

2. Minimum eight (8) years of experience in the law enforcement field.
3. Minimum of five (5) of progressively responsible supervisory and administrative law enforcement experience; including three (3) experience as a supervisor holding the rank of Sergeant or above.
4. A Bachelor of Science Degree and/or Master's degree (preferred) from a four-year accredited university in a criminal justice field of study, or related field. In lieu of a bachelor's degree, an Associate's degree, in police science or related field, along with a combination of relevant education, training and experience may be substituted to meet the equivalent of this requirement.
5. Actual and demonstrated managerial, leadership and supervisory level experience in an agency where the use of independent judgment is the basis for that experience.
6. Demonstrated proficiency in the conceptual knowledge of managerial and administrative principles and procedures as it relates to the overall administration of a law enforcement agency.
7. Any equivalent combination of experience and training which provides the knowledge, skills and abilities to perform the work.
8. Personal Commitment to law enforcement and a history of acceptable behavior as a law enforcement official is of utmost importance to this Department and will be a factor in the application process.

Required Knowledge, Skills, and Abilities

1. Policing Activities - Ability to set short-term and long-term goals for the Department that not only respond to current law enforcement needs in the community but also future attempts to engage the community in crime prevention - The ability to respond to changes in the community and, thereby, necessary and corresponding changes in the Department- Set the vision for the Department and appropriate police behavior - Possess necessary knowledge and experience regarding law enforcement, especially in criminal investigations - Committed to developing, implementing, and evaluating remedial, specialized, in-service and advanced training programs that enhance the skills, knowledge, and effectiveness of officers - Knowledge of community oriented policing, day-to-day police operations, and subordinate staff duties and responsibilities
2. Community/External Relations - Serve as chief spokesperson for the Department - Communicate the Department's mission to the community and allow the community to respond - Encourage officers to learn the community and offer programs to promote civic safety and stability - Effectively interact with City governance. - Ability to represent the Department to residents, businesses, social agencies, criminal justice agencies, and other groups - Ability to direct the preparation of a comprehensive general plan for the emergency preparedness of Berlin.
3. Administration - Knowledge of accepted principles and practices of police

administration and personnel and human resources management - Knowledge of collective bargaining and employee relations - Develop, administer and evaluate the department's various jobs/positions - Knowledge of internal affair functions and handle disciplinary procedures - Monitor the performance evaluation system for all Departmental employees - Counsel, guide and lead supervisors and patrol officers in handling various police situations - Knowledge of systems to collate, collect and analyze information - Display outstanding writing skills with corresponding ability to compose comprehensive written narrative reports, proposals, letters, research papers, policies and procedures, memos, and other written documents - Demonstrate excellent problem-solving skills - Sets the vision for the Department, indicating what the Chief defines as important /strategic planning - Delegating certain responsibilities to officers through which officers can apply the visionary goals and internalize such objectives as important - Able to prepare and present a workable budget and identify additional grant resources outside of funding from the City - Able and committed to developing all written directives for the efficient operation of the Department - Ability to articulate appropriate viewpoints of the Department - Maintain personnel files.

4. Shall have the ability and knowledge to perform all duties of the Assistant Chief.

Essential Job Functions

Full range of movement, physical strength, endurance, fitness and condition to apprehend and control an individual and respond to other situations - Communicate with Individuals in a clear and concise manner verbally and in written form - Ability to operate a motor vehicle while under normal, emergency and pursuit conditions - Ability to maintain a professional demeanor when confronted with stressful situations or verbal opposition.

Ability to make quick decisions and process information based on limited information - Ability to follow instructions furnished in oral and written form and apply those standards to a variety of situations. Ability to recall from memory details of persons and things. Ability to reason spatially, make spatial transformations, and copy written and oral information with a minimum of errors.

Position Accountability

The Chief of Police reports to the Berlin Board of Police and Fire Commissioners pursuant to Section 62.13(6).