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# Bristol Bay Borough

## Job Description

### CHIEF OF POLICE

**Department:** Police

**Immediate Supervisor:** Borough Manager

**Positions Supervised:** Police Officers and Dispatch/Corrections Supervisor

**Step Classification:** S-L

**Terms:** Permanent Full Time Position

Posted in house  
until 8/22/19  
Clerk ST

Posted out of  
House  
8/22/19  
by Clerk ST

### **Qualifications:**

The following standards express the minimum background of training and experience DESIRABLE as evidence of an applicant's ability to qualify for positions of this class. Other training or experience, if evaluated as equivalent, may qualify the applicant for the position. Applicant must obtain a valid Alaska Motor Vehicle Operator's license within 30 days of hire. Applicant must have completed a high school course of study or its recognized equivalent, supplemented by formal academic or technical training in police administration, preferably a graduate from college with a major in criminology or law. This position requires ten years of broad extensive experience of a progressively responsible nature in law enforcement, including five years in a responsible supervisory capacity. Must have or obtain police certification from the Alaska Police Standards Council. The position requires negotiating and administering, "State Contracted Jails" and support services to the Alaska State Troopers and Alaska Wildlife Troopers. Alaska Law dictates that any person employed in this classification must meet the following criteria:

- Be a citizen of the United State and have a high school diploma or its recognized equivalent.
- Must not have any criminal convictions.
- Possess good moral character as determined by investigation.

- The candidate will be required to have an oral interview with the hiring authority or his representative to determine the candidate's appearance, communication and the ability to use sound judgment when making decisions.
- Required to pass a pre-employment drug screening. May be required to pass psychological and polygraph testing.
- Be finger printed and a search made of local, state or federal fingerprint files to disclose any criminal record.

### **RESPONSIBILITIES**

The Chief of Police will be responsible for planning, organizing, training, and for the supervision of the entire Police Department which includes, Dispatch, Detention, Patrol and DMV functions. Extensive knowledge of the principles, practices and procedures involved in the administration and management of a municipal police department. The Chief of Police is to have extensive knowledge of laws, codes, regulations and policies relating to municipal law enforcement, and knowledge of police records and their application to the solution of enforcement. The Chief of police is to have knowledge of the methods and techniques involved in the prevention and detection of crime and in the apprehension and detention of law violators. Ability to relay, assign, direct and supervise the work of subordinates and to establish and maintain effective working relations with other Borough officials, State, County and Federal authorities, civic leaders, and the general public. The Chief of Police must have the ability to effectively articulate, orally and in writing, to prepare and supervise the preparation of clear, accurate and comprehensive recommendations and reports. Must comply with the Borough Credit Card Policies when using a Borough credit card for purchases. Responsible for the department budget and staying within the budget spending parameters. Responsible to ensure time cards are turned in on time and reviewed for accuracy. Requires the ability to be culturally sensitive.

### **DUTIES AND TASKS PERFORMED**

- This is a "Working Chief's" position. Incumbent is subject to hazardous conditions which could result in serious injury or death and physical exertion such as running, lifting, pulling, pushing, bending, etc. and to inclement weather conditions.
- Performs highly responsible administrative, supervisory and technical work in directing the activities of the Borough Police Department.
- This position is an integral administrative position with responsibility for the protection of lives and property and the maintenance of law and order through the supervision of all police functions.
- The Chief of Police is responsible for the efficient operation of the Police Department, through control of its activities in taking measures to prevent crime and protect lives and property.
- Duties include the procurement, assignment, supervision, and discipline of all department employees. The Chief periodically consults with the Borough

Manager in finalizing plans and policies to be observed in the operation of the police department and in carrying out day-to-day activities. Work is reviewed through the discussions of issues and possible solutions with the Borough Manager and through periodic reports and summarizations.

- Plans, directs and manages the operations of the police department. Coordinates activities through discussions with subordinate officers and reviews departmental written reports and complaints.
- In consultation with the Borough Manager and with assistance of subordinate officers, formulates and develops long-term policies and regulations for improving police operations and attaining more effective enforcement of laws and ordinances.
- Prepares the departmental operating budget; presents the department's budget request to the Borough Manager. Makes reports on departmental activities as requested.
- Must comply with the Borough Credit Card Policies when using a Borough credit card for purchases.
- Responsible for the department budget and staying within the budget spending parameters.
- Ensure time cards are turned in on time and reviewed for accuracy.
- Supervises the requisitioning and procurement of departmental equipment and supplies.
- Reviews complaints of citizens' groups and other organizations; develops good public relations and promotes crime prevention programs, makes public appearances and presentations for civic groups.
- Checks all applications for beer, wine, and liquor licenses and makes recommendations to the Assembly; checks applications and issues chauffeur permits.
- Reviews new applications, follows-up on old applications, interviews applicants; receives evaluations prepared by supervisors and prepares evaluations on present employees.
- Extensive contact with other employees, general public and governmental officials, often involving problem solving circumstances. In addition, this position may require interaction with various members of the news media.
- Cooperates with other Local, State, and Federal Law Enforcement agencies in the apprehension and detention of wanted persons.
- Required to attend monthly Borough Assembly meetings and answers inquiries as needed.
- Responsible for position description reviews and updates coordinated through the Borough Manager for approval.
- Required to submit a monthly department report to the Borough Clerk for the Assembly packet the Thursday before the Monday scheduled Assembly meeting.
- Performs other duties as assigned by the Borough Manager.

**ACKNOWLEDGMENT**

I understand ~~the duties~~ of my position as contained in this job description.

\_\_\_\_\_  
Employee signature

\_\_\_\_\_  
Date

The job description is accurate and has been reviewed with the employee.

\_\_\_\_\_  
Supervisor signature

\_\_\_\_\_  
Date

**BRISTOL BAY BOROUGH IS AN EQUAL OPPORTUNITY EMPLOYER**

Approve by Borough Assembly: June 6, 2011 effective July 1, 2011