

Aurora Police Department
POLICE CHIEF

GENERAL STATEMENT OF DUTIES

Under the direction of the City Manager this exempt position is responsible for performing responsibilities as the Police Chief for Aurora and any other communities that contract with the City for services. The Chief of Police is responsible for the overall operation and management of the Police Department. This includes policy and procedure development and implementation; personnel supervision; community relations program development; and ensuring crime prevention, response, and investigation activities of the Department.

SUPERVISION RECEIVED

The Chief of Police is directly responsible to the City Manager.

SUPERVISION EXERCISED

The Chief of Police exercises direct supervision over Division Commanding Officers and subordinate officers within the Police Department. And he/she is responsible for ensuring effective supervision of all department personnel through subordinate managers and supervisors.

ESSENTIAL FUNCTIONS

- Enforces and maintains compliance with all Federal, State, and local laws and ordinances.
- Prepares and completes reports.
- Performs public education, speaking and outreach when new projects are being implemented and for ongoing activities.
- Develops short-term and long-term goals for department and City-wide.
- Consults, informs and advises the City Manager or department heads regularly on matters relating to City-wide operation.
- Purchases necessary equipment and supplies for the department.
- Researches the type of equipment to purchase or programs to support, prepares bid specifications for equipment, projects and supplies; determines cost alternatives with pros and cons, and provides recommendations to City Manager; prepares or reviews plans and specifications for supplies, services, and contracts.
- Coordinates department activities with various governmental and outside agencies, and other City departments.
- Receives and investigates, or assigns investigation of, public inquiries about department operations and follows up to ensure adequate resolutions.
- Defines and monitors performance, productivity, and compliance of subordinates with departmental mission, goal, objectives, policies, and procedures to ensure all work meets the required expectations.
- Attends meetings and represents the City.
- Oversees the daily operations of the Police Department.
- Develops and ensures compliance with department policies.
- Maintains statistical information on department activities.
- Ensures that all personnel receive proper training.
- Reviews and updates department policies in accordance with State and municipal laws.

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JOB DESCRIPTION

- Develops and maintains good working relationships with State and local law enforcement agencies.
- Remains open and accessible to members of the community to better serve them and maintain good relations.
- Maintains an open line of communication with other City departments.
- Takes command of crime or disaster scenes when necessary.
- Handles inquiries from the news media.
- Responsible for the conduct of all Police Department employees.
- Participates in activities that promote police professionalism, as well as good working relationships.
- Maintains an awareness of related requirements. Liaisons with SEMA assuring coordinated efforts and communications.
- Coordinates with other community resources assuring coordinated efforts and communications.
- Ensures completion of all material required from SEMA and FEMA for Emergency Management and Homeland Security purposes.
- Provides information regarding department expenditures and explains the details of the budget as needed, assuring accuracy.
- Provides details if budget variances occur and assists in bringing operations back into compliance with budget as needed.
- Creates and approves Departmental purchase orders. Approves payments for accounts payable, assuring compliance with established procedures.
- Remains aware of grant funding sources for Public Safety needs and initiates or supervises application process.
- Attends external meetings, seminars, and programs to maintain an awareness of the trends and developments of the law enforcement industry.
- Is accessible by attending internal meetings with department and other staff persons to obtain input and to encourage ongoing communication.
- Participates in community special-interest groups to improve efforts and understanding in the various areas including domestic violence, substance abuse, ethnic groups, etc.
- Monitors legislative action on issues impacting law enforcement, public safety, and the profession.
- Acts as a liaison between the department and the general public advising and communicating on matters of crime prevention and the maintenance of a safe environment, assuring professionalism and positive public relations.
- Keeps others apprised and informed regarding trends and items of interest assuring communication is ongoing.
- Oversees and makes public relations presentations, responds to citizen's questions or inquiries, and speaks to citizen's groups assuring that the department and the City is represented and presents a positive public image at all times.
- Coordinates with the City Prosecutor and Attorney to create or modify City ordinances pertaining to the Department and community welfare.
- Attends and participates in extra-curricular activities in the community, assuring high visibility and professionalism in the community.
- Acts as liaison with other police departments and law enforcement agencies and other public safety entities or emergency services provides.
- Participates in organizations that prioritize law enforcement and community safety matters in the legislative process.
- Assists occasionally with patrol activities as needed, including report writing, assuring safety, positive public image and professionalism.

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- Assist with community policing activities as needed, providing compliance with all departmental and outside agency laws and regulations.
- Provides 24-hour on-call duty for major incidents.
- Responds to requests from immediate supervisor in an accurate, complete and timely manner.
- Oversees incidents of major crime scenes, and other emergency related matters.
- Develops and exchanges intelligence information with appropriate parties, assuring accuracy and timeliness.
- Selects and supplies appropriate equipment for staff in the field. Assures appropriate security measures and activities are in place within the community.
- Conducts and updates threat assessments, assuring the community is prepared for any conceivable threat.
- Keeps the City Manager informed of potential community threats and sensitive items that could impact the community.
- Oversees municipal jail.
- Performs other duties as assigned.

SUPERVISORY FUNCTIONS:

The Chief of Police exercises direct supervision over Division Commanding Officers within the Police Department. He/She is responsible for ensuring effective supervision of all department personnel through subordinate managers and supervisors.

KNOWLEDGE AND PROFICIENCY:

- Knowledge of criminal investigation procedures, patrol tactics and records maintenance.
- Knowledge of modern police practices, methods and equipment.
- Knowledge of rules and regulations of City personnel policy and department procedure manuals.
- Knowledge of state and local laws and ordinances.

SKILLS:

- Skill in oral and written communication.
- Skill in interpersonal communication.

ABILITY:

- Ability to effectively use department equipment.
- Ability to establish and maintain effective working relationship with other employees, City officials, and the general public through written and oral communications.
- Ability to communicate clearly and concisely, both orally and in writing.
- Ability to provide leadership and direction for the police organization.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

CERTIFICATIONS, LICENSES, REGISTRATIONS:

- Valid Driver's License.
- Pre-employment drug testing.

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- Must successfully complete a complete background check.
- Certified Police Officer – Missouri POST Certification

REQUIRED EDUCATION and/or EXPERIENCE:

- Candidates must have demonstrated skills in these five areas: leadership, communication, management, budgeting, and community relations in the area of Police Administration.
- Candidates must have achieved the rank of Lieutenant or above for at least four years with a minimum of eight years of progressively responsible law enforcement experience.
- Candidates must be POST Certified with the State of Missouri or have the ability to be POST certified before appointment.

PREFERRED EDUCATION and/or EXPERIENCE:

- A bachelor's degree in criminal justice, Public Administration, Political Science, or a similar field related to law enforcement.
- Five or more years' previous experience as a Chief, Assistant Chief or similar position in a law enforcement agency and community of comparable size.
- Ten or more years of progressively responsible law enforcement experience.
- Any combination of experience and education that would provide the required knowledge and abilities managing a diverse law enforcement workforce will be considered. Experience may substitute for education on a year for year basis.

PHYSICAL CONDITIONS:

The physical demands 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.

Sight, hearing, speech, frequent lateral mobility mentally analyze a situation, solve problems, and make decisions under pressure in area of responsibility; sorting, kneeling, and reaching to ground level and overhead as required for such tasks as retrieving files; lifts, grasps, carries, pushes and pulls 100 pounds in emergency situations; must be able to hold and grip objects; may be subject to sitting for long periods of time; possesses manual dexterity necessary to operate a computer keyboard may work a varied schedule including some evenings and weekends.

WORKING CONDITIONS:

The work environment characteristics describe here are representative of those an employee encounters while performing the essential function of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate. Duties are generally performed in an office setting with a controlled environment. Some drive required as needed.

FLSA STATUS: **Regular – Salary** DATE OF LAST REVISION: **May 10, 2021**

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Employee Signature _____ Date _____