

**VILLAGE OF BONDUEL
POSITION DESCRIPTION**

POSITION: Full-Time Chief of Police

DEPARTMENT: Police Department

DATE: October 2023

FLSA Status: Non-exempt

Reports to: Village President
Village Board

POSITION SUMMARY: The position is for the preservation of public peace, protection of property, prevention of crime, and the arrest and conviction of violators. The incumbent of his/her position is responsible for the provision of police services in the Village. It involves administrative duties as head of a Village department. Most of the activities of the police chief are those of a regular police officer.

The incumbent must exercise independent judgement in emergency situations. The nature of police work means there is an element of personal danger. The incumbent must be certified by the Law Enforcement Standards Board of the Wisconsin Department of Justice.

DUTIES AND RESPONSIBILITIES:

- (a) Ability to handle several tasks simultaneously and to perform essential functions of the positions.
- (b) Keep such records and make such reports concerning the activities of his/her department as may be required by statute or by the Village Board.
- (c) Shall have a thorough knowledge of all sections of the Village and when on duty shall immediately familiarize himself/herself with all police business transacted since his/her last tour of duty.
- (d) He/She shall cause the public peace to be preserved and shall receive and give proper attention to complaints and all persons referred to him/her.
- (e) The Chief shall oversee enforcement of all Village ordinances and applicable state laws for the protection, safety and welfare of all citizens who live in, work in or visit the Village.
- (f) Devote his/her energies no less than forty (40) hours each week to the performance of his/her duties, and in all cases should be available for emergency duty. Such hours to be flexible and varied including some weekends and holidays. The Village recognizes that the Police Chief will have official obligations outside of regular working hours and, consequently, is granted appropriate flexibility in determining his/her work schedule as long as all work obligations are met. He/She shall make typed monthly reports to the Village Board of activities of the

department to be presented at the regular monthly Village Board meetings, and comply with such procedures as may be prescribed by the Committee of the Whole or Village Board relative to fiscal and administrative matters. Monitor expenses and revenues of the department and inform Village Board on the monthly report.

- (g) Conduct himself/herself, in a proper and law-abiding manner at all times and avoid the use of unnecessary force.
- (h) Strive to maintain suitable, productive relationships with other Village departments and with other governmental agencies and private organizations concerned with law enforcement, crime prevention, and administration of justice and public safety. He/She shall cooperate and exchange information with other Village department in matters to their various functions.
- (i) Be the custodian of all Village property, equipment and supplies under the control of or used by, the Police Department and shall be responsible for the care, maintenance, and safeguarding and accurate records of such property, equipment, and supplies. Schedule vehicle(s) to have general maintenance when chief is not scheduled to be on duty or when schedule permits.
- (j) Be the custodian of all evidentiary property and shall be responsible for the safekeeping, lawful disposition, and accurate record of the same. He/She shall see that all property is returned to its lawful owner or otherwise disposed of according to the applicable statutes.
- (k) He/She shall also comply with all the provisions of the Law Enforcement Standards Board in regard to background investigations. He/She shall formulate procedures for investigating complaints of misconduct by Department and for taking appropriate disciplinary action subject to the provision of the applicable statutes and Rules of the Department.
- (l) Review and submit bi-weekly time card of valid time worked.
- (m) Submit a duty schedule to the County Dispatch unit and Village President on a regular basis.
- (n) When on duty, must wear the regulation uniforms, (exception – during off site training, undercover work, or when it may impede upon the efficiency of his/her duties in those special situations) Regulation uniform at his/her time, BDU's (Blue Dress Uniform) is permitted as part of uniform with white shirt with appropriate patches defining chief. Duty belt is also required.
- (o) Annually prepare a department budget and forward to the Committee of the Whole for review to be used in conjunction with the preparation of the Village Budget with details attached. Attends regular meetings of the Committee of the Whole and Village Board. Special meetings when requested. Attends meetings in schools and within the community to explain the activities of the department when needed.
- (p) Establish a good working relationship with Shawano County officers, State officer, other surrounding departments, and the school resource officer.

- (q) Establish an official Village Traffic Map, including all stop signs, yield signs, no parking areas, no stopping, no standing, or parking areas. Include handicapped parking areas, school zones & school crossing. Keep map current at all times with the Village Clerk.

KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to communicate effectively with the general public, attorneys, court personnel, fellow employees, and others verbally and in writing.
- Ability to operate a firearm, radar, an emergency vehicle, squad radio and a computer.
- Ability to comprehend and/or utilize State Statutes, the criminal codes and Village or County Ordinances.
- Ability to perform first aids principles and CPR.
- Ability to prepare and keep accurate records and detailed reports

PHYSICAL REQUIREMENTS:

- Use of muscular force to lift, carry, drag, push, or otherwise move objects using strength in one's arms, hands, back, shoulders and/or legs.
- Perform physical activities with skill, speed, and balance efficiently.
- Use of necessary force to restrain a person when making an arrest.
- Ability to bend, stretch, twist, or reach out with one's body, arms and/or legs.
- Stand, sit, or walk for extended or continuous periods of time.
- Hear and recognize the normal range of sounds in terms of loudness, pitch, tone, pattern, rhythms, or duration.
- Remain alert and reactive to infrequent but important events or specific details within a stream of information (e.g., alarms, radio).
- Able to pass all the selection process requirements including a medical evaluation and drug screen.

TRAINING AND EXPERIENCE:

Associates Degree in law enforcement is required, Bachelor Degree and or experience preferred. Must have Wisconsin Certification as a police officer and must possess a valid Wisconsin Driver's License.

In evaluating candidates for his/her position, the Village may consider a combination of education, training and experience which provides the necessary knowledge, skills, and abilities to perform his/her position.

Village of Bonduel is an Equal Opportunity Employer.

RESIDENCY

The board highly encourages employees to live within the village limits; however, the board requires all employees to live within a reasonable distance to be able to respond and carry out the designated duties in an effective manner.