



City of Bullhead City CHIEF OF POLICE

Salary Range \$160,000 - \$220,000 Annually / Exempt

[CHIEF OF POLICE | Job Details tab | Career Pages](#)

STATEMENT OF THE JOB

Chief of Police for the Bullhead City Police Department provides leadership and overall administration of all police related services of the city. Plans, staffs, directs, coordinates, and controls all activities within the Police Department. Serve as the senior law enforcement and public safety official for the City and will direct and evaluate the Bullhead City Police Department public safety and law enforcement operations to ensure compliance with state and Federal laws, City policies and Department standards. Supervises and participates in the development and administration of the Department's operating budget and all department planning efforts. Responsible for maintaining a work environment that fosters the Department's mission statement and core values.

EDUCATION & EXPERIENCE/ LICENSING & TRAINING

Education, Training and Experience Guidelines

Bachelor's degree in criminal justice, Public Administration, or related field; AND/OR ten years of management level law enforcement agency experience; OR an equivalent combination of education, training and experience. Must pass a polygraph examination and background check.

Licensing & Certification Requirements

- Valid Arizona State Driver's License is required.
- Must maintain Peace officer certification with the Arizona Peace Officer Standards and Training (POST) Board.
- National Incident Management System

**Continued employment is contingent upon all required licenses and certificates being maintained in active status without suspension or revocation.*

ESSENTIAL FUNCTIONS/KNOWLEDGE/SKILLS/ABILITIES

Essential Functions:

This information is intended to be descriptive of the key responsibilities of the position. The following functions do not identify all duties performed by the incumbent. Other duties and responsibilities will be performed as assigned.

- Acts as the administrative officer of the Bullhead City Police Department in all matters of operations.
- Plans, directs and coordinates all activities of the department for the protection and safety of the community through prevention and control of crime, preserving peace, investigating crime and providing emergency services through enforcement of the law.
- Plan and develop training programs for department personnel, subject to state and federal laws and City policies. Instruct subordinates in regard to law changes.
- Appraise work conditions and take necessary steps to improve police operations.
- Serve as primary liaison between the Police Department and the community, including businesses, residents, community groups and other community organizations. Attend civic and community organization meetings (including schools) to explain the activities and functions of the department and to establish favorable public relations.
- Develop new and revised work methods and procedures to be followed by the department.
- Inform subordinates of general orders, decisions and policy revisions.
- Evaluate progress of employees, conducting formal performance appraisals at the assigned intervals.
- Review department operations and develop short and long-term goals.
- Conduct internal investigations of any complaints against departmental staff in accordance with established policy.
- Provide for the overall investigation of crimes, traffic accidents and other law enforcement related events reported within the city.
- Perform related duties as that of a police officer, patrol the community to enforce laws, detect and prevent crime, and protect life and property.
- Cooperate with state and federal officers and with other agencies as required in carrying out law enforcement functions.
- Prepare and present periodic reports for the City Manager.
- Receives, responds and resolves questions, concerns and complaints from the general public.

- Maintain records and oversee the utilization and maintenance of departmental buildings, property and equipment including surveillance cameras.
- Assist administrative staff in the development and implementation of the annual budget, capital equipment plan, and track, approve and monitor expenditures for the Police department.
- Attend weekly staff meetings and maintain contact and communicates regularly with City Manager for direction and updates regarding public safety and initiatives.
- Attend evening and weekend meetings, events, emergencies, etc., as needed.
- Performs other duties and assumes additional responsibilities as directed by the City Manager.
- Represents the City with respect, confidence and trust that our colleagues and community place in us. Responsible for conducting ourselves with and using our value statement of *PRIDE*: Being **P**rofessional, **R**esponsible, being an employee of **I**ntegrity, being **D**edicated and striving for **E**xcellence with staff and the public.

Knowledge of:

- Modern law enforcement management principles for efficient and cost effective management of allocated resources, including personnel administration, labor law, accounting and budgeting.
- Strategy and tactics for management and deployment of law enforcement personnel and equipment.
- Modern law enforcement methods and procedures, including case law governing arrest, rules of evidence, probable cause, use of force, custody of evidence and property and search and seizure.
- Local community issues and regional community resources available to citizens.

Skill in:

- Directing and coordinating Police operations.
- Interpreting and explaining legal standards and procedures, applicable Federal and State laws and regulations and City policies and procedures.
- Assuming command-level responsibilities, making appropriate decisions, verifying compliance with the department's policies and

objectives and using initiative and independent judgment within established guidelines.

- Working effectively under stressful conditions and emergency situations.
- Analyzing complex public safety and security issues and developing solutions.
- Investigating and resolving personnel issues, citizen inquiries and officer complaints.
- Directing and leading staff and delegating authority.
- Effectively managing situations requiring diplomacy, fairness, firmness and sound judgment.
- Interacting with people of different social, economic and ethnic backgrounds.
- Effectively communicating verbal and written instructions.
- Working independently and as a team member, including effectively with inter-agency teams.
- Operating a personal computer utilizing standard and specialized software.

PHYSICAL DEMANDS/WORK ENVIRONMENT

Physical Demands and Work Environment

Work is performed in a standard office environment, and in the field on tactical assignments; may be exposed to physical attacks, hazardous chemicals, infectious and communicable diseases; may be required to physically restrain persons; must maintain a level of physical fitness to meet the department's standards. This job is classified as Safety Sensitive and subject to Federal and state regulations.