

## **Position Description**

### **Police Chief – Village of North Prairie**

**Employment Status:** Full-Time Exempt - Police Department

**Reports to:** Village Board or its designees

**General Overview:** The individual in the position of Police Chief for the Village of North Prairie commands the activities of the entire Police Department in accordance with the authority delegated by the Village Board by performing duties or responsibilities personally or through subordinate supervisor(s). The Chief of Police is the chief executive officer of the Department and the final departmental authority on all matters of policy and operations. The individual supervises and coordinates activities of Department personnel and outside agencies engaged in locating and apprehending fugitives and others sought for various reasons. The individual patrols the Village in a patrol vehicle to control traffic, prevent crime or disturbance of the peace, and arrest violators.

**Supervisory Status:** The person in the position of Police Chief supervises all Police Officers and department administrative staff, if any. The Chief carries out supervisory responsibilities in accordance with the Department's and Village's policies and applicable laws.

#### **Specific Duties and Responsibilities:**

1. Upholds and enforces all laws of the State of Wisconsin and ordinances of the Village of North Prairie.
2. Performs all essential duties of a law enforcement officer to include, but not limited to: patrol, answering calls for service, conducting investigations, making arrests and completing all necessary paperwork and reports.
3. Exercises all lawful powers of the office and issues; such lawful orders as are necessary to assure the effective performance of the Department.
4. Appear as a witness and give testimony at hearings and court trials when associated to the official duties of police officer on behalf of the Village of North Prairie. Testifying credibly and thoroughly without impediment is an essential job function.
5. Plans, schedules, directs and exercises general supervision and command over the entire Department.
6. Promulgates policies, procedures and the code of conduct for the Department.
7. Strict adherence to the North Prairie Department Rules, Procedures, Code of Conduct, and the Village of North Prairie Employee Handbook.
8. Coordinates and administers the daily, monthly and yearly police department activities.
9. Coordinates internal investigations of members of the Department for alleged wrongdoing.

10. Suspends or demotes members of the Department for infractions of the rules or inefficiency.
11. Reports to and serves as staff for the Village of North Prairie Board of Trustees.
12. The Chief of Police is the custodian of all departmental records.
13. Coordinates with the Village of North Prairie Board of Trustees on promotions, demotions, and recruitment of sworn officers.
14. Commands force during emergencies.
15. Assists in the investigation or apprehension of offenders.
16. Attends local, county-wide, and state-wide meetings as directed by the Village Board.
17. Prepares reports to document personnel activities and budget requirements.
18. Prepares and updates department policies and procedures manual.
19. Attends meetings of and prepares reports for the Village Board regarding operations of the Village Police Department.
20. Communicates with staff and the general public regarding official plans, policies, and procedures of the Village and Police Department; prepares reports and recommendations for federal, state and county agencies, Department of Transportation and Department of Justice.
21. Prepares and monitors the annual department budget.

**Qualification Requirements:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily and safely. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

- A. **Education and/or Experience:** Associate degree from a two-year college or technical school; or six year's related experience and/or training; or equivalent combination of education and experience.
- B. **Language Skills: Ability** to formulate written and verbal instructions and procedures for subordinates in a straightforward, easy-to-understand manner. Ability to read and interpret complex instructions, general business periodicals, professional journals, technical procedures, governmental and documents such as safety rules, maintenance manuals and procedures. Ability to write reports, business correspondence and procedure manuals using English. Ability to present written and spoken information in one-on-one and group situations to subordinates, other Village employees, Village Trustees, committee members, residents, visitors, and the general public using English. Ability to transmit discussions and directions in oral format via telephone, radio and cellular devices.

- C. **Mathematical Skills:** Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals.
- D. **Reasoning Ability:** Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to prepare and present common-sense instructions to subordinates and Village officials in written, oral or diagram format. Ability to interpret a variety of instructions furnished in written, oral, diagram and or schedule format.

**Certificates, Licenses, Registrations:** Possession of a valid Wisconsin driver's license and Wisconsin Law Enforcement Standards Board certified.

**Physical Demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to: stand; walk; sit; use hands to finger, handle or feel objects, tools or controls; reach with hands and arms; climb and balance; stoop, kneel, crouch or crawl; talk; and hear. The employee must be able to swim.

In special situations the employee may be asked to lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

**Work Environment:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee must be able to use a typewriter or computer keyboard, mouse, and laptop computer. While performing the duties of this position, the employee regularly works near moving vehicles and in outside-weather conditions. The employee is frequently exposed to fumes or airborne particles. The employee occasionally works in high traffic areas, precarious places, wooded areas or on open ground with running or walking required. The employee may be exposed to toxic or caustic chemicals and risk of electrical shock.

The noise level in the work environment is usually moderate but may be unusually loud when working near heavy equipment.

The employee may be required to work outside of normally scheduled workday for emergency situations as identified by the Village Police Officers or other law enforcement agencies and for meeting attendance.

Approved by the Village Board April 9, 2026