



Police Commander

City of Durango, CO

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Closes 03-22-2021

\$91,902 annually + benefits

Full Time

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Job Title: Police Commander	Reports to: Police Chief
Department: Police	FLSA Classification: Exempt
Revision Date: December 2020	Pay Grade: 115
Minimum Education and Certification: Bachelor's degree from an accredited college or university with major course work in criminal justice, law enforcement, public administration or a closely related field.	
Minimum Experience: Six (6) years of increasingly responsible law enforcement experience with the Durango Police Department. Or a combination of education training and experience which provides the required knowledge, skills and abilities to perform the position duties and responsibilities.	
Certification: Must possess and maintain a valid driver's license and a valid Peace Officer Standards and Testing (POST) certificate for the State of Colorado.	

GENERAL PURPOSE:

To guide, direct, manage, supervise and coordinate the civilian and sworn personnel, programs and activities of their assigned area of the Police Department. Participate as a member of the administrative team to assist with strategic planning, capital and equipment planning, and goal setting for the assigned division as well as organization wide.

GENERAL POSITION DUTIES AND RESPONSIBILITIES:

The following duties are normal for this position. However, they are not to be construed as exclusive or all-inclusive. To perform this job successfully, an individual must be able to perform each duty satisfactorily. Other duties may also be required or assigned.

- Oversee and assume management responsibility for all services and activities of the assigned Division through field inspections and participation in all levels of policing.
- Participate in the development and implementation of goals, objectives, policies and priorities for assigned programs, and the development of short-term plans and overall vision for the department; author, recommend, and administer policies and procedures.
- Conduct a variety of organizational studies, investigations and operational studies; recommend modifications to assigned programs, policies and procedures, as appropriate, to the Chief of Police.
- Integrate the Core values into the daily operations of the division.
- Administer contracts and intergovernmental agreements for assigned division.
- Investigate and evaluate departmental policy violations involving Department members and take appropriate action, which may include disciplinary actions.

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- Makes decisions or recommendations for hiring, promotions, transfers, disciplinary action, and other personnel actions as necessary.
- Schedules staff, assigns and supervises work, prioritizes programs and projects and effectively uses available resources to accomplish objectives.
- Train, motivate and evaluate assigned personnel; provide or coordinate staff training; work with employees to correct deficiencies.
- Supervise uniformed police through subordinate supervisors including patrol, investigations and community programs unit, as assigned; direct the enforcement of all laws and ordinances within the jurisdiction of the Department.
- Responsible for integrating the Core values into the daily operation of the division.
- Participates in a wide variety of external community related functions, organizations, and activities.
- Serve on a variety of boards, commissions and committees; compose written administrative reports, memoranda, agenda documentation and meeting agendas.
- Attend and participate in professional group meetings with both internal and external participants; stay abreast of new trends and innovations in the field of law enforcement.
- Provide truthful, unreserved, and credible testimony in all judicial proceedings.
- Respond to and resolve difficult and sensitive citizen inquiries and complaints; negotiate and resolve significant and controversial issues.
- Develops, implements and oversees all budgetary and financial obligations for assigned division; prepares financial statements and reports and prepares and reviews grant requests.
- Perform field inspections of activities, and service delivery methods and procedures, by spending time in the field during all shifts.

Fiscal Responsibilities:

Employee has authority to release funds up to a level established by department head under the purchasing policies established by the Department and City. Assists in development of budget to support the division. Supervises employees who collect fees for department.

City Organization Duties and Responsibilities:

- Represent the Department and City to other City staff and members of the public.
- Provide quality customer service to individuals needing directions or assistance.

Supervisory Relationships:

Works independently within the goals of the department. dance from the Police Chief and priorities of the Chief between all divisions of the Police Department. Supervises staff directly or through assigned managers.

JOB QUALIFICATIONS – KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Modern and complex principles and practices of law enforcement.
- Knowledge of and proficiency in the use of all police-related equipment including, but not limited to personal computer, communication equipment, cameras, weapons, radios, alcohol detection devices, speed detection devices, and operation of emergency vehicles.
- Police methods and procedures including patrol, crime prevention, traffic control, investigation and identification techniques.
- Principles and practices in motivating, training, supervising and evaluating employees.

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- Operations and procedures of the criminal justice system.
- Criminal law and criminal procedure with particular reference to the apprehension, arrest and custody of persons committing misdemeanors and felonies, including rules of evidence pertaining to the seizure and preservation of evidence.
- Offensive and defensive weapons nomenclature and theory.
- First aid principles, practices and techniques.
- Self-defense tactics.
- Interviewing and interrogation techniques.
- Modern office procedures, methods and computer equipment.
- City and State laws and ordinances.
- Incident Management System (ICS) and the National Incident Management System (NIMS) at a first responder level.
- Basic report preparation techniques.
- English usage, spelling, grammar and punctuation.

Skill in:

- Managing, directing, and commanding people in such a manner as to obtain maximum cooperation with minimum use of coercion and minimum creation of hostility and rebellion.
- The evaluation of tactical and operational requirements.
- Organizational and time management to prioritize duties to accomplish a high volume of work product while adapting to constant changes in priority.
- Conducting investigations and searches thoroughly and accurately.
- Communicating clearly and concisely in verbal and written form including de-escalation of volatile situations.
- Use and proper care of firearms.
- Understand, interpret and apply laws, regulations, policies and procedures.
- Observe accurately and remember names, faces, numbers, incidents and places.
- Prepare clear, accurate and grammatically correct written reports.
- Analyze situations quickly and objectively to determine and take emergency action.
- Identify potential crime situations or traffic hazards and take preventive action.
- Learn the operation of standard equipment and facilities required in the performance of assigned tasks.

Ability to:

- Work the allocated hours of the position.
- Learn to understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.
- Supervise, organize, and review the work of sworn and non-sworn personnel on assigned shift.
- Select, supervise, train and evaluate staff.
- Interpret and explain Police Department policies and procedures.
- Respond to emergency situations including personal and property crimes such as assaults, traffic accidents, burglaries, domestic disturbances, civil complaints, property control, and related misdemeanor and felony incidents.
- Define problems, exercise sound judgment, and address a variety of situations.
- Think quickly, maintain self-control, and adapt to stressful situations.
- Maintain professionalism at all times.

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- Safely perform occasional physical encounters which may be necessary related to self-defense, defense of fellow officers, apprehending criminal suspects, and protecting public safety.
- Accurately interpret individuals' mental and physical conditions to maintain situational awareness for the safety of officers and public.
- Perform effectively under ever-present stressful conditions.
- Work independently in the absence of supervision.
- Maintain confidential records and reports.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

Work Environment:

Work is performed in a typical indoor office setting as well as in the field with exposure to inclement weather conditions and in unpredictably dangerous and life-threatening situations. Situation may require extreme physical ability to perform such activities as direct pursuit or wrestling with individuals. Possible exposure to excessive heat or cold, noise, confined spaces, hazards, distractions, hazardous materials and dangerous/life threatening situations may occur at any time.

Physical and Mental Requirements/Activities:

- This work requires the frequent exertion of up to 25 pounds of force and occasional exertion of over 100 pounds of force; work regularly requires sitting, standing, speaking or hearing, using hands to finger, handle or feel and repetitive motions; frequently requires walking, stooping, kneeling, crouching or crawling and reaching with hands and arms; and occasionally requires sprinting/running with unpredictable footing and terrain.
- Specific vision abilities required by this job include close, distance, night and peripheral vision; depth perception; and the ability to adjust focus.
- Vocal communication and normal hearing are required for expressing or exchanging ideas by means of the spoken word.
- Acceptable verbal and conversation skills to effectively communicate with others in person and via the phone, conveying detailed or important instructions to others accurately, loudly or quickly.
- Work requires preparing and analyzing written or computer data and observing general surroundings and activities.
- Use of phone handset and repetitive use of hand & fingers to operate office equipment, use computer keyboard & computer mouse and to perform other office tasks.
- Requires the wearing of protective gear and tools of the job on the body at all times.
- Ability to recognize occupational hazards in work activities and take safety precautions.
- Maintain mental capacity which allows the capability of making sound decisions and following directions.

Nothing in this job description limits management's right to assign or reassign duties and responsibilities to this job at any time. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.