

**COTTAGE GROVE POLICE DEPARTMENT  
JOB DESCRIPTION**

**TITLE:** Chief of Police

**ISSUED DATE:** 11/29/2012

**REVIEW DATE:** 12/9/2015 & 7/13/2022

**BARGINING UNIT:** Non-Union, FLSA Exempt

**SALARY:** To be determined by Village Officials

**BENEFITS:** Employees in this class are afforded full benefits including medical and dental benefits, retirement, life insurance, long-term disability insurance and paid leave benefits. See the Village Employee Handbook for fringe benefits for clarification and all benefits provided.

**NATURE OF WORK**

This is a department head position responsible for the complete control, operation and representation of the Village of Cottage Grove Police Department and its employees. Work involves supervising departmental activities; formulating and enforcing departmental rules of conduct, policies, etc.; coordinating department activities with outside agencies; preparing and justifying operational budgets; making recommendations for hiring, promotions, commendations and discipline; setting individual and departmental goals and objectives; and publicly representing the Village and the Police Department at all times. Work is performed under the general direction of the Law Enforcement Committee and when applicable the Police Commission.

**JOB FUNCTIONS/REPRESENTATIVE DUTIES**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

**ESSENTIAL JOB FUNCTIONS**

- Supervises and directs all Police Department operations and administrative functions.
- Makes final hiring and promotional decisions from Police Commission approved candidate lists.
- Establishes department goals and objectives and sets priorities for completing various projects.
- Oversees the development, need for, and implementation of training and career development for department staff.
- Participates in labor negotiations, administers labor agreements, addresses grievances and maintains dialogue with the union leadership.
- Approves purchasing requests and contracts.
- Reviews and approves development and revision of policies, procedures and work rules.
- Develops and oversees program development, both within the department and in related agencies.
- Coordinates or directs coordination of department activities with other governmental agencies.
- Determines long-term strategy of department and oversees long and short-term goals.
- Determines staffing, service levels and budgetary needs for future considerations.

- Identifies problems and the extent of problems within the community and develops plans of action.
- Approve prepared preliminary budgets.
- Review personnel performance records and prepare written annual evaluations of subordinates.
- Participate in board, commission and committee meetings where issues of public safety or an issue which may impact police services may be discussed.
- Consults with and advises the Law Enforcement Committee Chairperson and committee members on issues related to the Department.
- Attends meetings with various groups both internally and external to the organization.
- Promotes Department image and educates public through presentations and speeches.
- Reviews reports, memos, correspondence and investigations prepared by subordinate staff.
- Maintains regular punctual and predictable attendance, works overtime and extra hours as required.
- Provides consultation to other Village, departments, boards, committees and commissions in regard to police services.
- Performs routine administrative duties (telephone, written correspondence, e-mail, etc.)
- Participates in and performs field observations of departmental programs.
- Prepare agendas for the conduct of internal and external meetings.
- Prepare for presentations and board, committee or commission meetings.
- Attends training sessions.
- Oversees the development, need for, and implementation of training and career development for department staff.
- Attends professional training and participates in professional organizations to stay abreast of new trends and innovations in the field, including but not limited to the Wisconsin Chiefs of Police Association, International Association of Chiefs of Police, and the Dane County Chiefs of Police Association.
- Determines the need for and oversees internal investigations of department staff according to department policy, and local, state and federal laws
- Advises and assists in complex criminal or other investigations as required. May assume direct command of forces in emergency situations or major law enforcement operations as needed.
- Oversees the preparation of the Police Department annual reports, state crime reports, and other reports as needed.
- Other duties as assigned.

### **REQUIREMENTS/QUALIFICATIONS OF WORK**

Bachelor's degree at minimum in Police Science, Criminal Justice, Law enforcement, Public Administration or related field; Master's Degree preferred. Additionally, at least 5 years broad and extensive municipal police management and administrative experience, or equivalent combination of experience and training which provides the following knowledge, abilities and skills:

- Knowledge of federal, state and local laws and ordinances.
- Knowledge of modern principles, practices and methods of police operations & administration.
- Knowledge of labor relations and contract administration.

- Knowledge of state accreditation standards, best practices, principles and the ability to maintain the department's accreditation standing with the Wisconsin Law Enforcement Accreditation Group.
- Knowledge of Diversity, Equity and Inclusion principles, and the ability to implement when appropriate.
- Ability and desire to lead by influencing, motivating and enabling individuals to contribute to the success of the department.
- Ability to delegate authority to appropriate staff subordinates monitoring adherence to established police policies, rules and regulations of the Police Department and the Village.
- Ability to analyze the effectiveness of the department, and to correlate its development with changing conditions in the Village.
- Ability to plan, assign and direct the work of a number of subordinate operating units.
- Ability to plan, assign and direct the operations of personnel and equipment under emergency conditions per best practices of FEMA with knowledge of Incident Command Systems (ICS) and National Incident Management System (NIMS).
- Ability to train, direct, review and evaluate the work of subordinate staff in a fair and equitable manner; recommending commendations and administering discipline as necessary.
- Ability to analyze police problems and formulate policies and procedures as appropriate.
- Ability to offer budgetary documentation to the Law Enforcement Committee within the guidelines set forth by the Village governing body; ability to support and defend the recommended operating budget of the department.
- Ability to communicate orally and in writing in an efficient and effective manner.
- Ability to deal effectively and compassionately with victims, suspects, and family members of each.
- Ability to work effectively and communicate with people at various levels, both within and outside the organization.
- Ability to develop short and long-range strategies for implementing various programs.
- Ability to operate a computer terminal and understand the computer system.
- Ability to thrive in a team environment.
- Ability to perform all functions required for classification of *Police Officer* and maintain state certification while employed as Chief.
- Possess and maintain a valid Wisconsin driver's license.
- Reside within a thirty (30) minute drive time of the Village of Cottage Grove Police Department location.