

**DEPARTMENT:** Police

**POSITION:** Chief of Police

**GENERAL SUMMARY:**

Chief law enforcement officer for the City of Concordia charged with direct oversight and control of Police Department including budget control, inventory, and personnel.

**ESSENTIAL FUNCTIONS:**

- Assist the City Administrator with development of operational and capital budgets for department
- Inventory control of all necessary supplies needed for operation of department
- Hire, supervise, report, evaluate, and discipline department personnel
- Organize and conduct training of officers
- Development of department policies in accordance with City Council guidelines
- Preparation of required reports and reporting forms
- Development of patrol schedules and work assignments of patrol officers
- Maintain accurate records on all police investigations
- Direct all police activities including patrols, complaint intakes, and investigations
- Perform all law enforcement functions including patrol, investigation, and interrogation
- Maintain effective community relations
- Development of crime prevention programs
- Provide assistance to neighboring governments per mutual aid agreements
- Report on departmental activities to the City Council as requested
- All duties as required by City ordinances
- Other duties as assigned by the City Administrator

**KNOWLEDGE, SKILLS & ABILITIES:**

- Valid Missouri driver's license
- Able to read and comprehend operating and technical manuals
- Able to communicate knowledge and experience in an effective manner during training
- Able to meet physical requirements of police duty
- Knowledge of federal, state, and municipal criminal and traffic laws
- Must have Computer skills as listed:
  - a. Working knowledge of Window Office including Excel, Word and Powerpoint
  - b. Administrative knowledge of J-2 entry system
  - c. Working knowledge and understanding of storage of Axon video storage system. Knowledge of administrative items including deduction process, logging process etc. preferred.
- Able to lift at least 50 pounds

**ENTRY LEVEL REQUIREMENTS**

- Graduate of Missouri Law Enforcement Academy

- Certified law enforcement officer
- Minimum two or four year degree in law enforcement or criminal justice (Years of experience with the Concordia Police Department may be substituted.)
- Meet state psychiatric test standards
- Minimum five years law enforcement experience with three years administrative experience

### **WORKING CONDITIONS**

- Report to City Administrator
- Must reside within city limits within six month of hire
- On call at all times for back up and emergencies
- Work flexible hours including some nights, early mornings, weekends, and holidays
- Regular interaction with abnormal human behavior
- Duties may be hazardous and life threatening
- Perform duties in all weather conditions
- Bloodborne Pathogen Classification II: There may be exposure to blood, body fluids, or tissues. Employee will be required to take necessary training and any required vaccinations, paid for by the City of Concordia.