



HAINES BOROUGH POSITION DESCRIPTION **CHIEF OF POLICE**

DEFINITION:

The Chief of Police is a full-time, salaried employee working under the direct supervision of the Borough Manager. The Chief of Police is the commanding officer of the police force and supervises the activities of the Police Department and Dispatch to protect life and property and preserve the peace through enforcement of applicable federal, state, and local laws within the boundaries of the townsite service area. This job description reflects the administration's assignment of essential duties and responsibilities. It does not prescribe or restrict the tasks that may be assigned.

EXAMPLES OF DUTIES:

1. Be responsible for maintaining effective police, security, investigative, crime prevention, and emergency dispatch services on a twenty-four hour basis throughout the boundaries of the townsite service area.
2. Conduct state criminal arraignments and prosecute for the state/borough within authorized limits.
3. Assist officers with mobile and foot patrol for the purpose of deterring crime, arresting offenders, conducting investigations, transporting, and booking of prisoners.
4. Manage and monitor jail facilities, and ensure adequate jail standards.
5. Compile short and long-range departmental goals and plans regarding personnel staffing, budgeting, programs, and other departmental concerns.
6. Prepare annual department budget and control expenditures within authorized limits.
7. Serve as department personnel officer, exercising control over hiring recommendations, discipline and performance appraisals. Ensure the maintenance of the personnel records.
8. Prepare a variety of administrative and management reports; coordinate activities of the department with other government agencies and the private sector.
9. Receive, evaluate and deal with complaints; meet with citizens and the borough manager to explain plans, activities, and functions of the department and encourage favorable public relations.
10. Initiate investigations into all cases of illegal misconduct or violations of policy and procedure by Police Department and Dispatch personnel.
11. Direct the planning and conduct of adequate training programs for the Police Department and Dispatch personnel.
12. Provide advice and assistance to subordinates in the conduct and non-routine criminal or other investigations; investigate unusual problems encountered by subordinates, as required.
13. Manage and monitor various contracts, as needed and authorized by the borough manager, including animal control services, community jail services, and special services.
14. Interact, as needed, with the borough's Public Safety Commission.
15. Make recommendations to the borough manager for code amendments related to law enforcement.
16. Organize and direct functions of the Reserve Police Organization.

KNOWLEDGE, SKILLS, AND ABILITIES:

The requirements, demands and characteristics listed below are representative of the knowledge, skill and/or ability required to successfully perform the essential job functions. The Borough at its sole discretion shall decide if the applicant meets the requirements. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

1. Extensive knowledge of state, federal and local laws; principles and techniques of investigation, interrogation and scientific crime detection; Police Department administrative procedures and policies; laws of arrest, rules of evidence, legal rights of citizens, civil procedures; social economic and physical needs and problems of the community; court policies and procedures; first aid treatment; principles, techniques and policies of modern management, budget, organization, records, accounting and administration.
2. Skills in operating a motor vehicle in dangerous situations; utilizing police weapons; and conducting scientific investigations.
3. Ability to think clearly and quickly in an emergency situation; observe and record events accurately and completely; adopt an effective course of action; prepare clean and concise reports; speak and write clearly and effectively; instruct subordinate officers in all areas of modern police work; maintain discipline and harmony within the Police Department and Dispatch; establish and maintain cooperative relations with those contacted in the course of work; recommendations on hire and termination of subordinates; plan, direct and coordinate the work of others.

EMPLOYMENT QUALIFICATIONS

1. The ideal candidate for the Chief position possesses a solid educational background and experience with small town policing, demonstrated ability in leading teams, and building and maintaining the relationships within the community and other law enforcement and governmental agencies. **Specific Requirements:** BA Degree in Public Safety and a minimum of 2 years of supervisory experience in a municipal setting preferred. Additionally, candidates should have knowledge and /or experience in the following areas: preventive and proactive measures in law enforcement, specifically in areas of domestic violence and abuse, substance awareness and abuse programs, and other community education outreach.
2. Be certified by Alaska Police Standards Council (or be eligible to be certified, if holding a certificate in another state).
3. Valid Alaska driver's license or the ability to acquire one within thirty days of hire.
4. Ability to meet personal and physical characteristics outlined in Alaska Police Standards Manual for Police Officer Employment Standards.
5. Ability to receive favorable results in extensive personal background investigation and polygraph examination.
6. Ability to pass physical exam and test.
7. Response time from primary residence to the Haines Borough Public Safety Building should be within ten minutes for call out purposes.