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| **Job title** | *Chief of Police* |
| **Reports to** | *Mayor and City Council* |

**Job purpose**

Chief of Police perform police services in accordance with the mission, goals and objectives of the Hartshorne Police Department, and in compliance with governing federal, state and local laws. It is the responsibility of the Chief of Police to safeguard the public peace, protect life and property, prevent crime, enforce the law, protect the rights of all persons, and generally uphold the community articulated standard.

**Duties and responsibilities**

1. Plan, coordinate, supervise, and evaluate police department operations.
2. Enforces state and federal laws and city ordinances, city and state traffic laws.
3. Investigate crime scene; interview witnesses or victims; searches for collects, preserves evidence; makes oral or written reports such as criminal complaint forms or narrative reports; testifies in court.
4. Makes arrest on criminal and traffic related offenses at the scene. Executes search warrant and arrest after obtaining sufficient evidence to arrest.
5. Investigate traffic accidents. May assist other officers in diverse tasks involving recognition, collection, and analysis of evidence and information.
6. Speak before citizens and citizen’s groups; participates in various in-service training; communicate with other law enforcement personnel in various agencies and with the city/district attorney’s office.
7. Develop policies and procedures for the HPD mandated by law, to ensure efficient operations of the department and to implement directives from the Mayor and City Council.
8. Coordinate and supervise the training, assignment and development of subordinate police officers.
9. Assure that personnel are assigned to shifts, which provide optimal effectiveness.
10. Assist with acquiring grant funds from state and federal entities, as needed.
11. Manages the inventory control of parts, equipment, and supplies for unit.
12. Other duties as assigned.

**Qualifications**

* Applicant must be at least 21 years of age
* 5+ years of law enforcement experience
* Must be CLEET certified
* CLEET certified instructor, preferred
* Completed Chief of Police Training, must complete in first 6 months
* Associates degree in Criminal Justice or related field, Preferred

**Physical Requirements**

Primary functions require sufficient physical ability to work in a law enforcement setting and an office setting. Restrain or subdue individuals; walk, stand, sit, or run for prolonged periods of time; occasionally stoop, bend, kneel, crouch, reach, and twist; occasionally climb and balance; regularly push, pull, lift, and/or carry light to moderate weights; frequently lift and/or move moderate to heavy weights; occasionally lift and/or move heavy weights; operate office equipment including use of computer keyboard; requires a sense of touch, finger dexterity, and gripping with hands and fingers; ability to speak and hear to exchange information; ability to operate a vehicle to travel to various locations; ability to operate and use specialized law enforcement tools and equipment including guns and handcuffs.

**Direct Reports**

Police Officers

**Equal Opportunity Employer**

The City of Hartshorne is an Equal Opportunity Employer.