

## Town of Paonia

### **Chief of Police**

#### Job Description

1. As per Town of Paonia Municipal Code Sec 2-5-30 (a) The Board of Trustees, upon the recommendation of the Town Administrator, shall appoint a Chief of Police.
2. The Chief of Police shall report to and be supervised by the Town Administrator.
3. Chief of Police shall be responsible for the hiring, training, dismissal and scheduling of all police personnel. Chief of Police shall keep accurate personnel records, schedule work, and supervise their performance of duties.
4. Chief of Police shall attend Board of Trustee meetings when requested and cooperate with the Town Administrator, Clerk, Director of Public Works, and all other County/State/Federal agencies whose decisions may affect the Police Department.
5. Chief of Police shall be responsible for planning for future police needs.
6. Chief of Police shall alert the Town Administrator ~~Clerk~~ of potential grants for the Police Department and assist in obtaining them.
7. Chief of Police shall develop an annual budget request for the Police Department in consultation of the Town Administrator and assist in the implementation of the final budget approved by the Board of Trustees.
8. Chief of Police shall maintain complete records for the Police Department and be in charge of procurement of all parts and supplies.
9. Chief of Police shall be the custodian of records, measurements and documentation pertinent to the Police Department and share those records with the Town Administrator, Clerk, Mayor or Board of Trustees upon request.
10. Chief of Police shall be the primary custodian of all Police Department equipment and be responsible for repair and maintenance of said equipment.
11. Chief of Police shall perform regular inspections of the police officers and equipment to verify readiness.
12. Chief of Police shall have the Town of Paonia patrolled regularly for compliance with Town and State laws.
13. Chief of Police shall investigate criminal incidents, respond to radio dispatch calls, direct traffic when needed, respond to citizen complaints, secure crime scenes, pursue search or arrest warrants, transport suspects and provide emergency assistance to the Town.
14. Chief of Police shall, when needed, appear in Court to provide relevant testimony.
15. Chief of Police shall keep regular day shift hours, unless otherwise authorized by the Town Administrator, so as to be accessible for the citizens of the Town.
16. Chief of Police shall be the final review of all reports, logs, subpoenas, summons and documentation prepared by police officers.
17. Chief of Police shall be responsible for the safety and security of the Town.
18. Chief of Police shall perform such other duties as are prescribed by the Town Administrator, the Board of Trustees, or as required by State statutes.