

**CITY OF HUMBOLDT  
POSITION DESCRIPTION AND SPECIFICATIONS**

Position Title:	Police Chief	Incumbent:	
Department:	Police	Reports to:	City Administrator
		FLSA Status:	Exempt

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**POSITION PURPOSE**

To perform a variety of complex administrative, supervisory and professional work in planning, coordinating and directing the activities of the Police Department.

**REPORTING**

Works under the general guidance and direction of the City Administrator. Exercises supervision over all Police Department personnel.

**PRINCIPAL ACCOUNTABILITIES**

Plans, coordinates, supervise and evaluate Police Department operations.

Develops policies and procedures for the Department in order to implement directives from the City Administrator.

Plans and implements a law enforcement program for the City in order to better carry out the policies and goals of City Administration; reviews Department performance and effectiveness, formulates programs or policies to alleviate deficiencies.

Coordinates the information gathered and work accomplished by various officers; assigns officers to special investigations as needs arise for their specific skills.

Ensures that personnel are assigned to shifts or working units which provide optimum effectiveness in terms of current situations and circumstances.

Supervises evaluation of evidence, witnesses and suspects in criminal cases to correlate all aspects and to assess for trends, similarities or for associations with other cases.

Supervises and coordinates the preparation and presentation of an annual budget for the Department; directs the implementation of the Department's budget; plans for and reviews specifications for new or replaced equipment.

Directs the development and maintenance of systems, records and legal documents that provide for the proper evaluation, control and documentation of Police Department operations.

Trains and develops Department personnel.

Handles grievances, maintains Departmental discipline and the conduct and general behavior of assigned personnel.

Prepares and submits periodic reports to the City Administrator regarding the Department's activities and prepares a variety of other reports as appropriate.

Meets with elected or appointed officials, other law enforcement officials, community and business representatives and the public on all aspects of the Department's activities.

Attends conferences and meetings to keep abreast of current trends in the field; represents the City Police Department in a variety of local, county, state and other meetings.

Cooperates with County, State, and Federal law enforcement officers as appropriate where activities of the Police Department are involved.

Ensures that laws and ordinances are enforced and that the public peace and safety is maintained.

Participates in short and long-term planning of capital improvement projects.

Directs investigation of major crime scenes.

Communicate effectively and tactfully with the public.

Attends staff meetings on a weekly basis.

## **SPECIFICATIONS**

### ***Skills and Abilities***

Ability to prepare and present effective oral and written material relating to the activities of the Department, including grant writing.

Valid Iowa Driver's License, or ability to obtain one prior to employment.

Ability to maintain standards as set out by the Iowa Law Enforcement Academy.

Ability to operate police vehicle, police radio, radar unit, handgun and other weapons as required, handcuffs, breathalyzer, first aid equipment; personal computer, including word processing software, camera.

### ***Educational Development***

Minimum two-year Associates Degree in Law Enforcement or related college degree and five years increasingly responsible managerial experience in municipal law enforcement work; or an equivalent combination in which experience may be substituted for education at the rate of three years of experience for one year of education.

Graduation from the Iowa Law Enforcement Academy.

### ***Experience***

Thorough knowledge of the management activities of planning, organizing and supervising

police functions; federal, state, and local laws and ordinances which are enforced by the City Police Department; police requirements and limitations on police authority; types and uses of firearms, tasers, communications systems, and automotive equipment used in modern police work as would be acquired through three to five years of experience in progressively more responsible positions.

***Physical, Mental and Visual Effort***

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to run; stand; walk; use hands to finger, handle or operate objects, controls or tools listed above; reach with hands and arms; climb or balance; stoop, kneel, crouch or crawl; and taste or smell.

The employee must occasionally lift and/or move more than 150 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

***Working Conditions***

While performing the duties of this job, the employee frequently works in outside weather conditions. The employee occasionally works near moving mechanical parts, in high, precarious places, and with explosives and is frequently exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat and vibration.

The noise level in the work environment is usually moderate.

**DISCLAIMER CLAUSE**

I have carefully read and understand the contents of this position description. I understand the responsibilities, requirements and duties expected of me. I understand that this is not necessarily an exhaustive list of responsibilities, skills, duties, requirements, efforts or working conditions associated with the position. While this list is intended to be an accurate reflection of the current position, the Employer reserves the right to revise the functions and duties of the position or to require that additional or different tasks be performed as directed by the Employer. I understand that I may be required to work overtime, different shifts or hours outside the normally defined workday or workweek. I also understand that this position description does not constitute a contract of employment nor alter my status as an at-will employee. I have the right to terminate my employment at any time and for any reason, and the Employer has a similar right.

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Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Department Head

\_\_\_\_\_  
Date