



JOB DESCRIPTION

Police Chief

Department:	Public Safety	Classification:	Executive Full-Time
Reports to:	Village Manager	Supervises:	Police Department
FSLA:	Exempt	Last Updated:	August 10, 2023

Our Community

Located on the shores of Lake Michigan in both Milwaukee and Ozaukee County, Bayside is a primarily residential community of 4,400 residents, and providing service for up to 65,000 residents. Bayside is a dynamic balance of progressive ideas and traditional values that provides an inviting and premiere community for all. Our mission, to be a leader in accountable and innovative public service, striving for the continual enhancement in the quality of the Village. In pursuit of our mission, our strategic values include fiscal integrity, service excellence, civic engagement and sustainability.

Your Opportunity

The Police Chief role will be to serve as an integral component in providing solution based, innovative, and superior service to our constituencies, and to protect the rights of all persons, reduce the fear of crime, mitigate threats, identify and solve problems, and provide police services for all residents, businesses, and visitors in a manner that will both serve them and promote a safe environment. Specifically, you will provide leadership within the Department, manage and supervise the administrative functions within the Department, protect the public and their property from crime, enforce all local ordinances and laws, and discharge that duty in an immediate and intelligent response to any emergency.

Your Responsibilities

This description provides an overview of what will be expected of you but is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required:

Essential

Strategic Leadership:

- Develop and communicate a clear vision, mission, and strategic goals for the police department.
- Provide leadership to senior management and officers, fostering a positive and collaborative work environment.
- Develop long-term plans, policies, and initiatives to enhance law enforcement effectiveness and community safety.
- Collaborate with Village Manager, Village department, community organizations, and other stakeholders to address public safety concerns.
- Analyze and present problems pertaining to the department that require policy decisions to the Village Manager.

Operational Oversight

- Direct the overall operation of the police department, overseeing all personnel.
- Management of department personnel to include hiring, evaluations of subordinates, and resolving disciplinary matters.
- Monitor, evaluate and report departmental performance, ensuring adherence to established policies and standards.
- Maintain and update Department policies.
- Review incident reports, ensuring accuracy, thoroughness, and compliance with protocols.
- Analyze crime trends, patterns, and community needs to adjust strategies and resource allocation.
- All duties performed within Police Officer and Police Lieutenant Job Description.

myBlue and Community Engagement:

- Foster positive relationships with community members, businesses, and organizations to build trust and collaboration.
- Represent the police department in various public forums, meetings, and committees to address safety concerns.
- Address community inquiries, concerns, and complaints in a transparent and respectful manner.
- Implement, monitor and report the mission of the myBlue community policing program and crime prevention programs.

Resource Management:

- Develop and manage the department's budget and capital improvement program, allocating resources effectively to support operational needs.
- Oversee procurement and resource allocation to ensure efficient use of departmental resources.
- Collaborate with Village Manager and departments to secure funding for departmental initiatives and projects.

Ethical Conduct and Professional Standards:

- Uphold the highest ethical standards and ensure that all personnel adhere to departmental policies and regulations.
- Address disciplinary matters and conflicts fairly and consistently, promoting a respectful work environment.
- Ensure transparency in decision-making and maintain accountability for actions taken by the department.

Emergency Response and Preparedness:

- Coordinate and lead emergency response efforts during critical incidents, natural disasters, and major events.
- Collaborate with other agencies and departments to develop and implement emergency preparedness plans.

Training and Professional Development:

- Identify training needs and opportunities for officers and staff, promoting continuous learning and skill enhancement.
- Oversee the development and delivery of training programs to ensure the department's capabilities remain current.

Collaboration and Interagency Relations:

- Establish and maintain strong relationships with other law enforcement agencies, government entities, and community partners.
- Facilitate information sharing and joint initiatives to enhance public safety and address shared challenges.

Non-essential

- All essential duties as assigned to Police Officers.
- Be adept at and be able to perform all functions relating to police operations.
- Solicit and secure grants for funding.

Credentials:

- Wisconsin Law Enforcement Standards Board certification or the ability to obtain Law Enforcement Standards Board certification.
- Bachelors degree from an accredited college or university, Master's degree preferred.
- Certification from the FBI National Academy, Southern Police Institute, Northwestern University School of Police Staff and Command, or other law enforcement executive leadership course, preferred.
- At least ten (10) years of law enforcement experience, and at least five (5) years of command-level experience with leadership in all areas of police operations and community policing, previous chief experience preferred. Equivalent experience/qualifications will be considered.
- Experience with Police Department accreditation is also preferred.
- Wisconsin Driver License.
- Successfully pass a background check and drug test.

What is needed:

- Comprehensive understanding of federal, state, and local laws, ordinances, regulations as well as police procedures, practices, and protocols.
- Familiarity with criminal investigation techniques, evidence collection, and crime analysis.
- Ability to develop and communicate a clear strategic vision for the department.
- Strong decision-making and problem-solving skills to address complex law enforcement challenges.
- Excellent communication and interpersonal skills to build positive relationships within the community.
- Proficiency in coordinating and leading responses to critical incidents, emergencies, and disasters.
- Collaborative approach to working with other agencies and stakeholders.
- Strong commitment to the highest ethical standards and professional integrity.
- Skill in addressing disciplinary matters and conflicts with fairness and transparency.
- Ability to delegate responsibilities, set expectations, and provide guidance for professional growth.
- Strong interpersonal skills to resolve conflicts, promote teamwork, and foster a positive work environment.
- Proficient in developing long-term plans, policies, and initiatives to achieve departmental goals.
- Analytical skills to assess complex situations, gather relevant information, and make informed decisions.
- Ability to prioritize tasks, allocate resources, and adapt strategies based on changing circumstances.
- Knowledge of budgeting, resource allocation, and financial management principles.
- Ability to identify training needs and opportunities for officers and staff.
- Skill in developing and delivering training programs to enhance departmental capabilities.
- Flexibility and adaptability to navigate evolving law enforcement trends, technologies, and challenges.

On the Job

While working, you will or may encounter the following:

- Climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, grasping, feeling, talking, hearing, fine motors skills, and repetitive motion.
- Exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects. The worker is required to have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; extensive reading; visual inspection involving small defects, small parts, and/or operation of machines (including inspection); using measurement devices; and/or assembly or fabrication parts at distances close to the eyes and environmental conditions, such as temperature, weather, noise, vibration, hazards, and atmospheric conditions.

Hours of Work

Standard hours will be generally 8 hours a day, working five connective days and then off two consecutive days. Scheduled hours may vary, and position should be available to cover additional hours when the need arises after standard scheduled hours of work.

Note: This position description outlines the core duties of the Police Chief role, encompassing responsibilities related to law enforcement, public safety and supervision of law enforcement officers within the Village of Bayside. Depending on the organization's specific structure and requirements, some non-essential duties may be integrated into the role's core responsibilities. Duties, responsibilities, and activities may change, or new ones may be assigned at any time with or without notice.

Employee Signature _____ *Date* _____

Supervisor Signature _____ *Date* _____

Village Manager Signature _____ *Date* _____