



# CITY OF RIO COMMUNITIES

## JOB DESCRIPTION

Position: Policy Chief  
Status: Exempt

### **General Statement of Duties:**

Under the general direction of the Mayor, directs and administers the activities of the Police Department. Functions as the primary advisor to the Mayor with regard to police and public safety affairs.

### **Areas of Accountability:**

1. Manages and directs the human resources of the Rio Communities Police Department.
  - Assist in hiring, evaluates and disciplines department employees in accordance with Personnel Policies and other federal and state employment provisions;
  - Defines and delegates authority and responsibility to appropriate subordinates;
  - Administers applicable and personnel policies within the department;
  - Monitors staff deployment and promotes effective utilization of personnel;
  - Evaluates Vacation, Sick, Personal and Bereavement leave applications;
  - Ensures that policies, procedures and performance standards are understood by all staff members and consistently applied;
  - Reviews and evaluates the performance of immediate subordinates on a regular basis and oversees performance evaluation of all department employees;
  - Initiates disciplinary actions based on careful examination of all facts;
  - Plans and directs training opportunities for departmental employees to develop their potential and ability to function in their jobs;
  - Investigates and responds to grievances and employee complaints.
2. Monitors and controls the operations of the Police Department to assure that the desired level of service is being provided.
  - Initiates data gathering procedures;
  - Reviews department-wide reports and records noting important details and problem indicators;
  - Analyzes and evaluates progress against performance standards;
  - Initiates or modifies practices and programs to improve police functions;
  - Approves official department rules and regulations.
3. Prepares short and long-range goals for department within the context of priorities established by the Mayor and City Council.
  - Determines organizational structure;
  - Initiates policies and programs to implement goals;
  - Establishes departmental standards of effectiveness.



4. Communicates with and provides advice to the Mayor, City Council, management staff, subordinates and other agencies.
  - Prepares factual, clear, concise, written reports with specific recommendations;
  - Keeps the Mayor and appropriate management staff members informed;
  - Attends and makes presentations at City Council meetings as required;
  - Provides subordinates with information which affects them;
  - Promotes and maintains mutual exchange of information among department divisions, other departments (Federal, State, County and Municipal), and other agencies involved in public safety.
  
5. Administers annual budget.
  - Prepares annual budget request;
  - Establishes budget priorities;
  - Prepares reports delineating specific activities of the department;
  - Monitors and controls expenditures.
  
6. Develops appropriate public and community relations.
  - Answers citizen calls and complaints;
  - Serves as department's chief advocate and spokesperson;
  - Briefs press and other media to keep public informed of police affairs;
  - Promotes cooperative relations between police and other community service groups;
  - Represents the City of Rio Community, state, and national organizations where delegated and where the interests of the City of Rio Community are involved.
  
7. Keeps current on new developments in legislation, law enforcement, criminal justice, and government regulations that affect police operations.
  - Reviews and evaluates innovative concepts, developments, new equipment grants and assistance programs making changes in current operations and practices, where applicable.
  
8. Sets an example of integrity and competence.
  - Abides by all departmental rules and regulations;
  - Maintains high personal standards of morality, citizenship and professionalism;
  - Avoids acts that compromise integrity;
  - Serves as a model of competence in carrying out responsibilities and sensitivity in dealing with others.
  
9. Plans procedures and prepares staff for predictable crises.
  - Supervises department's response to civil disorders and natural disasters;
  - Facilitates coordination between police and other public safety agencies;



- Mediates conflicts within the department;
- Resolves conflicts between the department and outside groups.

10. Other duties as assigned.

**Required Knowledge, Skills, and Abilities:** Comprehensive knowledge of the principles and practices of modern police administration; comprehensive knowledge of police science, organization and operation as applied to field patrol activity, crime prevention, traffic control and safety, criminal investigations, arrests subjects for crimes committed under New Mexico State Statutes, serves wits, arrest warrants, prepares search warrants, tags and files evidence, recovers stolen property, prepares cases for court settings, testifies in court settings, performs traffic control duties, serves as arbitrator in disputes, performs and assist's in undercover operations, visits the school district for any criminal activity and provides education to staff and students about various crimes, be qualified with a range of firearms and all police equipment, provides first aid and the various functional services utilized in police operations; comprehensive knowledge of the use of police records and their application to the solution of police problems; comprehensive knowledge of the standards by which the quality of police service is evaluated; ability to command the respect of officers and to assign, direct and supervise their work: ability to establish and maintain effective working relationships with other city employees and with the public; ability to express ideas clearly and concisely, orally and in writing; ability to prepare and supervise the preparation of clear, accurate and comprehensive recommendations and reports.

**Acceptable Experience and Training:** A combination of education and experience equivalent to graduation from a college or university of recognized standing with major course work in police science, police administration or related field coupled with extensive experience in modern administrative police work which has afforded progressively responsible experience in a variety of police functions including supervisory duties with five (5) years at the command level equivalent to a supervisory position with the City of Rio Communities or other agencies.

**Additional Requirement:** Must have training equivalent to the certification standards of the New Mexico Law Enforcement Academy and be able to meet the police officer hiring standards for the State of New Mexico under the New Mexico Law Enforcement Academy and New Mexico State Statutes. Purchases and maintains current inventories of equipment and maintenance of that equipment at the Rio Communities Police Department.

**I have read and received a copy of this job description. I can do the functions listed for the job and meet the minimum qualifications of the job.**

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Print Employee Name

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Employee Signature

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Date