

# Town of Gibraltar, Wisconsin

## Position Description

**Position: Chief**

**Department: Police**

**Date:**

**FLSA Status: Exempt**

### **General Description:**

The Chief of Police directs, plans and coordinates the enforcement of Federal and State Laws and Local Ordinances for the purpose of protecting persons and property and for the preservation of peace of the community. The Chief of Police exercises independent judgment in providing law enforcement services and administering the activities of the department.

### **Reportage:**

The Chief of Police is appointed by and reports to the Town of Gibraltar Board of Supervisors.

### **Examples of General Duties and Responsibilities**

1. Formulates department policies, rules, regulations, standard operating procedures, mission and general orders.
2. Conducts daily patrol and investigation activities.
3. Responds promptly to all calls for services.
4. Maintains an effective ongoing liaison program with town officials and staff, the Gibraltar Fire/EMT department, other county and municipal police departments, law enforcement agencies, the school district, news media and public officials in the community.
5. Supervises all delegated and assigned duties of supplementary town law enforcement personnel.
6. Plans, implements and supervises the enforcement of traffic and safety regulations and programs of crime prevention and detection.
7. Attends Town Board meetings as required.
8. Assists and makes recommendations to the Town Board in the hiring of all personnel of the department.
9. Develops annual budget proposal and controls budget expenses.
10. Recommends policy and ordinance changes to the Town Board.

### **Work Conditions:**

Work conditions include indoor and outdoor activities. Few tasks require heavy lifting, pushing, pulling or carrying heavy loads. Mental alertness is very important because of the need to make critical decisions concerning personnel and their operations. Tact and the ability to defuse difficult situations are important skills. Incumbents must maintain a physical and mental state of fitness and readiness that enables them to handle (with minimal force and often without assistance) occasional contacts and involvement with dangerous and potentially dangerous people, animals and equipment.

**Minimum Training, Education, and Experience:**

1. Extensive experience in police work with progressively responsible upper-level management experience.
2. Certification or eligible for certification by the Wisconsin DOJ Law Enforcement Standards Board as a police officer.
3. Certification as an EMS responder or qualified within one year to receive certification.
4. A Bachelor's Degree from an accredited college/university or associate degree preferred.
5. Experience in community-oriented policing and with a strong emphasis on service delivery through partnerships, problem solving and prevention.
6. Valid Wisconsin Driver's License, or ability to obtain a valid Wisconsin Driver's license upon appointment.