

Olathe Police Department

Chief of Police



The Chief of Police performs a variety of management, administrative and technical duties associated with Law Enforcement. These duties ensure the safety and welfare of the community in compliance with all Federal, State and local laws.

SUPERVISION RECEIVED: Reports to Town Administrator

MINIMUM REQUIREMENTS:

- 7+ years in law enforcement, three years at the rank of Sergeant or above.
- High School graduate or equivalent
- Possess and maintain valid driver's license with acceptable record
- Legally able to possess firearms
- P.O.S.T. certified

SPECIAL REQUIREMENTS: Required to attend METSA, P.O.S.T., WestCO Dispatch and Town Board of Trustee regular meetings.

Salary: \$65,000 annually (Exempt)

BENEFITS: 9 paid holidays, Medical, Dental, Vision, Life insurance, FPPA Retirement, paid vacation and sick leave.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES: *This job description does not cover or contain a comprehensive list of duties or responsibilities that are required of this position and may change at any time with or without notice.*

- Directs and manages all activities and operations of the Olathe Police Department including protecting lives and property, maintaining law and order, enforcing laws, ordinances, and codes, developing, preparing emergency response plans, maintaining police records, and a variety of other police-related functions. Provides progressive and professional leadership. Maintains an effective, accountable, service-orientated department.
- Fosters a climate of positive morale, motivation, interpersonal relationships and individual mentoring of officers and department staff.
- Develops and implements rules, regulations, policies, and procedures to advance the mission, goals and objectives and provide efficient and effective police services to the Town.
- Assesses local needs and updates the strategic plan for the future of the department, the Town, and the community. Analyzes problems, identifies alternative solutions, projects consequences of proposed actions, and implements recommendations in support of goals. Interacts with other departments and agencies to promote and coordinate activities, goals, and programs.
- Manages, supervises, and directs the activities of assigned staff and functions; makes recommendations regarding hiring, discipline, termination or advancement of employees.
- Responsible for Officer and staff schedules, assigns work, and monitors progress; guides, trains, and develops employees in the accomplishment of their duties and professional growth; writes and conducts evaluations.
- Responds to and resolves sensitive and complex community and organizational inquiries, complaints, and requests from citizens, Town Trustees, Town Administrator, and other Town departments.

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- Oversees and participates in the development and administration of the department budget. Determines levels of staff, equipment and other resources needed to provide departmental services and programs effectively and efficiently.
 - Manages and oversees contract services and maintains intergovernmental agreements.
 - Attends Town Board of Trustee meetings and work sessions as necessary and represents the Town in meetings with professional organization, other public agencies and the community.
 - Responds to and directs the Department's response to disasters and critical incidents when needed.
 - Advises Town Administrator on issues related to law enforcement and informs Town Administrator regarding all public safety matters with substantial impact.
 - Direct media relations for the Department.

CORE COMPETENCIES: *To perform this job successfully, the individual must perform the following key competencies satisfactorily.*

- Knowledge of federal, state and local statutes, ordinances, procedures and safety/regulating guidelines for law enforcement agencies.
- Knowledge of principles, practices and methods of law enforcement management and crime prevention, including trends and developments with the field.
- Knowledge of general municipal principles, including personnel management and supervision.
- Knowledge and ability to develop, manage and maintain department budget.
- Skill in determining levels of staff, equipment and other resources needed to provide departmental services and programs effectively and efficiently.
- Skill in developing, implementing, and evaluating policies and procedures to achieve department missions, goals and objectives.
- Skill in motivating, leading, supervising, and training Department Officers and staff.
- Ability to regularly exercise discretionary authority in a consistent manner and demonstrate a high degree of ethics and integrity.
- Ability to listen well and communicate effectively, verbally and written with various audiences.
- Knowledge of and ability to use standard office equipment, computer equipment and software including Microsoft Office applications and electronic mail.
- Ability to maintain effective working relationships with Town Board, Town Administrator, staff, outside agencies and the public.

PHYSICAL DEMANDS:

The physical demands listed below are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential daily functions. This position requires frequent lifting, carrying, walking, standing, kneeling, crouching, climb or balance with the ability to lift over 50 pounds. Hand/eye coordination for computer use and work in the field, vision for writing reports and data entry, hearing and listening to communicate with others and frequent speech communication. This position is subject to standing and/or sitting for long periods of time and possibly in inclement weather and has occasional dealings with stressful situations and angered individuals.

Signature of applicant

Date