



CHIEF OF POLICE LR

Class Code:
PD00-147-01

Bargaining Unit: Non Uniform Non Union

SALARY RANGE

\$150,000.00 - \$175,000.00 Annually

FLSA:

Exempt

SAFETY/SECURITY SENSITIVE DESIGNATION:

Yes - This is a safety/security sensitive position for purposes of the Arkansas Medical Marijuana Amendment.

JOB OBJECTIVE AND ESSENTIAL JOB FUNCTIONS:

***Incumbent serving in this position is designated as an At-Will employee.**

JOB OBJECTIVE: To plan and direct the operations of the Police Department to ensure effective enforcement of laws and ordinances.

ESSENTIAL JOB FUNCTIONS:

1. Oversees all functions of the Police Department, and ensures compliance with laws, regulations, policies and procedures.
2. Researches information to keep informed of changes in laws and regulations and court decisions which affect Police Department operations; ensures Departmental policies and procedures are modified or created to respond to legal requirements; responds to and resolves issues, inquiries, and complaints.
3. Approves the development and implementation of Departmental General Orders, Rules and Regulations, Divisional Operating Procedures, and Civilian Code of Conduct.
4. Meets with community organizations, business owners, etc. to determine the law enforcement needs of the community; emphasizes community-oriented policing and develops long-range plans for the future operations of the Department and establishes priorities for the enforcement of laws and ordinances.
5. Oversees the development and administration of the Departmental budget; directs the forecast of additional funds needed to ensure adequate staffing levels, equipment, materials, and supplies; monitors and approves expenditures; directs the preparation and implementation of budget adjustments as necessary.

6. Attends Board of Director Meetings to provide information and answer questions relating to Departmental operations; reviews and approves recommendations from division commanders and the Assistant Police Chiefs for new programs and equipment and submits comprehensive proposals following Mayor approval.
7. Reviews and monitors status reports received from the Assistant Police Chiefs and division commanders relating to the Departmental daily operations to become aware of any areas of concern.
8. Prepares various detailed narrative and statistical reports for review by the Mayor regarding Police Department activities, operations and programs.
9. Develops standards and criteria for evaluating the performance of Police Department personnel and programs.
10. Testifies in court regarding Departmental operations, policies and procedures; appears before the Civil Service Commission to present information regarding policies, procedures, operations, disciplinary and personnel actions.
11. Develops or ensures the development, implementation, and monitoring of diversity initiatives and training programs designed to sustain diversity and equity throughout the Little Rock Police Department; advises the Mayor and the public of progress in achieving diversity goals.
12. Provides information to the Department of Human Resources and the Civil Service Commission regarding the establishment of Police Department selection and promotion procedures and the revision of the Civil Service Commission Rules and Regulations.
13. Reviews misconduct complaints lodged against sworn Departmental personnel; approves internal affairs investigations and the subsequent results.
14. Assigns, prioritizes, monitors, and reviews the work activities of assigned staff; evaluates the performance of assigned sworn and civilian personnel; reviews and approves all disciplinary actions recommended for Departmental personnel.
15. Serves as liaison between the Police Department and other law enforcement agencies, the Prosecuting Attorney's Office and related offices to ensure cases are handled according to procedures and to exchange information as required.
16. Develops or ensures the development of various training programs for Departmental personnel to ensure compliance with all applicable laws, regulations, policies and procedures.
17. Develops or ensures the development of press releases concerning Departmental activities and operations; answers questions from the news media as required.
18. Attends meetings, provides information and makes presentations to professional, civic and business organizations regarding Police Department activities and operations.
19. Responds to requests from individuals needing police assistance and takes necessary law enforcement action as appropriate.
20. Operates a computer in the performance of essential functions.
21. Operates an assigned City automobile in the performance of essential job functions.

MINIMUM QUALIFICATIONS AND ADDITIONAL REQUIREMENTS:

These knowledge, skills, and abilities are usually, although not always, acquired through completion of a Bachelor's degree in Criminal Justice, Police Science, Public Administration, Business Administration, or a related area, ten (10) years of progressively responsible law enforcement experience to include a minimum of five (5) years in a managerial and administrative capacity in a law enforcement agency; five (5) years of experience supervising managerial and professional-level employees. Preference will be given to applicants who have served as an Assistant Police Chief, Deputy Police Chief or Police Chief. Equivalent combinations of education and experience will be considered.

ADDITIONAL REQUIREMENTS:

- Must possess a valid Arkansas Class D (Non-Commercial Vehicle) Driver's License before employment and maintain licensure for the duration of employment in this position.

- Must be available to work evenings, weekends, and holidays to attend meetings or critical events and activities as needed.
- Must be a resident of the City of Little Rock within ninety (90) days of employment; must maintain residency for the duration of employment in this position.
- Must meet any other requirements established by the Little Rock Civil Service Commission and the State Commission on Law Enforcement Standards and Training and maintain for the duration of employment in this position.

DISCLAIMER:

This document does not create an employment contract, implied or otherwise.

SECONDARY DUTIES:

1. Performs other related duties as required.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of modern principles and practices of police administration and management.
- Knowledge of law enforcement theory, principles and practices and their application to a wide variety of services and programs.
- Knowledge of the methods and techniques used in providing the full range of law enforcement and crime prevention services and activities to include but not limited to investigations, patrol, traffic control, crime prevention, community oriented policing, records management, and care and custody of persons and property.
- Knowledge of the use and care of firearms and other specialized police equipment.
- Knowledge of the principles and practices of leadership, motivation, team building and conflict resolution.
- Knowledge of the maintenance requirements for law enforcement equipment, including firearms, communications equipment and vehicles.
- Knowledge of the principles and practices of budget preparation and administration.
- Knowledge of computer fundamentals and business software, including word processing software.
- Skill in the operation of a computer.
- Skill in the operation of firearms and other specialized equipment required by the Department.
- Skill in the operation of two-way communications equipment.
- Skill in the operation of an automatic transmission vehicle.
- Ability to safely operate a motor vehicle for the purpose of conducting official City business.
- Ability to learn, interpret, and apply all applicable federal, state, and local laws and ordinances as they apply to Police Department operations.
- Ability to learn, interpret, and apply Departmental General Orders, Rules and Regulations and Divisional Operating Procedures.
- Ability to learn, interpret, and apply Civil Service Commission Rules and Regulations as they apply to Police Department operations.
- Ability to learn, interpret, and apply the Fraternal Order of Police (F.O.P.) and American Federation of State, County, and Municipal Employees (A.F.S.C.M.E.) Statements of Agreement as they apply to Police Department operations.
- Ability to learn the geographic and demographic makeup of the City of Little Rock.

- Ability to identify, respond to, and resolve community and organizational issues, inquiries, and complaints.
- Ability to analyze problems, identify alternative solutions, project consequences or proposed actions and implement recommendation in support of goals.
- Ability to research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Ability to ensure Departmental operations and policies and procedures comply with laws, regulations, policies and procedures.
- Ability to ensure the development and implementation of Departmental General Orders, Rules and Regulations, Divisional Operating Procedures and Civilian Code of Conduct. Ability to develop and administer long-range goals, objectives, policies, and procedures for Departmental operations.
- Ability to prepare and administer budgets and allocate resources in a cost effective manner.
- Ability to review and approve recommendations regarding new equipment and programs.
- Ability to prepare detailed narrative and statistical reports.
- Ability to develop standards and criteria for evaluating the performance of Departmental personnel and programs.
- Ability to testify in court.
- Ability to oversee the development and implementation of training programs for Departmental personnel.
- Ability to prepare recommendations regarding Departmental promotion and selection procedures for review by the Civil Service Commission.
- Ability to review and approve recommendations for disciplinary and personnel actions.
- Ability to develop press releases concerning Departmental operations.
- Ability to read and interpret laws, regulations, policies and procedures.
- Ability to direct and evaluate the work activities of assigned managerial, professional, and clerical staff.
- Ability to work in a constant state of alertness and in a safe manner.
- Ability to communicate effectively, both orally and in writing, with individuals and groups from diverse and various social and economic backgrounds, various age groups, ethnicities, and knowledge-levels.

PRE-EMPLOYMENT SCREENINGS REQUIRED BEFORE EMPLOYMENT:

Non-DOT Drug/Alcohol Screening, Medical Evaluation - Public Safety, Psychological Assessment, Criminal History Background Check, Sex Offender Status Check - all Levels, Motor Vehicle Report Check, Credit/Financial Check (in accordance to FCRA).