



# Town of Palisade, Colorado

## Job Description

JOB TITLE: CHIEF OF POLICE

FSLA STATUS: EXEMPT

DEPARTMENT: POLICE

ESSENTIAL PERSONNEL

DIVISION: ADMINISTRATION

SALARY RANGE: \$85,00-95,000  
depending on experience & qualifications

Submit Resumes & Cover Letter to: Town of Palisade - Clerks Office 175 East 4<sup>th</sup> St. Palisade or email to the Clerk - [kfrasier@townofpalisade.org](mailto:kfrasier@townofpalisade.org)

Resumes due by: November 30, 2021

### **Job Summary:**

To promote the peace, safety, and well-being of our community through interaction, education, and enforcement of the law. The Chief of Police is responsible for planning, budgeting, and the operation of the Police Department and provides highly responsible and complex administrative support to the Town Manager.

### **Essential Duties and Responsibilities:**

*The following statements are illustrative of the essential functions of the job and do not include other nonessential or peripheral duties that may be required. The organization retains the right to modify or change the duties or essential functions of the job at any time.*

- Under the direction of the Town Manager, serves as the Chief Executive Officer of the Palisade Police Department and is responsible for policy development, control, supervision, and program implementation of this department, and is accountable for the effective delivery of police services to the community.
- Works closely with the Town Manager, the Board of Trustees, other Town Departments, a variety of public and private organizations and citizen groups in developing programs and implementing projects to maximize police services.
- Establishes and maintains an effective community relations and public education program. Serves as primary representative of the Police Department with civic organizations, public interest groups, elected representatives, schools, etc., attend civic functions and promote community relations.

- Implements and maintains an effective and positive Policing philosophy for the purpose of maintaining the highest possible credibility level within the area.
- Develops, presents and administers the annual operating budget for the police department. Establish adequate controls over expenditures and the monitoring of disbursements over the course of the fiscal year. Utilize available funds in a manner that provides for the most effective police service possible in an efficient and cost-effective manner.
- Cooperate and maintain an appropriate and professional relationship with county, state and federal law enforcement agencies where activities of the police department are involved.
- Takes the lead in the development of a comprehensive emergency plan for the community working with the Fire Authority and others to ensure full collaboration.
- Institutes an adequate and progressive human resource program, to include training, career development, succession planning, and wellness.

#### **Organizational Specific:**

- Adheres to the Police Code of Conduct and Department Values
- Endorses and supports organizational objectives, by complying with organizational rules and procedures, suggesting improvements, and conveying a positive and professional image of the agency to others.
- Creates a positive work environment through respect, support, and cooperation.
- Contributes to building a positive team environment.
- Assists other departments and outside agencies as necessary.
- Demonstrates initiative consistent with job expectations, to improve personal and organizational performance.

#### **Supervision Received and Exercised:**

- Receives general administrative direction from the Town Manager.
- Exercises direct supervision over management, supervisory, professional, technical and clerical staff.
- Establish, within Town policy, appropriate service and staffing levels; monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; allocate resources accordingly.
- Plan, direct and coordinate, through subordinate level staff, the Police Department's work plan; assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures; meet with key staff to identify and resolve problems.
- Assess and monitor workload, administrative systems, and internal reporting relationships; identify opportunities for improvement; direct and implement changes.

- Oversee and participate in the development and administration of the department budget; approve the forecast of funds needed for staffing, equipment, materials and supplies; approve expenditures and implement budgetary adjustments as appropriate and necessary.
- Explain, justify and defend department programs, policies and activities; negotiate and resolve sensitive and controversial issues.
- Represent the Police Department to other departments, elected officials, media and outside agencies; coordinate assigned activities with those of other departments and outside agencies and organizations.
- Respond to and resolve difficult and sensitive citizen inquiries and complaints; develop and implement policies regarding interactions with the media.
- Provide staff assistance to the Town Manager; participate on a variety of boards, commissions and committees; prepare and present staff reports and other necessary correspondence.

**Qualifications:**

Minimum Education: Bachelor's Degree in public administration, criminal justice, or a directly related field required; Master's Degree preferred.

May consider a combination of experience and education to successfully meet the requirements of Police Chief.

**Special Training or Experience:** Successful completion of the FBI National Academy or equivalent training preferred.

**Work Experience in Positions Similar or Related to This Job:** Requires a minimum of 10 years of progressively responsible experience in a supervisory role in a public law enforcement agency including at least 5 years of command-level experience.

**Job Requirements:**

Must live in Mesa County, Colorado upon hiring of the position.

Valid Driver's License with an acceptable driving record.

Must obtain a valid Colorado driver's license within 6 months of hire date.

Current Colorado Peace Officer Certification.

Ability to pass a background check, credit check, psychological evaluation, polygraph, pre-employment drug testing and physical with results that are acceptable to the Town of Palisade.

**Knowledge of:**

- Operations, services and activities of a comprehensive municipal law enforcement program. Principles and practices of program development and administration.
- Law enforcement theory, principles and practices and their application to a wide variety of services and programs.
- Modern principles, practices and techniques of police administration, organization and

operation.

- Methods and techniques of investigation and identification, patrol and traffic control. Principles and practices of crime prevention, suppression and law enforcement.
- Methods and techniques of public relations.
- Use of firearms and other modern police equipment.
- Recent court decisions and how they affect department operations.
- Principles and practices of municipal budget preparation and administration.
- Principles of supervision, training and performance evaluation.
- Pertinent Federal, State and local laws, codes and regulations.

### **Ability to:**

- Manage and direct a comprehensive law enforcement program.
- Develop and administer departmental goals, objectives and procedures.
- Analyze and assess programs, policies and operational needs and make appropriate adjustments.
- Identify and respond to sensitive community and organizational issues, concerns and needs. Plan, organize, direct and coordinate the work of lower level staff.
- Delegate authority and responsibility. Select, supervise, train and evaluate staff.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Research, analyze and evaluate new service delivery methods and techniques.
- Respond to requests and inquiries from the general public.
- Prepare clear and concise administrative and financial reports.
- Prepare and administer large and complex budgets.
- Discharge firearms in a safe and effective manner.
- Interpret and apply applicable Federal, State and local policies, laws and regulations.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted at work.
- Ability to be on-call 24 hours a day, 7 days a week and to work long hours on all shifts as required.

### **Reporting Relationships:**

This Position Reports Directly to the Town Manager

This Position has Supervisory and/or Management Responsibility:

Direct reporting of Sergeants, Lieutenants and Office Manager and indirect responsibility for all sworn and non-sworn police department employees.

### **Equipment Used:**

Standard office equipment including computer, printer, copier, scanner, mobile data terminal, telephone, camera, calculator, two-way radio, cell phone, digital recorder, vehicle, handcuffs, duty belt, handgun, rifle, shotgun, other firearms, radar, ballistic vest, flashlight, spotlight, baton, intoxillizer, P.B.T., restraint systems and various other instruments and tools associated with this particular job discipline.



### **Physical Requirements:**

*The physical demands described are representative of those that must be met by an employee to successfully perform the essential duties and responsibilities of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential duties and responsibilities.*

- Ability to conduct activities involving walking 10% of the time, standing 10% of the time, and sitting 80% of the time.
- Ability to conduct activities involving climbing, balancing, stooping, kneeling/bending, crouching, crawling, twisting, climbing, and reaching on a frequent basis.
- Ability to lift and carry up to 20 lbs., push or pull up to 50 lbs, occasionally move up to 200 lbs. with leveraging aids.
- Ability to participate in routine conversation in person or via telephone/radio and to distinguish voice, signals, and other auditory tones.
- Ability to distinguish objects in low and bright light using visual capacity including peripheral vision, depth perception, color vision, and far and near acuity in order to observe all elements of an operational zone and document the results.
- Ability to operate vehicles.

### **Environmental Requirements:**

Approximately 20% of this position's duties are performed in the external environment, with 80% performed in an internal environment. The incumbent may be exposed to adverse weather conditions, violent behavior, odors, dust, mists, and gases, as well as hazardous materials, health threats and bloodborne pathogens on a daily basis; occasionally exposed to toxic and caustic chemicals.