

<b>CITY OF CEDAR RAPIDS POSITION PROFILE</b>	<b>JOB CODE #/TITLE:</b> NB128 Police Chief
<b>POSITION #/TITLE:</b> 0006 Police Chief	<b>Adopted:</b> 07-97
	<b>Revised:</b> 05-14

<b>POSITION DESCRIPTION</b>
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<b>Dept:</b> Police	<b>Manager Level:</b> Director
<b>Salary Plan/Description:</b> NBU/Non-Bargaining Unit	<b>Salary Grade:</b> 24
<b>Reports To Position #/Job Code #/JC Title:</b> 2353/CN001/City Manager	<b>Dotted-line Reports To Position #/Job Code #/JC Title:</b>
<b>FLSA Status:</b> Exempt	<b>City Overtime Status (Employee Type):</b> Exempt (Salaried)
<b>Physical Demand Rating:</b> Heavy	<b>Work Environment:</b> Controlled
<b>Pre-employment Testing:</b> Drug and health screening after contingent offer.	<b>Position Testing:</b> Prescribed by Civil Service (sworn position)
<b>Personal Protective Equipment:</b> None	

<b>General Statement of Duties</b>
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Plans and directs the long-term programs and activities of the Police Department; performs related work as required.

<b>Distinguishing Features of the Class</b>
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Extensive leeway is granted for the exercise of independent judgement and initiative. Supervision is exercised over the work of all Police Department personnel.

<b>Examples of Essential Work (Illustrative Only)</b>
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Plans and directs the long-term Police Department administrative, operational, support, public education and public relations activities;

Consults with Police Captains on work problems, plans, and programs relating to proposed administrative, operations, investigations and supports public education and public relations improvement projects;

Prepares and controls the Departments budget;

Directs and oversees grant research, development and implementation;

Develops service related issue plans for forecasting long-range police operational and capital improvement needs and presents reports to City Manager, Mayor and City Council;

Develops and manages department policies, procedures, directives and general orders;

Reviews and analyzes methods, equipment utilized and performance to increase program effectiveness and forecast long-term needs and commitments;

Presents police operational issues to legislative committees, special interest groups, citizen groups and service organizations;

Reviews and organizes service expansion projects to coordinate resources and planning objectives;

Develops and implements department goals and timetables in order to promote the execution and operation of law enforcement services;

Assumes leadership role for emergency response and police operations incident command;

Suspends, demotes or terminates subordinates for violations of laws, rules, regulations, policies and procedures;  
Makes recommendations for promotion to the City Manager and City Council;  
Performs public relations functions for the department, such as attending meetings, serving on boards and commissions and delivering presentations;  
Assumes command at crime scenes and other areas when needed;  
Delegates departmental public information officer duties;  
Coordinates internal investigations;  
Manages department recruitment, hiring and training activities;  
Conducts timely performance reviews and monitors performance and staffing needs;  
Performs all work duties and activities in accordance with City policies, procedures and safety practices;  
Attends work regularly at the designated place and time;  
Supports continuous process improvement initiatives;  
Performs related work as required.

### **Required Knowledge and Abilities**

Comprehensive knowledge of Police Department administrative, operational, support, public education and public relations programs and activities;  
Comprehensive knowledge of strategic and operational planning principles, practices and techniques;  
Comprehensive knowledge of budgeting, cost accounting, and fiscal administration for Police Department programs, services and facilities;  
Ability to plan, organize, supervise and coordinate the activities of police operations, training, investigations, communications and support activities;  
Ability to develop long-term plans for service delivery expansion and plan and organize work to achieve long-term goals;  
Ability to plan, organize and supervise department operations;  
Ability to plan, organize and manage police department planning projects;  
Ability to perform all job duties of subordinate commanders and Police Officers;  
Ability to communicate effectively and establish and maintain effective working relationships with all police personnel, City employees, supervisory personnel, State and Local elected representatives, industrial and commercial representatives and the public;  
Ability to prepare accurate and reliable reports containing long-range plans, financing data, administrative, operational and support data, findings, conclusions and recommendations;  
Ability to operate a personal computer using program applications appropriate to assigned duties and responsibilities;  
Ability to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;  
Ingenuity and inventiveness in the performance of assigned tasks.

### **Acceptable Experience and Training**

Graduation from an accredited college or university with an Bachelor's Degree, Masters preferred, in law enforcement, criminal justice, criminal justice administration, political science, psychology or sociology;  
and  
Fifteen years of work experience in law enforcement.

### **Required Special Qualifications**

Equivalent to rank of Captain for Cedar Rapids.

### **Essential Physical Abilities**

Requires the following, with or without reasonable accommodation:

Sufficient physical abilities, with or without reasonable accommodation, to perform all of the duties of the class and of any other classes of sworn positions to which the employee may be assigned or which the employee may assume on a regular, temporary or emergency basis;

Sufficient clarity of speech and hearing which permits the employee to communicate effectively;

Sufficient vision which permits the employee to observe department processes and procedures, review a wide variety of written and financial materials, maintain personal and public safety during use of a firearm, and operate general office equipment;

Sufficient manual dexterity which permits the employee to operate firearms, restrain and retain suspects, render aid to the public and operate computer input devices;

Sufficient personal mobility which permits the employee to protect individuals and oneself from life threatening situations, pursue suspects, and monitor departmental activities.