



City of Milford
Chief of Police
Pay Grade: 14 (Contract)

Employment Status: Full-Time

FLSA Status: Exempt

Experience Required: At least 10 (ten) years of law enforcement experience as well as 5 (five) years' experience in a law enforcement management position, or an equivalent combination of education and experience which provides the skills and abilities necessary to perform the job. Completion of an advanced police management school such as the FBI National Academy, Police Executive Research Forum Senior Management Institute for Police, the Northwestern School of Police Staff and Command, or the Southern Police Institute Administrative Officers Course/Command Officers Development Course is highly desired. Experience in facilities development, budgeting, and funding. Labor relation background working in a unionized environment. NIMS (National Incident Management System) ICS-100, ICS-200, ICS-300, ICS-400, FEMA IS-700 and FEMA IS-800 training. Possession and retention of a valid motor vehicle operator's license issued by the State of Delaware is required. Must pass pre-employment testing for substance abuse, criminal background, motor vehicle driver's license history, and a pre-employment physical. Subject to random drug and alcohol testing in accordance with City policy.

Minimum Education Requirements: Bachelor's degree in criminal justice, business administration, public administration, communications, or related field. Master's degree preferred.

Direct Supervisor: City Council

Supervisory Responsibility: Large group

Primary Work Location: Office setting

Job Summary: The Chief of Police shall be the head of the Police Department. The Chief of Police shall function with an appropriate degree of independence and utilize sound professional judgment, demonstrate planning and organizational skills, and establish priorities, programs, and acceptable performance levels for their functional area. The Chief of Police is expected to exercise a high degree of initiative, and professional expertise in the administration and day-to-day management of the police department in accordance with policy established by City Council, the City Charter, and City, State, and federal laws, regulations, and guidelines.

The Chief of Police shall be committed to the mission, vision and values of the City and demonstrate such ethical conduct, community stewardship, individual initiative, and responsive service. The Chief of Police shall demonstrate leadership, management and technical skills through effective communication and collaboration, proper use of municipal resources, progressive decision-making, personal accountability, and responsibility.

Supervision Received: Work is performed under the general supervision of the City Council.

Essential Job Functions:

An employee in this position may be called upon to do any or all of the following essential duties:

Duties required by the Charter.

- A. Administer, direct, and supervise the operations of the police department.
- B. Prepare an annual budget and capital improvement program in conjunction with the City Manager.
- C. Attend all City Council meetings and shall have the right to participate in any discussion of police concern but shall have no vote.



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Communication

- D. Have a history of an inclusive and participatory internal and external management philosophy.
- E. Be an engaging individual but project a professional command presence.
- F. Attends Council meetings and presents information and recommendations deemed necessary or as requested by members of the City Council.
- G. Be highly emotionally intelligent (empathetic, self-aware, effective communicator, and listener).
- H. Be open and collaborative with all groups and community stakeholders.
- I. Demonstrate complete personal and professional integrity and transparency, including the confidence of appointed and elected officials, subordinates, and the public.
- J. Show a genuine interest and commitment to ongoing community/public engagement; demonstrate a high regard for intergovernmental partners and community members.
- K. Have the maturity and self-confidence to firmly and diplomatically present professional views, concerns, and implications of proposed policy actions that may be under consideration by the elected officials, while also being committed to carrying out final decisions in a timely professional, and impartial manner.
- L. Maintain a calm demeanor during times of stress, providing thoughtful advice to employees, supervisors, department heads, the Mayor and City Council.

Leadership and Management

- M. Demonstrate a facilitative, “macro manager” style with the ability to be decisive in a dynamic, demanding, professional environment marked by high expectations.
- N. Have proven and successful managerial skills utilizing a consensus-building, team-oriented approach to managing staff members while remaining accountable for all police operations.
- O. Lead the department with a genuinely friendly, approachable style that encourages collaboration and the development of effective working relationships.
- P. Be a relationship builder.
- Q. Exhibits a style characterized by candor, directness, tactfulness, and diplomacy, with the ability to admit when mistakes were made, and when corrective action needs to be taken.
- R. Demonstrate innovation, an openness to change, and willingness to challenge the status quo; comfortable in an environment that values a collaborative approach and fosters a setting where employees feel valued.
- S. Be authentic and demonstrate a commitment to encouraging diversity within the police department workforce.
- T. Have a clear understanding of the larger mission of the City, and how the police department supports that mission.
- U. Have a history of cultivating excellence within a police department.
- V. Demonstrate commitment to delivering high-quality policing services with a focus on continually improving police-community relationships



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Essential Functions, Qualifications, & Knowledge, Skills, and Abilities (KSA) for Employment:
An employee in this class must have the following knowledge, skills, and abilities upon application:

Knowledge

- Police Operations, Police Administration, Services and Internal Affairs.
- Immersed in an understanding of Officer Accountability Commissions and State Law Enforcement Certifications on Police Officer Standards and Training requirements.
- Knowledge in developing and implementing national best standards and best practices in policing principles.
- Understand and have a history of implementing 21st Century Policing principles.
- Knowledge of evidence-based strategies to solve the complex issues within a community.
- Strong knowledge of United States Constitution around the First Amendment rights as well as method and technique of public relations.
- Methods and techniques of investigation, identification, and collection of evidence.
- Knowledge of Law Enforcement theory of modern principles, practices and techniques of police administration, operations and organization.
- Pertinent Federal, State, and local laws, codes and regulations.
- Principles of supervision, training and performance evaluation.
- Principles and practices of municipal budget presentations and admiration.
- Recent court decisions and how they impact police operations.
- Management skills to analyze programs, policies and operational needs.
- Knowledge and use of firearms and other modern police equipment.

Skills

- Time management.
- Multi-tasking.
- Communication- able to understand written and oral communication
- Prepares and recommends long-range plans for City police service programs; develops specific proposals for action on current and future City needs.

Abilities

- Ability to establish and maintain effective work relationships with co-workers, City officials and representatives of private/public entities in the community.
- Ability to research, collate and present information effectively.
- Ability to prepare effective written documentation and reports.
- Ability to coordinate complex, inter-departmental programs, and procedures.
- Ability to make effective public presentations.
- Ability to investigate, analyze and effectively resolve problems and conflicts.
- Ability to multi-task and perform with evolving priorities.
- Ability to maintain confidentiality and oversee sensitive issues with discretion and sound judgment.



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- I have read the job description for my position. I understand and accept the requirements as stated.
 - I have read the job description for my position. I would like to have a second review of the job description with the Mayor, City Council, and human resources.

Mayor:

Employee:

Human Resources Director:
