

City of Auburn

Police Chief

Job Description

Under direct supervision of the mayor with consent from the City Council, the Police Chief position requires the performance of work involving general duty police work in the protection of life and property through the enforcement of federal, state, and local laws. The position is responsible for administrative paperwork, record keeping, and supervision of full-time and part-time officers for the City of Auburn. The Police Chief should possess excellent supervisory, management, organizational, public relations, and communication skills as well as being self-motivated and task oriented.

Duties:

The following job duties and responsibilities of the Police Chief are performed on an on-going and regular basis. The duties and responsibilities of this position include but are not limited to:

1. The Police Chief is preferred to reside within 15 minutes of the City of Auburn.
2. Enforce all federal, state, and local laws that are pertinent to this jurisdiction.
3. Patrolling areas, checking businesses, and examining premises of unoccupied buildings or residences to detect any suspicious conditions in a police vehicle or on foot.
4. Investigate suspicious conditions and complaints and making arrests of persons who violate the law.
5. Make traffic arrests and issue citations to violators of traffic laws; aide motorists; and investigate traffic accidents.
6. Assist in cases of fires, accidents, rescues, hazardous materials, and disorders as directed. Restore order, regulate traffic, and prepare necessary reports.
7. Conducting investigations of serious crimes and accidental deaths. Preserve the scene of the crime, interview victims, witnesses, and suspects. Follow up on leads and present cases to the Auburn City Attorney.
8. Serve warrants, subpoenas, and legal papers.
9. Appear in court as an arresting officer, assisting officer, or witness.
10. Assist other agencies when requested to include other law enforcement agencies, EMS, or fire departments.
11. Patrol school zones or special events to provide for public safety and performing all other related duties as assigned in a professional and timely manner.
12. Collaborate with Shawnee County Sheriff, other federal, state and local law enforcement agencies, court prosecutors, schools, and civic organizations.
13. Regular attendance at City Council Meetings and provide monthly reports.
14. Responsible for maintenance and upkeep of police department equipment and vehicles.
15. Explore new and innovative processes and equipment needs to enhance the safety and effectiveness of the department. Anticipate future needs and recommend purchases of equipment including preparing bid specifications for police equipment.
16. Provide or coordinate animal control duties with Shawnee County.

17. Comply with the Kansas Law Enforcement Training Act.
18. Answer citizen complaints and concerns and take necessary corrective action.
19. Inspect nuisance violations.
20. Complete and file the department's Racial and Bias Based Policing report with the Kansas Attorney General annually as required by K.S. A. 22-4610(d).
21. Complete and forward all training records and demographic information to CPOST and KBI as appropriate.
22. Provide information on laws, ordinances, and general information to the public and others.
23. Attend schools and seminars to maintain proficiency and certifications.
24. Prepare accurate, detailed reports and file them in a timely manner.
25. Establish departmental priorities.
26. Assist the City Utility Department, City Clerk, and others as needed.
27. Collaborates with City Clerk and City Treasurer for police department budget requests and purchase priorities.
28. Oversee city emergency management plan and work with federal, state and local officials in the implementation of homeland safety measures.
29. Other duties as deemed necessary to the benefit and betterment of the city as assigned by the Mayor and City Council.
30. Perform other duties as deemed necessary or assigned.
31. Responsible for the employment of fellow officers, including any hiring and firing as necessary.
32. Develop and maintain interdepartmental communication.

Qualifications

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time to successfully perform the assigned duties.

1. Demonstrate an extensive knowledge of modern criminal justice and law enforcement principles, practices, and techniques.
2. Possess basic budgeting skills, knowledge of human resource programs, as well as organization and management skills.
3. Can effectively direct, coordinate, and evaluate the activities of the police department employees, and effectively lead and motivate subordinates to achieve high level of professional conduct.
4. Demonstrate ability to build a team environment and use participatory decision-making.
5. Clearly and concisely express ideas both orally and in writing to maintain effective working relationships with subordinates, other city department heads, and elected public officials.
6. Demonstrate ability to handle stressful and dangerous situations.

Requirements

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

1. Highschool Diploma or equivalent
2. Full-time LEO certification required
3. Preferred to have 5 years of certified law enforcement experience

4. Must have a valid driver's license
5. Must be able to qualify and carry a weapon for duty
6. Must not have been convicted of a felony, serious misdemeanor, or domestic battery (Lautenberg Amendment)
7. Must be able to pass a psychological evaluation, drug screen, and physical
8. Must be able and willing to work the hours necessary to accomplish assigned duties; hours to be coordinated with part-time officer availability; attend evening meetings and or critical events and activities as appropriate; travel out of town as necessary to attend and/or participate in workshops, conferences, seminars, and meetings during work and non-work hours.

Working Conditions

The position requires physical effort and demands that officers be in good physical shape and of sound mind. The position requires considerable concentration, interaction with the public, and knowledge of federal, state, and local law. It is subject to considerable stress caused by a changing environment, emergency situations, emotional incidents, and workload.

Summary

The chief law enforcement official of the city must be of the highest moral and ethical character, model professionalism and integrity, be willing to comply with all applicable laws and regulations, and will be expected to conduct job functions and outside activities with the highest degree of fidelity, morality, and ethics.

The job description above is intended only as illustrations of the various types of work that may be performed. The omission of a specific statement of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. The 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 employer and requirements of the job change.

ACKNOWLEDGMENT I acknowledge that I have read the job description and requirements for the Chief of Police position, and I certify that I can perform these functions.

Employee

Mayor