

**POLICE CHIEF JOB POSITION:**

**Town of Lake Mills, Jefferson County, Wisconsin  
1111 S Main Street  
Lake Mills, Wisconsin 53551**

**Reason for announcement:**

Applications are now being accepted to fill a vacancy.

**Type of opening:**

Part-time Police Chief, Town population 2197, pay scale: \$32.00 per hour no benefits.

**Apply:** Applications are due by 04-29-2024 at 5pm and must include the Wisconsin Law Enforcement application, the DJLE-330 and resume. They can be mailed to the address above or emailed to the Town of Lake Mills Clerk Robin Untz at [townoflakemillsclerk@gmail.com](mailto:townoflakemillsclerk@gmail.com). For further information pertaining to this position, please contact Robin Untz.

**POLICE CHIEF JOB DESCRIPTION:**

The police chief position is part time as directed by the Town of Lake Mills Town Board. The Police Chief is supervised by the Town Board, and reports directly to the Town Chairperson.

**GENERAL STATEMENT OF DUTIES:**

Administer all work directing activities and employees of the Town of Lake Mills Police Department and does related work as required. The work shall involve responsibilities for performing and supervising all Police functions of the Town, including planning, directing and controlling road patrol, lake patrol, criminal investigation, and related activities and services. Shall insure proper training, assignment, and discipline of all department members. Develops policy and procedure of the department in compliance with laws and ordinances and establishes goals and objectives of the department in conjunction with Town officials. The Police Chief has administrative independence in determining the activities of the department and is responsible for internal policy and control.

**ESSENTIAL JOB FUNCTIONS:**

Essential job functions listed with or without reasonable accommodation must be performed by this job title.

**POLICE DEPARTMENT ADMINISTRATION DUTIES:**

- The Police Chief serves as the principal in overseeing traffic patrol, lake patrol, department activities, and operations.
- Plans, assigns, and exercises general supervision over the work of all department employee operations. Conducts employee reviews on an annual basis.
- Organizes, controls, and directs all department operations directly and through subordinates. Delegates duties to subordinate officers to accomplish the primary functions of the police department.
- Plans and supervises the enforcement of traffic and safety regulations and programs of crime prevention and detection as directed or necessary.
- Advises and assists police officers in non-routine criminal or other investigations.
- Attends Town Board meetings of the Town for operation and support of the department and its goals and to provide monthly and annual department reports.
- Oversees the record keeping process of the department in compliance with all laws. Directs the preparation of statistical and other reporting of the department including Uniform Crime Reports, statute required reports, and reports to the Town Board as needed/required.
- Maintains and oversees the maintenance of all personnel and general personnel policies, practices, procedures, and problems. Maintains a current knowledge of laws and modern personnel practices.
- Prepares the department's annual budget and routinely supervises the administration of the budget in conjunction with department operations. Plans for operation and initiates immediate and long-range needs of the department/community for policing. Researches grant programs and applies and administers awarded grants.
- Investigates complaints, grievances, and alleged violations of laws of department employees by the public. Administers citizen complaint procedures against department employees and takes appropriate formal or informal actions as needed/required.
- Interviews and coordinates hiring of **sworn and non-sworn** department personnel.
- Coordinates and maintains responsibility for all department training and certifications as required for the job and/or by other authority in licensing or certification.
- Supervises and authorizes department purchases, maintenance of equipment, and supplies and care of department in conjunction with budgets.

- Maintains knowledge of community issues and problems and initiates plans and procedures for police response and plans. Coordinates public safety needs, recommendations, and approval as needed.
- Maintains positive working relationships with other law enforcement and criminal justice agencies of the Local, State, and Federal levels for overall public safety operations and objectives.
- Develops emergency preparedness plans and procedures for community safety, and response to emergency/disaster.
- Prepares press/news releases and works with public media for direct public communications, information, and support.

**QUALIFICATIONS/REQUIRED KNOWLEDGE, SKILLS, and ABILITIES:**

- Certified Police Officer with Wisconsin Training and Standards Bureau and must meet all minimum standards of such certification including ability to maintain all training and performance of police officer certification by the Training and Standards Bureau.
- Combination of education and experience in administrative police work which has afforded progressively responsible experience in a variety of police functions including supervisory duties, a considerable amount of which shall have been command level experience.
- Comprehensive knowledge of the principals and practices of modern police administration, rules and regulations of policing, and knowledge of police science and criminal justice system. Extensive knowledge of field patrol activity, crime prevention, traffic patrol, safety and crime prevention along with general police operations.
- Comprehensive knowledge of the use of police records and their application to the identification and solution of police problems and knowledge of the standard by which the quality of police services is evaluated.
- Ability to command the respect of officers.
- Proven ability to communicate effectively and accurately in both written and verbal communications skills. Ability to express ideas and instructions clearly and concisely. Must have ability to prepare and supervise the preparation of clear, accurate, and comprehensive recommendations and reports.
- Ability to relate effectively with the public, government officials and agencies, and subordinates. Organizational skills and ability to provide cooperative performance of goals and objectives.

**EXPERIENCE and TRAINING:**

- Minimum age: Twenty one (21)
- Minimum training required: Associate Degree in Criminal Justice from an accredited school.
- Minimum experience required: Ten (10) years in law enforcement and five (5) years in supervisory position in law enforcement.
- Successful completion of pre-employment drug, medical, and psychological tests and background investigation.

**TOOLS and EQUIPMENT EXPERIENCE REQUIRED:**

- Personal computer, associated software, general office equipment (copier, scanner, phone system, etc.), radio system, mobile data system, department owned vehicles, firearms, less lethal equipment, traffic enforcement equipment, emergency responder equipment, and all other equipment as required to perform the duties and responsibilities of this position.

**PHYSICAL DEMANDS:**

- While performing the duties of this job, the employee is frequently required to sit, stand, talk, or hear. The employee is occasionally required to walk, use hands to finger, handle, or feel objects, tools, or controls, and reach with hands and arms. Vision abilities required by this job include 20/20 vision or the ability to correct vision to 20/20. The employee must occasionally lift and/or move up to two hundred (200) pounds, run short distances, climb stairs, operate a police car in an emergency operation mode, discharge both their service weapon and shoulder weapon efficiently, and physically perform arrest and DAAT procedures on a combative subject.