



MARATHON CITY CHIEF OF POLICE POSITION DESCRIPTION

ADOPTED

March 2023

Chief of Police

Immediate Supervisor: Performs under the direction and general supervision of the Administrator, subject to the directives of the Village Board and the Public Safety Committee, with direction from the PFC on employee hiring and disciplinary matters. This position exercises considerable independent judgement to lead the department.

Position in Brief: The Police Chief provides services to citizens and develops favorable public relations within the community. The position also involves planning, organizing, staffing, supervising, directing and controlling all of the human and material resources of the Marathon City Police Department for the most effective and efficient discharge of its duty to protect persons and property, preserve the peace, protect the rights of citizens, and enforce the Wisconsin Statutes and the Ordinances of the Village of Marathon City. Under the direction of the Village President and the Village Board, the Chief of Police is responsible for the oversight of all police functions in the Village. The position is responsible for planning, presenting, and administering the departmental budget; developing and enforcing policies, procedures, rules and regulations for the efficient and effective operation of the Police Department; ensuring proper training for all employees; correcting improper practices and administering discipline where appropriate.

Essential Knowledge, Skills and Job-related Experience Required: Comprehensive knowledge of the principles and practices of police organization, administration and operations, techniques and methods as applied to police field patrol, crime prevention, criminal investigation, traffic patrol and safety, and other service or activities utilized in police operations. A knowledge of rules of procedure and evidence and guidelines for the protection of criminal suspects, federal and state criminal laws and local ordinances and the rules and regulations of the police department. Extensive, responsible experience in a variety of police activities and services with at least two years of police supervisory experience. Must have high school diploma and equivalent combination of experience and applicable training.

Special Qualifications Required or Desired: Possess certification established for police officers under Section 165.85(4), Wisconsin Statutes. A valid Wisconsin motor vehicle operator's license is required. Keep abreast of current developments in the field by attendance at seminars, meetings, and review of appropriate technical journals.

Essential Functions:

- I. Administer the Police Department
 - A. Plan and direct all work of the Police Department:
 1. Develop, implement, and maintain written policies, rules and regulations.
 2. Plan and implement programs designed to prevent and repress crime, conduct investigations, apprehend and prosecute offenders, recover property and regulate non-criminal conduct.

3. Insure that patrol, traffic enforcement, accidents, ordinance violations, arrests, summons, complaints, and other police services are provided by the department.
4. Develop and implement programs for youth.
5. Review all activities of the department and submit such reports as may be requested by the Village Board relative to fiscal and administrative matters.
6. Coordinate the work of the department.
7. Oversee the use, maintenance and record keeping of departmental property and equipment.
8. Insure departmental cooperation with other law enforcement agencies; and private organizations.
9. Hire personnel when appropriate from candidates selected and listed by the Police and Fire Commission.

B. Supervise Departmental Personnel

1. Have exclusive control of the assignment, hours of duty and transfer of all members of the department.
2. Develop work schedules.
3. Advise and assist police officers in non-routine matters.
4. Direct investigations of major cases.
5. Approve requests for warrants and direct searches.
6. Direct surveillance activity.
7. Direct the control of crime scenes.
8. Delegate appropriate authority to subordinates.
9. Oversee the training of all officers.

C. Manage the Departmental Information System

1. Determine the needs of the department.
2. Develop and manage a departmental record and reporting system consistent with police practice and requirements of law.
3. Serve as custodian of departmental records under public records law.
4. Insure that required reports are complete.
5. Establish and manage a system for secure control and handling of property recovered and evidence that is seized by the department.
6. Serve as departmental public information officer.

D. Plan and Administer the Departmental Budget

1. Assess department budgetary needs.
2. Develop the annual budget request and present it according to Village procedures.
3. Certify to the correctness of all bills incurred by the department.
4. Administer and control the approved budget.

- E. Improve and Develop the Police Department
 - 1. Identify training needs of the department and Individual officers.
 - 2. Implement a plan for meeting training needs.
 - 3. Identify community public safety and protection needs and develop a plan for meeting the needs.
 - 4. Identify departmental staffing needs and make recommendations regarding personnel to the Village Board and the Police and Fire Commission.
 - 5. Receive, investigate and attempt to resolve all citizen complaints regarding the department.
 - 6. Make presentations to civic groups and the general public as necessary.

- II. Serve as a Department Head.
 - A. Attend meetings of the Village Board, Police and Fire Committee and other governmental bodies as needed.
 - B. Establish working relationships with other municipalities and officers.
 - C. Advise the Village on contract negotiation
 - D. Advise the Village on any matter of municipal policy which may have an impact on police operations of which may be inconsistent with public policy or law.

- III. Serve as a Police Officer.
 - A. Provide basic Police Officer services when the duty schedule or situation requires it.

Physical Requirements in Performing Tasks Listed: The performance of routine tasks requires a capacity to intermittently sit, stand, walk, bend and lift moderately heavy (25-30 pound) objects. Performance of tasks associated with responding to demands to physically subdue individuals attempting to avoid arrest. Moderate to high degree of manual dexterity required in order to handle operational and safety equipment under emergency conditions. Must be able to perform the functions of the job with or without reasonable accommodation.

Working Conditions Under Which Tasks are Performed: The performance of some tasks expose an individual to toxic gases, chemicals and other hazardous materials; to individuals in states of emotional distress, who are occasionally armed with dangerous weapons with the intent to do bodily harm. It requires the use of protective devices such as bulletproof vests and protective gloves. Work is occasionally performed outdoors in extreme cold or inclement weather and under conditions that may contribute to emotional as well as physical stress.

Equipment Used in Performing Tasks: Communications equipment such as telephones, fax machines, two-ray radios, etc. Computers, typewriters, and mobile data terminals may be used in performing some administrative tasks. Nightsticks, handcuffs, pepper spray, Tasers, and firearms may be used in performing law enforcement tasks.

Other Positions an Employee in this Position May Routinely Supervise: Full Time Police Officer, Police Sergeant, Part-time Police Officers, and Police Secretary.

Wage/Salary Established by Contract or Annual Salary Resolution