

**TOWN OF KREMMLING
JOB DESCRIPTION**

JOB TITLE:	Chief of Police
DEPARTMENT:	Kremmling Police Department
FLSA Status:	Exempt

JOB SUMMARY:

Directs overall operations of the Police Department to ensure the protection of life and property within the Town of Kremmling.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The following statements are illustrative of the essential functions of the job and do not include other nonessential or peripheral duties that may be required. The Town of Kremmling retains the right to modify or change the duties or essential functions of the job at any time.

- Develops policies and procedures for the protection of the general public to maintain safety standards and enforce all laws and Colorado revised statutes.
- Evaluates staffing requirements, directs/participates in staffing decisions, provides training for employees, monitors and evaluates employee performance, and identifies needs for professional development.
- Inspects and reviews records, reports, and activities of the staff of the Police Department to ensure that the ordinances of the Town are enforced and the rules and regulations are obeyed. Supervises all major crime scenes and assists with the investigation of serious crimes.
- Meets with government officials, the public, and other law enforcement agencies in the coordination and/or resolution of crime issues. Keeps them abreast of situations and crime prevention techniques. Attends bi-weekly town meetings.
- Provides training for officers and conducts performance evaluations.
- Develops and administers department budget. Monitors department revenues and expenditures.
- Promotes community relations and policing efforts within the Town and with neighboring communities.

OTHER DUTIES AND RESPONSIBILITIES:

- Provides back-up support for day and night shift officers and conducts patrol and arrest duties when necessary.
- Performs other duties as required and/or as assigned.

EXPERIENCE AND TRAINING:

Minimum Education: High School diploma or GED equivalent. Bachelor's degree in the field of criminal justice preferred.

Job Requirements: Previous sworn law enforcement and supervisory experience.

Special Training or Experience: Colorado Law Enforcement Training, Colorado Peace Officer Standards and Training Certificate. Successful completion of Handgun, Shotgun, Patrol Rifle (If authorized) Qualification training. First Aid and CPR certifications.

Work Experience in Positions Similar or Related to this Job: Five years or more of experience in law enforcement with previous supervisory experience.

REPORTING RELATIONSHIPS:

This Position Reports to: Town Manager

This Position has Supervisory and/or Management Responsibility for: Law enforcement positions – Sworn and Non-sworn.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of federal, state and local laws and revised statutes.
- Knowledge of law enforcement procedures and standards.
- Skills in utilizing firearms and self-defense methods/techniques.
- Knowledge of training principles and practices for law enforcement.
- Skills in evaluating potential crime situations and formulating action plans including de-escalation and conflict management strategies.
- Ability to communicate with the general public on various issues related to crime prevention and enforcement.
- Ability to write reports with sufficient detail to enable the reader to identify and understand all pertinent facts.
- Knowledge of current technological capabilities and applications.
- Ability to establish and maintain effective working relationships with other professionals, other organizations, and the general public, as well as effectively communicate with Town Officials when needed.

EQUIPMENT USED:

Police vehicle, radio, radar, telephone, handcuffs, sidearm, firearms, mace, flashlight, body armor, safety/restraining equipment, computer, copiers, fax, typewriter, and other business/office equipment.

ENVIRONMENTAL CONDITIONS:

Approximately 50% of this position's duties are performed in the external environment while the other 50% are performed in an indoor law enforcement environment. The incumbent may be exposed to adverse weather and/or unfavorable traffic conditions while patrolling the assigned jurisdiction. The incumbent may be exposed to threats of direct or indirect violence/conflict by other individuals while performing arrests.

PHYSICAL REQUIREMENTS:

- Ability to conduct activities involving walking 20% of the time, standing 20% of the time, and sitting 60% of the time.
- Ability to grasp and manipulate office and similar other tools and materials.
- Ability to lift or carry over 100 lbs.
- Ability to conduct activities involving climbing, balancing, stooping, kneeling/bending, crouching, crawling, twisting, climbing, and reaching on a moderate basis.
- Ability to participate in routine conversation in person or via telephone and to distinguish telephone, voice and other auditory tones.
- Ability to distinguish objects in low and bright light using visual capacity including peripheral vision, depth perception, color vision, and far and near acuity in order to observe all elements of the situation and document the results.
- Ability to use a computer for limited periods of time.
- Ability to operate a vehicle.

OTHER REQUIREMENTS:

- Ability to understand verbal information and instruction. Ability to exchange information with others and to develop and present recommendations.
- Ability to read and understand written information. Ability to compose information and instruction in written form.
- Ability to translate verbal communication into effective written material, e.g. reports and other documents.
- Ability to use mathematical reasoning is necessary to carry out the budgeting and regulatory requirements.
- Ability to utilize memorization and analytical skills and apply results.
- Ability to use and apply technology.
- Ability to speak one or more foreign languages is helpful, particularly Spanish.