

**City of Coeur d'Alene
IDAHO**

Police Chief

\$81,203—\$114,254

Plus Excellent Benefit Package



**The City of Coeur d'Alene is currently recruiting for a Chief of Police.
We invite you to review the position details enclosed,**

**Apply by
May 9, 2014**



THE COMMUNITY

The City of Coeur d'Alene, Idaho, population of approximately 47,000, is located in the Northern Idaho Panhandle. Coeur d'Alene, a true, four-season climate is a resort city on the northern shore of scenic Lake Coeur d'Alene. In addition to the natural beauty and waterfront beaches and trails of the City, there are several lakes within 50 miles providing beaches for swimming and boat ramps for water access. Outdoor enthusiasts will enjoy the nearby local, state and federal parks for camping and hiking, numerous golf courses and five major winter-ski areas which are all within 60 miles. Spokane, Washington, which is 33 miles west of Coeur d'Alene, offers additional cultural amenities such as a symphony orchestra, Broadway productions, international airport, award-winning wineries and live theater.

The Police Chief performs administrative, managerial, and supervisory work as the director of the Police Department. As such, the Chief plans and directs the long-term programs and activities of the Police Department, including patrol, investigations, crime prevention, support services, and law enforcement. Develops, implements and evaluates the Police Department's goals and objectives, programs and procedures in accordance with the overall policies established by the Mayor, City Council, City Administrator, and state and federal laws and regulations.

THE CITY GOVERNMENT

The City of Coeur d'Alene covers almost 16 square miles and is a full-service City governed under the Mayor/Council form of government. The City Council consists of the mayor and six (6) Councilmembers, elected by seat, for four-year, overlapping terms. The City employs 355 full-time employees (97 police employees) and has an overall budget of approximately \$77 million for FY 2013-2014. The City Administrator provides leadership, policy guidance to department heads and carries out the vision, strategic plan and goals of the Mayor and City Council. Staff also supports 20 citizen advisory

boards and commissions recommending policy to the elected officials.



GENERAL STATEMENT OF DUTIES

Plans, implements, and directs through subordinate supervisors, all activities of the Police Department, including patrol, investigations, crime prevention, support services, and law enforcement. Develops, implements and evaluates the Police Department's goal and objectives, programs, and procedures in accordance with the overall policies established by the Mayor, City Council, City Administrator, and state and federal laws and regulations. Chief of Police reports directly to the City Administrator, or designee, who reviews work performance through discussions of achievements, problems, and potential solutions; by periodic written reports; by the status of law and order in the city; and attainment of goals and objectives.

WAGES , BENEFITS AND CLASSIFICATION

Current monthly salary range is \$6766—\$9521, plus an excellent benefit package available (summary of benefits available on website, www.cdavid.org). Membership in the Public Employees Retirement System of Idaho (PERSI) is required. This is a Department Head position classified as "exempt" by the Fair Labor Standards Act (FLSA).

MEDICAL TESTING

A thorough medical examination, polygraph and a psychological evaluation completed prior to appointment. A successful completion of drug testing is a condition of appointment.

RESIDENCY

Required to live within a 20 minute driving response time to the City limits.

ACCEPTABLE EXPERIENCE AND TRAINING

- Bachelor's degree in law enforcement, criminal justice or related field preferred; and
- Ten (10) years of progressively responsible law enforcement experience, five (5) years of which must have been in an administrative capacity; and
- Agency requires standard qualifications for firearms; or
- Any equivalent combination of education, experience and training which provides the knowledge and abilities necessary to perform the work.

REQUIRED KNOWLEDGE, SKILLS & ABILITIES

Knowledge of:

- The principles and practices of modern police administration and management including program planning, budgeting, direction, coordination and evaluation, and personnel and labor relations;
- Laws, principles, and accepted practices and procedures that apply to patrol, traffic control, criminal investigation, and crime prevention;
- Standards by which the quality of police service is evaluated, the use of automated and manual police records systems and their application to police administration;
- Types and use of firearms, communications, and automotive equip. used in modern police work;

Ability to:

- Plan, implement, direct, coordinate and evaluate department programs and personnel;
- Lead, motivate, and maintain a high level of discipline and morale;
- Develop, present, and gain acceptance for programs and budgets;
- Participate as an active member of a high level municipal management team charged with cooperative responsibilities for planning, developing and implementing efficient and effective municipal programs in a wide variety of functional areas;
- Establish and maintain effective working relationships with city officials, other local governments and state and federal authorities, civic leaders, other department heads, the city administrator, and the general public;
- Effectively prepare and present oral and written informative material relating to the activities of a police department;
- Provide quality services in a cost-effective manner and to recommend improved methods of performing the work;
- Instill judgment and discretion into those with arrest or enforcement authority;
- Communicate effectively, both orally and in writing;
- Develop long-term plans for service delivery expansion and plan and organize work to achieve long-term goals;
- Communicate, meet, and deal with the public and employees in person or by phone, in a pleasant, courteous manner;
- Provide quality services in a cost-effective manner and to recommend improved methods of performing the work;
- Make sound and reasonable decisions in accordance with laws, ordinances, regulations and established procedures;
- Perform a wide variety of duties and responsibilities with accuracy and speed under

the pressure of time-sensitive deadlines;

- Integrity, ingenuity and inventiveness in the performance of assigned tasks.

EXAMPLES OF WORK, ESSENTIAL DUTIES AND RESPONSIBILITIES

- Plans, develops, organizes, implements, coordinates, and evaluates new programs or revises existing programs to achieve policies established by state and federal mandates, the City Council, needs of the community, and directives of the mayor and/or the city administrator;
- Analyzes data and prepares appropriate responses to deal with problems identified in the community; reviews activities and results for accomplishment of states objectives;
- Attends City Council meetings to receive and provide information as appropriate;
- Researches information/data and prepares reports to city council, other city departments, other law enforcement agencies, various groups and the general public;
- Formulates and institutes long-range plans, policies and procedures governing activities of the department in consultation with and assistance of subordinate department personnel;
- Formulates and prescribes work methods and procedures by appraising conditions of work in the department and taking necessary steps in revamping police operations to meet changing conditions.
- Plans and directs, through subordinate supervisory personnel, the enforcement of applicable laws, ordinances, city codes and crime prevention activities;
- Monitors the expenditure of departmental appropriations and prepares annual budget estimates;
- Plans and directs police training programs through subordinate personnel;
- Cooperates, coordinates, and communicates with other local, state, and federal law enforcement personnel on police matters;
- Serves as incident commander on major police incidents; supervises and assists with serious criminal investigations;
- Selects persons for original appointment with the department and for promotions within the department;
- Reviews employee performance and prepares evaluations;
- Serves as an advisor during labor negotiations;
- Interprets and administers union contracts and personnel policies;
- Meets with various groups and individuals to explain the activities and functions of the Police Department and to establish favorable public relations;
- Attends various State, local, task force, interagency, legal and other meetings to maintain an effective networking system and provide coordination within the law enforcement agencies and other departments;
- Conducts departmental meetings;
- Reviews and approves mandatory POST training, firearm certification and attendance at special schooling;
- Assures local news media have available information pertaining to public safety and policy activities in accordance with public disclosure laws;
- Submits and responds to feedback directly related to the police department and/or police function;
- Works closely with the City Administrator, City and County attorneys in establishing sound legal policies and procedures.

OTHER DUTIES AND RESPONSIBILITIES

- May testify at court with regard to reports taken;
- Maintains NCIC/ILETS certification for the agency;
- Performs related duties as required.

ESSENTIAL PHYSICAL ABILITIES

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to manage, direct and evaluate various police programs and personnel.
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate computer and other office equipment and perform law enforcement functions;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to work in an office setting and perform law enforcement functions.

APPLICATION PROCEDURE

Applicants meeting the qualification requirements are invited to submit the following:

- City of Coeur d'Alene Employment Application (available online www.cdaid.org); and
- Cover letter and resume.

Send application information to the Human Resources Department, 710 E. Mullan, Coeur d'Alene, ID 83814. **Application deadline is May 9, 2014 at 5:00 p.m.** Applications will be screened, and those applicants with the most appropriate qualifications will be invited for further testing. If you would like to request a reasonable accommodation for the recruitment process due to a disability, please provide a written request and submit with your City of Coeur d'Alene application.



The City of Coeur d'Alene is an Equal Opportunity/Veteran's Preference Employer.