

City of Black River Falls Job Description  
**POLICE DEPARTMENT**

**JOB TITLE: Chief of Police / Criminal Investigator**

Department: Police Department  
Direct Supervisor: City Administrator  
Reports To: City Administrator / Mayor / Common Council  
FLSA Status: Salary / Exempt

**POSITION SUMMARY**

The Chief of Police/Criminal Investigator is a Sworn Police Officer appointed by the Black River Falls Hiring Committee. Such appointment shall become effective on the approval of the full Common Council. The Chief/Investigator shall hold office, subject to suspension or removal by the Police and Fire Committee for cause, as defined in the Wisconsin State Statutes §62.13.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Serves as the Chief Executive Officer of the Police Department and is the final departmental authority in all matters of police administration and operations
- Has command of all City of Black River Falls Police Department employees
- Obeys all lawful orders of the City Administrator, Mayor and the Common Council.
- Exercises all lawful powers of the office of Chief of Police as provided for in Wis. Statute 62.09(13)
- Issues such lawful orders as are necessary to assure the effective and efficient operation of the Department
- Responsible for general supervision of the police department including planning, research, organization, budgeting, disciplinary actions, scheduling, training, crime prevention programs, and public relations
- Responsible for managing, supervising, directing, assigning, and evaluating subordinates.
- Responsible for meeting the department goals set by the Chief, the Mayor, and/or the Common Council
- Attends Committee of the Whole meetings, union negotiations, public speaking engagements relevant to the department, and other meetings to which assignment and notification are made
- Administration of and compliance with the collective bargaining agreement.
- Maintains all departmental personnel files/records and educational/training files
- Develops short and long term plans and goals for the Police Department
- Hiring, promoting, and disciplining according to the City Employee Handbook, the Police Department Policies & Procedures Manual, and the collective bargaining agreement when applicable
- Develops the Police Department's annual budget subject to Common Council approval
- Prepares and maintains all grants related to the Police Department
- Prepares, publishes, and distributes written directives pertaining to Police Department operations and ensures all directives are added to the department's Policies and Procedures Manual within 7 days of being issued.
- Prepare monthly department report for the Common Council / Committee of the Whole
- Provides an annual report to the Committee of the Whole no later than the third Wednesday in February. The report shall include the types of cases handled and the number of each, number of citizen complaints received and status of each, use of force situations and the status of each, and the financial accounting for all money raised through fundraising efforts sponsored by the department and/or the union representing the department officers.

- Reviews and endorses case reports submitted by officers under his/her command to ensure they are accurate and meet Department standards
- Conducts background investigations as directed
- Examines scene of crime to obtain clues and gather evidence
- Directs City personnel and outside agencies with regards to the crime scene to secure crime scene integrity
- Testifies before court and grand jury and appears in court as witness
- Ensures that laws and ordinances are enforced and that public peace and safety is maintained
- Cooperates and exchanges information with County, State, Tribal, and Federal law enforcement agencies as appropriate where activities of the Police Department are involved
- Coordinates activities with supervisors and other City departments
- Exchanges information with the District Attorney's Office, Circuit Court, and other government agencies
- Obtains advice from the City Attorney, Administrator, and Municipal Prosecutor's Office regarding cases, policies, and procedures
- Other duties as assigned

#### **PERIPHERAL DUTIES**

- Directs investigation of major crime scenes
- Performs the duties of subordinate personnel as needed
- Analyzes and recommends improvements to equipment and facilities as needed
- Schedules and conducts meetings

#### **EDUCATION AND EXPERIENCE REQUIREMENTS**

- Minimum of an Associate Degree, or equivalent, in police science or related field
- 10 years of full-time Law Enforcement Service with at least 3 of those years serving in a supervisory position are preferred.

#### **KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED**

##### Knowledge:

- Thorough knowledge of modern law enforcement principles and practices of Police Administration and Criminal Investigations.
- Thorough knowledge of Police Science, organization and operation as applied to field patrol activity, crime prevention, traffic patrol, criminal investigations, and various functional services utilized in police operations.
- Thorough knowledge of modern police communication methods and techniques
- Thorough knowledge of weaponry, public safety, and security operations, rules, regulations precautions, prevention, and the protection of people, data and property
- Thorough knowledge of laws, court procedures, precedents, government regulations, executive orders, agency rules and the democratic political process
- Thorough knowledge of state statutes, city ordinances and other regulations which apply to city property and facilities
- Thorough knowledge of the Incident Command System (ICS).

##### Skills:

- Excellent interpersonal skills in dealing with the public in enforcement situations required
- Utilize effective communication skills; be polite, courteous and professional in manner

- Problem Identification skills – identifying the nature of problems
- Social Perceptiveness skills – being aware of other’ reactions and understanding why they react the way they do
- Critical Thinking skills – using logic and analysis to identify the strengths and weaknesses of different approaches
- Speech skills – talking to others to effectively convey information
- Active Listening skills – listening to what other people are saying and asking questions as appropriate
- Judgment and Decision Making skills – weighing the relative risks and benefits of a potential action
- Information Gathering skills – knowing how to find information and identifying essential information
- Active Learning skills – working with new material or information to grasp its implications
- Information Organization skills – finding ways to structure to classify multiple pieces of information
- Writing skills – communicating effectively with others in writing as indicated by the needs of the situation

Abilities:

- Documenting/Recording Information – entering, recording, storing, or maintaining information in written, oral and/or electronic data format
- Resolving Conflict, Negotiating with Others – handling complaints, arbitrating disputes, resolving grievances or otherwise negotiating with others
- Communicating with Other Workers – observing, receiving, and otherwise obtaining information from all relevant sources via contact with supervisors, fellow workers and subordinates, the public, government and other external sources
- Operating Vehicles or Equipment – running, maneuvering, navigating, or driving vehicles or mechanized equipment
- Performing General Physical Activities – performing physical activities that require moving one’s whole body, such as in climbing, lifting, balancing, walking, stooping, where the activities often also require considerable use of the arms and legs such as in physical handling of persons or objects
- Establish and Maintain Relationships – developing constructive and cooperative working relations among the county and other agencies
- Ability to read and interpret documents and laws in the English language
- Ability to listen to and understand information and ideas in spoken and written format so individuals may effectively understand and convey communications
- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals
- Ability to compute rate, ratio, and percent
- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form
- Inductive and deductive reasoning – ability to combine separate pieces of information, or specific answers to problems, to form general rules or conclusions; includes coming up with a logical explanation for why a series of seemingly unrelated events occur together and deciding if an answer makes sense

**CERTIFICATES, LICENSES, REGISTRATIONS**

- Possess and maintain valid Wisconsin Driver’s License that will allow unrestricted performance of Patrol Sergeant duties
- Maintain up-to-date certifications, licenses, and registrations.

- Must meet all the requirements of the State of Wisconsin Law Enforcement Standards Board and hold current certification as a Law Enforcement Officer in the State of Wisconsin.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The employee is regularly required to stand, walk, use hands to finger, handle or feel objects; reach with hands and arms, hear and talk. The employee frequently is required to run, sit, stoop, kneel, crouch, crawl, climb, balance, taste and smell. Required to regularly lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Vision must be correctable to 20/20. Weak eye corrected vision can be 20/30. Specific hearing: no more than a correctible 20 decibel hearing loss in either ear at 1000, 2000, 3000 and 4000 hertz.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The employee is regularly exposed to wet or dry conditions, outside weather conditions, variations from extreme cold to extreme heat. The employee is exposed to moving parts, high precarious places, fumes or airborne particles, risk of electrical shock, occasional exposure to toxic or caustic chemicals, and vibration, and any other type of environment normal for the course of this job.

### **WORK SCHEDULE**

The normal work week is Monday through Friday 8:00am-4:30pm. The Chief/Investigator will also be expected to attend the monthly Committee of the Whole meeting, other meetings as needed and work varying hours as needed for investigations and other department business.

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This job description should not be interpreted as all inclusive. It is intended to identify major responsibilities and requirements of the job. The incumbents may be requested to perform job-related responsibilities and tasks other than those stated on this description.

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

The City of Black River Falls is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.