



Position Title: CHIEF OF POLICE
Department: Police Department
Status: Exempt
Position Reports To: Village Board
Date Approved: January 18, 2022

POSITION SUMMARY

The Cleveland Police Department provides law enforcement services to the Village of Cleveland. The Police Chief is appointed by the Village Board pursuant to §61.65, Wis. Stats., and works collaboratively with the Human Resources and Public Safety Committee and Village Board on departmental policy.

The position of Police Chief is intended to provide leadership and management for the day-to-day operations of law enforcement within the Village. The Chief shall ensure that all statutes and local ordinances are enforced, and that the Village is provided with prompt emergency and pre-planned police services through planning, organization, and clear direction for the entire operation of the Department. All programs and activities of the police department shall be under the direction, management, and leadership of the Police Chief.

SECTION 1. ESSENTIAL FUNCTIONS

The duties of the Police Chief include but are not limited to the following:

- 1.1. Assures that the Department provides timely service to detect and/or respond to criminal activity, traffic accidents and control, animal control, crowd control and accident investigation.
- 1.2. Assures enforcement of statutes and local ordinances.
- 1.3. Assures that the Department provides timely assistance, as required, to the Village's Fire Department, Emergency Medical Services, and Public Works Department to facilitate their safe and adequate response to emergency situations within the Village.
- 1.4. Plans, directs, and exercises general supervision over the work of the entire Department to meet the Department's Mission Statement, Vision Statement, and goals, including the investigation of crimes.
- 1.5. Oversees the Department's personnel administration in conjunction with the Village Board, and as the Village Board may delegate, including recruitment, selection, periodic evaluation, scheduling, training and discipline and the institution of an appropriate chain of command.
- 1.6. Schedules and conducts periodic Department meetings to keep Department personnel informed on matters relevant to the exercise of Department responsibilities.
- 1.7. Develops and maintains Department administrative and Department operating records, training files and similar law enforcement records, and timely submits all personnel records to the Director of Village Services. The Director of Village Services shall maintain the employment files for the Police Department.

- 1.8. Assists in the development with the Village Board of Department rules, regulations, policies, procedures, and general work methods, and oversees their implementation and enforcement.
- 1.9. Serves as the legal custodian for all Department records.
- 1.10. Processes citizen inquiries and complaints.
- 1.11. Prepares the annual Department budget for approval by the Village Board and administers its implementation in a fiscally sound manner.
- 1.12. Prepares grant applications to obtain state and federal funding for Department programs and oversees the implementation of grants received by the Department. Prepares applications for other sources of revenue and oversees the implementation of such revenue received by the Department.
- 1.13. Attends Village Board meetings on a regular basis and such other internal and external meetings as necessary for the operation of the Department.
- 1.14. Oversees the purchase, inventory and maintenance of Department supplies, vehicles, and equipment.
- 1.15. Fosters communication with and outreach to municipal departments, public safety providers, and civic, school, and other groups within the municipality.
- 1.16. Cooperates and assists in appropriate circumstances with other local, state, and federal law enforcement agencies in the furtherance of law enforcement objectives.
- 1.17. Assists in the development with the advice and approval of the Village Board of Department long- and short-range goals.
- 1.18. Keeps abreast of developments in the field of police science and police administration and disseminates that knowledge as appropriate to subordinates.
- 1.19. Performs the essential functions and peripheral duties of a Police Officer, including routine weekly patrol, court appearances, and response to calls for assistance.
- 1.20. Provides backup to subordinates and advises and assists subordinates in non-routine Department matters.
- 1.21. Serves as the Village's Emergency Government Director, developing and implementing emergency preparedness plans, training, and procedures for community safety, identifying appropriate responses to emergency situations.
- 1.22. Works irregular or extended hours as required.
- 1.23. Performs all other duties necessary to accomplish the Department's mission and goals or as assigned by the Village Board.

Reasonable accommodations may be made for otherwise qualified individuals requiring and requesting such accommodations.

SECTION 2. QUALIFICATIONS

The minimum qualifications for this position are:

- 2.1. United States citizenship.
- 2.2. Completion of a 720-hour law enforcement academy program at an academy certified by the Wisconsin Law Enforcement Standards Board, or a Bachelor's Degree from an accredited four-year college or university in the area of Criminal Justice, Police Administration or closely-related field.

- 2.3. Seven years of progressively responsible experience which demonstrates leadership and command qualities in the capacity of a sworn officer in a law enforcement agency.
- 2.4. Supervisory and administrative experience in a law enforcement agency of similar or larger size or complexity.
- 2.5. Certified or certifiable as a police officer by the State of Wisconsin Law Enforcement Training and Standards Board. If the latter, Certification must occur within six (6) months of acceptance of the offer of employment.
- 2.6. Valid motor vehicle operator's license. A Wisconsin motor vehicle operator's license must be obtained within six (6) months of acceptance of the offer of employment.
- 2.7. Residency within fifteen miles of the Village boundary. Residency must be obtained within twelve (12) months of acceptance of the offer of employment.

SECTION 3. KNOWLEDGE, SKILLS AND ABILITIES

This position requires the skills and abilities required of a Department supervisor of sworn and civilian personnel. In addition, the position requires the following skills:

- 3.1. Comprehensive knowledge of police management and law enforcement theories, principles, laws, practices, rules, policies, and techniques, and demonstrated ability to implement that knowledge in the performance of daily activities.
- 3.2. Comprehensive knowledge of the principles of public administration, budgeting, purchasing, and contracting, and demonstrated ability to implement that knowledge in the performance of daily activities.
- 3.3. Comprehensive knowledge of the principles of personnel management and leadership as applied to police personnel and demonstrated ability to implement that knowledge in the performance of daily activities.
- 3.4. Demonstrated personal and professional honesty, integrity, and good judgment.
- 3.5. Demonstrated ability to effectively communicate to constituent groups and the public, including the ability to use appropriate and current technology in the performance of job duties.
- 3.6. Demonstrated ability to support and command the respect of Department personnel and to assign, direct, and supervise their work, and to establish and maintain effective working relationships with superiors and personnel in other departments.
- 3.7. Demonstrated ability to prepare clear, accurate, and comprehensive verbal or written recommendations and reports.
- 3.8. Demonstrated ability to perform the essential functions of a police officer, including ability to use all standard police equipment, techniques, and use of force options.
- 3.9. Possess and maintain the skills necessary to appropriately use the equipment described in Section 4, update such skills as recommended and required, and advise the Village Board of known material changes in the equipment required or recommended which may benefit the Village.

SECTION 4. EQUIPMENT USED

Personal computer, scanner, associated software, general office equipment (copier, fax machine, phone system, etc.), radio system, mobile data system and communication devices, department

owned vehicles, firearms and less lethal equipment, traffic enforcement equipment, emergency responder equipment, squad and body cameras and associated software, multi-line telephone system, and all other equipment as required to perform the duties and responsibilities of this position.

SECTION 5. PHYSICAL DEMANDS/WORK ENVIRONMENT

The following physical demands are representative and characteristic of those an employee must successfully perform while performing the essential functions of this job:

- 5.1. Walking and sitting for extended periods of time.
- 5.2. Ability to communicate verbally and in writing.
- 5.3. Ability to see (20/20 corrected), including close, distance and peripheral vision, to discern depth, shape, texture, and color, and to adjust focus and sustain prolonged visual concentration.
- 5.4. Ability to coordinate eyes, hands, and feet in movement.
- 5.5. Ability to run, jump, crawl, climb, kneel, balance, bend, reach, stoop, carry, and push/pull heavy objects more than 50 pounds.
- 5.6. Ability to drag, carry or restrain individuals, including the ability to lift or move more than 100 pounds.
- 5.7. A level of physical conditioning and agility necessary to perform pursuit and other Department activities when necessary.
- 5.8. Ability to use and wear Department safety apparel and devices and equipment.

The following work environments are representative and characteristic of those an employee encounters while performing the essential functions of this job:

- 5.9. Indoor work, including desk and administrative functions.
- 5.10. Outside work, including occasional extreme temperatures and conditions.
- 5.11. Heights
- 5.12. Confined spaces
- 5.13. Automobiles
- 5.14. Intermittent noise above 85 decibels
- 5.15. Exposure to odors, toxins, diseases, and pathogens.
- 5.16. Night and weekend work.
- 5.17. Contact with armed or dangerous persons and life-threatening situations.

This job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the Department require.