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## **CHIEF OF POLICE**

**Exempt/Ungraded**

### **DESCRIPTION OF WORK**

Under general direction of Town Administrator, performs work planning, organizing, directing and supervising the work of the Police Department.

### **DUTIES-EXAMPLES OF WORK**

ESSENTIAL DUTIES ARE: Plans, organizes, and directs the maintenance of law and order, protection of life and property, regulation of traffic, the apprehension, arrest, and detention of law violators, and maintenance of the police records and facilities; determines policies to be followed by the department with respect to public relations, enforcement of laws and ordinances, vice control and suppression, traffic control and regulations, patrol and policing of public areas, regulations and inspection of police-enforced licenses, and cooperation with other law enforcement agencies; identifies law enforcement needs and problems in the community and determines policies and corrective action; establishes goals and objectives, defines alternatives, chooses course of action, and monitors achievement; serves as liaison to other law enforcement agencies; assists in the development of regulatory ordinances and laws regarding public safety; prepares reports and information for city officials and recommends needed major policies; prepares an annual budget for consideration and approves departmental expenditures; determines departmental personnel policies and board training requirements and makes necessary recommendations to the Town Administrator or designee as to personnel actions, including hiring, termination, and disciplinary actions in the department; consults with division heads and advises on departmental problems; coordinates with other municipal departments; initiates, plans, develops, and implements communications, records, and report system and schedules; handles citizens requests; serves as traffic advisory for the city; serves as the emergency response authority for the city; applies for grants in aid; attends meetings.

OTHER DUTIES INCLUDE: performs related duties as assigned.

### **QUALIFICATIONS**

Thorough knowledge of principles and practices of modern police administration.

Thorough knowledge of federal, state, and local laws and ordinances enforced by department.

Possess hand/eye/foot coordination adequate to use office equipment, and a weapon and operate a vehicle.

Ability to establish and achieve appropriate goals and objectives of the organization.

Ability to effectively plan, organize, implement, and coordinate the work of varied divisions within a police department.

Ability to analyze situations and data, and to arrive at sound conclusions, and to make logical and sound command decisions effective life and property.

Ability to maintain a high level of morale and command the respect of police officers and to assign, direct, and evaluate their work.

Ability to perform sedentary physical work, but to occasionally lift and carry up to 100 pounds.

Ability to stand, ride, walk, sit, climb, kneel, bend, twist, push, pull, reach, grasp and perform a variety of similar body movements.

Ability to talk and hear in person and by telephone and two-way radio; ability to see and read instructions, use a weapon, and investigate crime scenes.

Ability to maintain effective working relationships with city officials, other criminal justice agencies, employees and the public.

### **EXPERIENCE AND TRAINING**

Any combination of experience and training equivalent to a Bachelor Degree, Masters preferred in police administration, Criminal Justice, or a related field, plus ten years of progressively responsible law enforcement and police administration experience, including three years in a responsible command or administrative capacity.

### **SPECIAL REQUIREMENTS**

Basic certification as a law enforcement officer by the State; Supervisory certification; possess a valid driver=s license. Will be required to pass a criminal background check and pre-employment drug test and physical exam.

07

**The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.**