

**SNOWFLAKE-TAYLOR
CHIEF OF POLICE
JOB DESCRIPTION**

PURPOSE OF POSITION:

Administer, plan and direct the operations of the Snowflake-Taylor Police Department functions to protect life and property through law enforcement and crime prevention activities for the Towns of Snowflake and Taylor.

ESSENTIAL JOB FUNCTIONS:

- Develops and implements objectives, plans, programs, policies, activities, and operations for the Police Department.
- Directs and develops short and long-range plans, goals, and objectives for the department
- Works closely with the Town Managers and the elected officials in setting and carrying out the vision, mission, and objectives for the Police Department
- Consults with the Town Managers in formulating policies and regulations and implementing Council directives governing the activities of the Police Department
- Provides technical support and recommendations to the Town Managers, Mayors, and Town Councils including the interpretation and application of policy and procedure and risk management best practices.
- Directs the preparation and administration of the department budget based on staffing and resource requirements, cost estimates, objectives and goals. Monitors the budget to assure compliance with approved budget levels and standards. Reviews and approves expenditures. Writes and manages grants
- Coordinates working relationships with other public safety agencies, town departments, special interest groups, Legislature, and the general public. Makes public presentations to interested groups, schools, and other organizations
- Prepares and implements a strategic plan to reduce the crime rate in the towns by utilizing the department in the most efficient manner
- With the assistance of the Town of Snowflake Human Resource Manager, resolves grievances and other sensitive personnel matters
- Works with the Administrative staff of the Department to manage and make decisions on personnel issues and the development of employees in their positions
- Assures all personnel are adequately trained to perform duties

- Establishes department operational policies, procedures, work rules, and performance standards to assure the efficient and effective operation of the Police Department is in compliance with Town and State standards
- Prepares reports, drafts ordinances and makes recommendations on law enforcement issues to the Town Managers, Councils, and the public
- Oversees internal affairs investigations to address public complaints and allegations of employee misconduct
- Oversees the maintenance and operation of maintenance all police equipment and property
- Represents the Towns of Snowflake and Taylor in coordination with Navajo County Emergency Management on Emergency Preparedness issues
- Coordinates department activities with local, state, and federal agencies in the apprehension and detention of law enforcement matters
- Manages and assists in events of a major crisis, crime or accident. Coordinates communication to ensure Town officials are properly informed of activities
- Performs other duties as needed and/or assigned

OTHER DUTIES AND RESPONSIBILITIES:

- Maintain the ability and qualifications to function and perform all of the duties of a uniform police officer and participates in routine patrol and investigative operations. Handles routine and emergency calls for service
- Reviews local, state and federal legislation to determine impact on departmental plans, policies, and strategies
- Review and approve liquor license, special events business applications
- May supervise overall Department response to emergency situations and major crime scenes

Requirements

MANDATORY REQUIREMENTS

- Broad knowledge of law enforcement activities, police practices and procedures, investigative methods and techniques, federal, state and local laws, firearm use and safety precautions, principles of supervision and personnel practices

- Bachelor's degree from an accredited college in police science, law enforcement, criminal justice, public administration or closely related field, and at least seven years of law enforcement experience with at least three years in a supervisory position equivalent to police sergeant or higher; or any equivalent combination of education, experience, and training.
- These requirements are in addition to the minimum requirements of Police Officer as established by Arizona P.O.S.T.

SPECIAL REQUIREMENTS/LICENSES

- Possession or ability to obtain Arizona Peace Officer Standards and Training Certification within six months of hire
- Obtain and maintain current CPR and First Aid certification
- Possession of valid Arizona driver's license or ability to obtain one upon the date of hire
- Residency within the Town limits of Snowflake or Taylor within a six-month time period after hire