

**AN ORDINANCE ADOPTING A POSITION SUMMARY FOR THE POSITION OF CHIEF OF POLICE OF THE CITY OF DIAMOND CITY, ARKANSAS; DECLARING AN EMERGENCY; AND FOR OTHER PURPOSES**

**WHEREAS**, the City Council of the City of Diamond City, Arkansas, has the authority to enact Ordinances relating to the City, and

**WHEREAS**, the City Council of the City of Diamond City, Arkansas deems it advisable and necessary to adopt an Ordinance setting the Position Summary for the position of the Chief of Police for the City of Diamond City, Arkansas. The Position Summary shall include the job description and job requirements for position of the Chief of Police for the City of Diamond City, Arkansas, as well as the salary or wage that shall be paid to the Chief of Police for the City of Diamond City, Arkansas and the benefits that shall be offered or provided to the Chief of Police for the City of Diamond City, Arkansas, if any.

**NOW, THEREFORE, BE IT ORDAINED BY CITY COUNCIL OF THE CITY OF DIAMOND CITY, ARKANSAS THAT:**

**Section 1.** The Position Summary, which is attached hereto and incorporated herein by reference as if stated in full, is hereby adopted as the Position Summary for the position of the Chief of Police for the City of Diamond City, Arkansas, which hereby establishes the job description and job requirements for position of the Chief of Police for the City of Diamond City, Arkansas, as well as the salary or wage that shall be paid to the Chief of Police for the City of Diamond City, Arkansas and the benefits that shall be offered or provided to the Chief of Police for the City of Diamond City, Arkansas, if any.

**Section 2.** This ordinance shall take effect immediately upon its passage.

**Section 3.** Any ordinance or part of any ordinance in conflict with this ordinance shall hereby be repealed and replaced or shall be held null and void.

**Section 4.** The provisions of this Ordinance are hereby declared to be severable and if any provision shall for any reason be held illegal or invalid, such holding shall not affect the validity of the remainder of the Ordinance.

**Section 5. EMERGENCY CLAUSE.** It is determined by the City Council that the adoption of this Ordinance is immediately necessary to provide clarity to employees of the City of Diamond City, Arkansas, and to protect the interests of the citizens of Diamond City, Arkansas, and an emergency is hereby declared and this ordinance shall be in full force and effect from and after passage and publication.

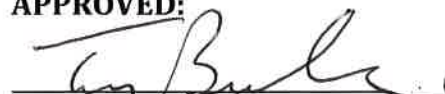
**PASSED AND APPROVED** this the 23 day of October, 2018, in a regular meeting.

Aye 6 Nay \_\_\_\_\_ Absent \_\_\_\_\_ Abstain \_\_\_\_\_

**ATTEST:**

  
\_\_\_\_\_  
Tina Jackson, Recorder

**APPROVED:**

  
\_\_\_\_\_  
Troy Bureson, acting Mayor

## CHIEF OF POLICE

**Reports To: Mayor**

### Position Summary

The Chief of Police is a Department Head level position responsible for overseeing department activities and operations, developing and implementing policy, procedures, and public safety programs that support the long term goals of the Mayor, Council, and the citizens of Diamond City, Arkansas. The Chief of Police is responsible for the management of the city's police department including supervision of full-time and part-time police officers. The Chief of Police develops and implements long and short term goals and objectives; prepares solicitations for competitive bids, subject to approval by the Mayor and City Council; assists in annual budget development; works with other law enforcement officials and prosecutors; is responsible for compliance with federal, state and local laws and regulations; and attends meetings of the City Council.

### Duties and Responsibilities

- Directs the activities of the City Police Department employees to ensure quality delivery of law enforcement services in a manner which is consistently safe, reliable, and efficient for the citizens of Diamond City, Arkansas.
- Prepares and presents a proposed department budget to the Mayor annually. Analyzes, reviews and monitors budgetary and financial data. In conjunction with the Mayor, proposes priorities, allocations of funds, materials, and personnel to provide safe, reliable and efficient law enforcement services.
- Prepares reports proposing short term and long term priorities for the City Police Department, prepares and submits purchase orders to the Mayor for any proposed allocations of funds, and directs the use of department resources, materials, and personnel.
- Anticipates, troubleshoots, and directs the resolution of public needs or concerns relating to law enforcement. Serves as liaison, problem solver, mediator, and facilitator between City Police Department employees and other city departments which routinely interact with the City Police Department.
- Presents suggestions to the Mayor concerning City Police Department employee hiring, promotion and discipline, and directs the development, training, and performance for the employees of the City Police Department.
- Identifies and resolves work place safety hazards. Ensures that all safety and risk management requirements are followed for employee and public safety.
- Attends and makes written and oral reports at City Council and community meetings.
- Responds to dispatched calls for service according to department guidelines.
- Operates emergency vehicles according to department guidelines.
- Pursues subjects on foot involving running, jumping, crawling and climbing over, under and around obstacles.
- Arrests, detains and apprehends a variety of subjects by use of physical means when/if necessary.
- Patrols businesses, residential areas and city parks on foot or by patrol car.
- Performs prolonged standing or walking when patrolling on foot.
- Assists motorists and enforces motor vehicle and criminal laws, including issuing citations and making arrests.
- Processes and books, guards and escorts arrestees.

- Administers breathalyzer tests on suspected intoxicated persons
- Deals with juvenile offenders and assists other law enforcement agencies.
- Protects, and processes crime scenes and assists other police functions when requested.
- Collects and protects evidence.
- Interviews victims, witnesses and suspects.
- Investigates conditions and causes of accidents; prepares accident reports; directs traffic and controls activities in disaster areas.
- Makes contacts with business owners and residents to assist them in addressing problems of a law enforcement nature.
- Conducts self-initiated activities such as traffic stops and citizen contacts in accordance with department guidelines.
- Performs daily maintenance and equipment checks on department issued equipment.
- Maintains a professional appearance through upkeep and maintenance of clothing, duty equipment and oneself.
- Testifies in court and submits reports as required.
- Becomes and remains familiar with municipal features, geographic locations, known offenders, neighborhood routines, and potential problem areas.
- Participates in department and assigned training.
- Serves as a community resource for residents and directs them to appropriate agencies and organizations to deal with community problems.
- Performs related responsibilities as required.

### **Skills and Abilities Required**

- Must have a high school diploma or equivalent.
- Must have a valid driver's license or be able to attain one at time of appointment and a driving record acceptable to the City's Insurance Carrier.
- Must provide verification of identity for United States work authorization as required by the Immigration Report and Control Act.
- Ability to operate a motor vehicle in all weather conditions

### **Skills and Abilities Desired**

- The Chief of Police must have a strong work ethic, leadership and communication skills, be proactive, and have a high-level of expertise on issues related to law enforcement services and public safety. The Chief of Police must be able to demonstrate that the Chief or Police possesses all of the training, experience and licenses required by state or federal law, and must be able to demonstrate the practical knowledge, skills and abilities that would allow him/her to perform this job in a successful manner.
- The Chief or Police must be proficient in basic computer operations and software applications.
- At least 10-years of law enforcement experience; at least one year must be at the command or mid-management level.

### **Physical Abilities**

This work requires the frequent exertion of up to 10 pounds of force and occasional exertion of up to 40 pounds of force; work regularly requires sitting, speaking or hearing, and using hands to finger, handle or feel, frequently requires standing, walking, reaching with hands and arms and repetitive

motions, and occasionally requires climbing or balancing, stooping, kneeling, crouching or crawling, pushing or pulling, and lifting; work requires close vision, distance vision, ability to adjust focus, depth perception, color perception, night vision and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, operating motor vehicles or equipment and observing general surroundings and activities; work occasionally requires exposure to outdoor weather conditions and exposure to blood-borne pathogens and may be required to wear specialized personal protective equipment; work is generally in a moderately noisy location (e.g. business office, light traffic).

### **Job Hours, Salary and Benefits**

Job Type: Full-time

*up to 02 part time.*

Salary: \$26,780.00 per year

This position shall be offered access to an optional City employee group health and dental insurance plan and an optional City employee Roth retirement plan.

### **Disclaimer**

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.