

CITY OF OVERLAND PARK POSITION DESCRIPTION

TITLE:	Chief of Police	BAND/LEVEL:	SMICP
DEPARTMENT:	Public Safety	JOB NO:	1780
DIVISION:	Police Administration	DATE:	8/2/2013
REPORTS TO:	City Manager	FLSA STATUS:	EX
FULL-TIME: <input checked="" type="checkbox"/>	PART-TIME: <input type="checkbox"/>	TEMPORARY: <input type="checkbox"/>	COST CENTER: 201

REPLACES: Chief of Police

DATE: 3/25/2012

JOB SUMMARY STATEMENT:

Plans, directs, organizes and manages all policy formation, goal setting, and objectives for the law enforcement function of the City.

DUTIES AND RESPONSIBILITIES:

1. Directs development of department goals, policies, and objectives, and provides staff leadership on policy planning for City law enforcement activities.
2. Supervises and evaluates Police Lieutenant Colonel.
3. Responds to public inquiries and to direction from City Council and Public Safety Committee pertaining to any area of public safety.
4. Directs administration of all federal and state mandated policies such as FLSA, ADA, EEOC, and Affirmative Action as may relate to Police Department.
5. Participates as a member of City's management team and of national, regional, state, county, and local committees relating to law enforcement issues.
6. Affirms all disciplinary actions.
7. Presides over hiring of new personnel from City and from other public safety agencies by conducting interviews and job offers to qualified applicants.
8. Coordinates public safety functions with personnel from City and from other public safety agencies.
9. Meets with citizen groups, clubs, and citizens to discuss police-related matters as appropriate.
10. Performs the duties and exercises the responsibilities as described in the Police Officer position descriptions, job number 5020.
11. The employee must work the days and hours necessary to perform all assigned responsibilities and tasks. Must be available (especially during regular business hours or shifts) to communicate with subordinates, supervisors, customers, vendors and any other persons or organization with whom interaction is required to accomplish work and employer goals.
12. The employee must be punctual and timely in meeting all requirements of performance, including, but not limited to, attendance standards and work deadlines; beginning and ending assignments on time; and scheduled work breaks, where applicable.

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GENERAL QUALIFICATIONS

EDUCATION & SPECIAL LICENSE(S)/CERTIFICATIONS:

Bachelor's degree in public administration, personnel management, criminal justice, law enforcement, social science, or a related field with advanced courses in police administration from the FBI National Academy or Southern Police Institute, or an equivalent combination of education and experience. Holds or is capable of holding Kansas State certification as police officer. Advanced degree preferred.

EXPERIENCE:

Fifteen years of increasingly responsible public safety experience including at least 10 years administrative and supervisory experience. Command level experience at the position of Division Commander or above with the Overland Park Police Department or a comparable size department.

SKILLS:

1. Good oral and written communication skills.
2. Organizational skills.
3. Good analytical skills

MENTAL REQUIREMENTS:

1. Ability to read and comprehend city, state, and federal regulations.
2. Ability to analyze complex problems and recommend possible solutions.
3. Ability to recognize and protect confidential information.
4. Ability to make critical decisions under high stress situations
5. Ability to train and guide others.
6. Diplomacy and judgement.
7. Abstract and logical reasoning.

PHYSICAL REQUIREMENTS:

1. Ability to make and receive telephone calls.
2. Ability to operate City vehicles.
3. Mobility to travel to various City locations.
4. Ability to sit and be attentive for extended periods of time.
5. Ability to speak to an individual or group for extended periods of time.
6. **See physical requirements as listed in the police officer job description.**
7. **SEE ESSENTIAL FUNCTIONS BELOW FOR ADDITIONAL PHYSICAL REQUIREMENTS**

SUPERVISORY RESPONSIBILITY (Direct & Indirect):

Direct - Police Lieutenant Colonel
- Police Officer
- Supervisor, Police Administration

Indirect
- Full- and part-time police department staff

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.

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ESSENTIAL FUNCTIONS

ACTIVITY	DURATION	DESCRIPTION
Standing	Frequent	even and uneven surfaces
Walking	Frequent	even and uneven surfaces
Running	Occasional	even and uneven surfaces
Sitting	Constant	motor vehicle operation
Driving	Constant	motor vehicle operation
Bending	Frequent	various postures required to complete requirements
Stooping	Frequent	various postures required to complete requirements
Twisting	Constant	Both in and out of vehicle
Kneeling	Occasional	various postures to complete requirements
Squatting	Occasional	various postures to complete requirements
Crawling	Occasional	various postures to complete requirements
Climbing	Occasional	on / off equipment; high surfaces; fences
Jumping	Occasional	various postures to complete requirements
Stairs	Occasional	various environments encountered
Ladders	Occasional	various environments encountered

LIFTING	WEIGHT	HEIGHT	FREQUENCY	DURATION	DESCRIPTION
Misc. Items	up to 125 lbs	floor to waist	variable	occasional	dog; ammo; body armor
Duty bag	25 lbs.	floor to chest	variable	occasional	one or two hand lift
Misc. Items	25 lbs.	floor to chest	variable	occasional	evidence kit; shield
Misc. Items	30 lbs.	floor to shld.	variable	occasional	misc. equip.; rifle

CARRYING	WEIGHT	DISTANCE	FREQUENCY	DURATION	DESCRIPTION
Person	variable	up to 100 yds	variable	occasional	
Misc. Items	up to 125 lbs	up to 100 yds	variable	occasional	

PUSHING	FORCE	FRQUNCY/DUR	DESCRIPTION
Misc. Items	up to 100 lbs	occasional	car; boat; trailer; etc.

PULLING	FORCE	FRQUNCY/DUR	DESCRIPTION
Misc. Items	up to 100 lbs	occasional	car; boat; trailer; etc.

REACHING	DURATION	DESCRIPTION
Above shoulder	occ - freq.	various activities require this activity
At shoulde level	occ - freq.	various activities require this activity
Below shoulder level	occ - freq.	various activities require this activity

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FINE MOTOR	DURATION	DESCRIPTION
Gripping	frequent	motor vehicle; firearm; loading gun; taser cartridge replacement
Pinching	frequent	motor vehicle; firearm; loading gun; taser cartridge replacement
Wrist Flexion / Extension	frequent	motor vehicle; firearm; loading gun; taser cartridge replacement
Wrist Pronation / Supination	frequent	motor vehicle; firearm; loading gun; taser cartridge replacement
Typing / Data Entry / Reports	frequent	vehicle computer / report writing

Officers must be able to perform all essential occupational duties while wearing gas mask in the event that wearing this equipment is required. This mask is distributed by the department.

The position and requirements of a police officer are extremely variable and dynamic in nature. It is difficult to objectively quantify forces, frequency, or duration of any and all tasks in that these requirements will change on a daily basis. The above information is gathered from an interview of multiple law enforcement officers.