Job Description

Job Title:	Police Chief	Classification:	Unclassified
Department:	Police	Grade:	406
Occupational Group:	Leadership	FLSA:	Exempt
Status:	Full-Time	Supervisory:	Yes

Primary Purpose

Under general supervision; administers, plans, organizes, and directs law enforcement operations, personnel, and related activities of the Joplin Police Department.

Essential Leadership Job Functions

As a member of the City's Management Team, Department Directors provide critical leadership for the organization. Beyond the technical and administrative functions of the Department's operations, these additional essential functions are required for members of the City's Management Team to be successful.

- Ensures compliance for relevant rules, regulations, ordinances, and directives that may be established by the City Manager, City Council, State of Missouri, and Federal Government.
- Collaborates with members of the City's Management Team to promote a cohesive and positive working environment.
- Researches, develops, and recommends solutions to organizational-related issues and concerns; establishes and documents processes that support the continuous improvement of City operations and services.
- Partners with internal leaders and subject matter experts to reconcile variations and conflicts in processes, policies, and practices to work towards simplification, standardization of service delivery, and improved customer service.
- Coordinates, facilitates, and provides high-level project management for strategic planning and change efforts to ensure wide-spread stakeholder understanding, momentum, buy-in, and commitment to address multi-faceted problems and implement sustainable solutions.
- Coaches and develops direct reports by providing regular feedback regarding employee performance. Provides timely and constructive feedback through the formal evaluation process for direct reports and ensures application of the same by Department supervisors and managers.
- Addresses employee performance concerns in compliance with established policies and procedures. Participates in the disciplinary process by ensuring due process is provided in accordance with the City's policies and procedures, conducts fact-finding hearings when appropriate, recommends the appropriate discipline in consultation with Human Resources, and presents a recommendation for disciplinary action to the City Manager prior to issuing the approved disciplinary action.
- Receives critical input from appropriate supervisors and managers before making final hiring or promotional decisions. Ensures departmental hiring and promotional processes are conducted in coordination with and approved by Human Resources. Verifies budgetary approval before proceeding with recruitment or promotional processes and implementing the final hiring decision.
- Develops the Department's annual budget requests, with input from appropriate staff, to provide necessary programs and services for the community as approved by the City Manager's office. Reviews and approves expenditures for non-personnel costs, to ensure spending is minimized and services are maximized throughout the fiscal year. Ensures departmental purchases comply with the

City's purchasing policies and procedures and are authorized in the budget.

Departmental Essential Job Functions

Management reserves the rights to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job. Regular and consistent attendance for the assigned work schedule is essential.

1. Develops, revises, interprets, and directs the implementation of rules, regulations, policies, and procedures related to day-to-day operations and long-term goals and objectives of the Joplin Police Department.
2. Supervises Police Department personnel, services, programs, and activities including the appointment, promotion, evaluation, and discipline of departmental staff.
3. Implements policies and objectives of the City Manager and City Council related to law enforcement operations and policies. Provides updates, information, and recommendations to City Council through the office of the City Manager.
4. Represents Joplin Police Department in meetings with the City Council, other top City officials, civic organizations, other Federal, State, and local law enforcement/regulatory agencies to discuss Department functions, coordinate joint activities/programs, and identify and facilitate resolution of law enforcement-oriented problems/issues.
5. Serves on a variety of task forces, committees, and boards involved with law enforcement and related issues.
6. Directs and coordinates investigation of major crimes often involving several Federal, State, or other local law enforcement agencies; reviews crime, accident rate, and related statistics to determine the most effective deployment of staff and other resources.
7. Prepares/directs the preparation of a variety of reports and special studies to inform the City Manager, City Council, and other Federal, State, and municipal officials of Department activities and status of various programs/projects.

Other Duties

- Leads and participates effectively at departmental staff meetings.
- Maintains the confidentiality of files, records, reports as required by law, City policy, and procedures.
- Performs other duties as assigned.

Minimum Qualifications

Knowledge of: Applicable City ordinances; Federal, State, and County statutes, codes, and ordinances to be enforced; law enforcement principles and practices including investigation, identification, patrol, traffic control, records management, report preparation, and custody of persons and property; equipment used in law enforcement including weaponry, communications, and automotive equipment; principles and practices of employee supervision including performance evaluation and progressive discipline; location of streets and addresses in the City; principles and practices of police/law enforcement administration including budgeting, program planning and development, employee supervision and training; police operations principles and practices including investigation, surveillance, intelligence, court procedures, community/public relations, and crime prevention; equipment used in law enforcement including weapons, communication, computers, and vehicles; Microsoft Office Suite.

Skill in: Establishing and maintaining effective working relationships with other law enforcement agency and regulatory agency/organization staff, City officials, criminal justice system staff, and the public; planning, organizing, and directing the activities of a municipal Police Department; understanding

and interpreting complex statutes, ordinances, regulations, and standards; reviewing and evaluating the work of subordinate staff to ensure that established law enforcement operations standards are met; identifying employee training needs and developing/coordinating programs and activities to improve performance; preparing reports documenting the facts and actions regarding criminal/civil incidents; conducting investigations of criminal activities; evaluating operations and programs to meet community's needs; Microsoft Office Suite.

Education: Graduation from an accredited college or university with a Bachelor's degree in Law Enforcement, Criminal Justice, or related discipline is required. Master's degree in Law Enforcement, Criminal Justice, or related discipline is preferred.

Experience: Seven years in a command staff position with a law enforcement agency of equivalent or larger size and scope is required. Command staff experience in an agency of smaller size or scope will be considered with additional years of experience.

Licenses and Certifications: Possess and maintain a valid state issued driver's license. Missouri POST certification for Peace Officer.

Physical Demands Requirements and Working Conditions

This position works predominantly indoor but often performs work in outdoor environments as well. Working at or from a police station requires standing in work areas; walking between work areas may be required. In an indoor environment finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment; vision to read printed materials and a computer screen; hearing and speech to communicate in-person and over the telephone. This position may sit and operate a motor vehicle and equipment such as computers, radios, and phones inside the vehicle, but not for prolonged periods of time.

Must possess the ability to stand, walk, or run for extended periods. Positions in this classification are required to bend, stoop, kneel, reach, push, and pull when making arrests. Employees may be required to lift, carry, push, and pull materials and objects weighing up to 100 pounds, or heavier with the proper use of equipment. Employees must maintain specific hearing and vision requirements to ensure safety to self and others. Employees must possess physical and mental stamina to fire weapons; react and move rapidly from sedentary to active conditions in response to environmental situations; assume a variety of bodily positions and postures necessary to cover or conceal during emergency situations; respond to a physical attack and subdue an attacker or request aid. The employee has limited exposure to wet/and or humid conditions; moving mechanical parts; fumes, blood-borne pathogens or airborne particles; toxic or caustic chemicals; outside weather conditions; risk of electrical shock; may be required to work with explosives. Employees may interact with upset members of the public or their representatives while enforcing departmental policies and procedures.

Miscellaneous Requirements

Requires successful post-offer completion of a background investigation, physical exam, and drug test as a condition of employment with the City of Joplin. Must be 21 years of age, a United States citizen, with no felony convictions or misdemeanor domestic violence convictions. Must be able to work a variety of shifts; subject to call-in as needed. Successful completion of annual qualifications and department mandated training is required. Must establish and maintain residency within 12 air miles of Joplin's City Hall.

Revision Date: 11/01/2021	Type of Change: Update position
Revision details: City-wide job description revision and updates.	