



POSITION ANNOUNCEMENT

Position: Chief of Police

Department: Police

Current salary range: \$95,000 – \$115,000

Application Requirements: All applicants must submit the following materials:

1. City of Fairfield Police Chief Employment Application (online at <https://cityoffairfieldiowa.com>)
2. Cover Letter / Letter of Interest
3. Resume

(Candidates should not send copies of certifications and trainings, please list on resume.)

Submit application and upload materials through City's online application process; if you need assistance, please email rloper@fairfieldiowa.gov.

Date Posted: March 25, 2026

Closing Date: Materials must be received by 11:59 PM on April 26, 2026.

Position Description

Position Title: Chief of Police		Department: Police Department
Reports to: Mayor/City Administrator		Supervises: Police Department
FLSA Status: Exempt		Dates Revised: 03/2026
Salary: \$95,000 – \$115,000		

Position Summary

- Under general direction of the Mayor and/or City Administrator, performs responsible professional and administrative work in planning, directing, budgeting, coordinating and evaluating law enforcement/public safety functions for the City; develops structure, standards and philosophy to attain desired goals and objectives; works closely with other law enforcement and community representatives in responding to or developing programs which meet community needs.

Essential Duties and Responsibilities

- Enforces all municipal, state and federal laws.
- Develop, implement and monitor Policies and Procedures aimed at maximizing department effectiveness and efficiency.



- Establishes major administrative unit or departmental objectives, policies and procedures and performance standards; accountable for department or unit end results.
- Maintains adequate staffing by selective hiring and training of qualified personnel for the police department.
- Maintains communications by submitting reports to the city council, mayor and city administrator, making media releases and meeting with various agencies and committees.
- Administers financial resources by preparing and submitting an annual budget and monitoring revenues and expenditures.
- Promotes efficient departmental operations by administering departmental policy and procedures, assigning duties, and providing necessary equipment.
- Confers with Mayor/City Administrator and advises on departmental and personnel matters.
- Utilizes personal computers, common business equipment, and various equipment and software applications as they pertain to each job.
- Make purchases pursuant to established purchasing policy.
- Attends City Council meetings and other meetings on a frequent basis.
- Prompt, reliable, and regular attendance during regular business hours.

Director Responsibilities

- Develops, understands, and manages departmental budget(s). Ensures that budgetary concerns are communicated to the Mayor, City Council and City Administrator as needed.
- Regularly conducts efficient staff meetings that are conducive to achieving departmental and organizational goals.
- Identifies performance expectations and ensures that employees understand those expectations. Completes annual performance evaluations in a timely manner and works with employees to resolve performance issues. Takes timely and appropriate disciplinary actions.
- Communicates and enforces organizational policies. Develops policies and procedures essential to the operation of the department(s) in compliance with regulatory requirements.
- Creates and maintains departmental job descriptions. Builds a team with diverse skills and strengths by selecting the best candidate for each position. Develops effective staffing patterns to meet departmental needs and requirements.

Organizational Responsibilities

- Applies high ethical standards, such as honesty, responsibility, and trustworthiness, at all times.
- Demonstrates a high level of initiative, effort, attention to detail, and commitment by completing assignments in a timely and effective manner.
- Provides friendly, prompt customer service at all times, to both internal and external customers.
- Facilitates cooperation, trust, and teamwork with coworkers, supervisors, and other employees throughout the organization.
- Follows organizational policies and procedures with minimal supervision, and complies with all applicable local, state, and federal regulations as they relate to each job.
- Completes all required safety trainings/classes in a timely manner.

Requirements

Knowledge, Skills, and Abilities

- Thorough knowledge of municipal, state and federal laws and regulations.
- Thorough knowledge of the principles, practices, and techniques, as well as current literature, trends, and developments, associated with the policing.
- Knowledge of the types and uses of communication and automotive equipment used in modern police work.
- Thorough knowledge of scientific methods used in crime detection and criminal identification.
- Ability to plan, organize and direct the work of a large number of subordinates performing varied police functions.
- Ability to establish proper training and instructional programs and procedures for subordinate employees.



- Ability to analyze operating records and reports for the planning and development of police activities and programs.
- Ability to make clear and accurate decisions in times of emergencies and high stress situations.
- Excellent communication skills and ability to maintain good working relations with the public and other city departments and their personnel.
- Thorough awareness of diversity related issues and ability to address in a pro-active, professional manner
- Ability to implement and initiate community relations programs
- Ability to make oral presentations.
- Must be able to communicate effectively using both written and oral methods.
- Must possess strong computer skills, including basic Microsoft applications.

Education and Experience

- Bachelor's degree in criminal justice or related field preferred.
- Must be licensed as an Iowa peace officer.
- Must have a minimum of 10 years of progressively responsible police experience.
- Minimum qualifications to be established by the Civil Service Commission at the time of testing and selection. See minimum standards-Iowa Law Enforcement Academy 501 (80B).
- Must possess and maintain a valid Iowa driver's license.

Physical, Mental, and Visual Effort

- Primarily required to sit, with occasional standing and walking.
- Regularly uses hands and fingers to operate basic office equipment, including computer, telephone, copier, and fax machine.
- Regularly communicates with others through speaking and listening.
- Requires close vision and the ability to adjust focus; also requires some distant vision.
- The language demands in this job are most characterized by composing original correspondence, following code books and participating in complex, tense and stressful discussions.
- Position subject to high levels of stress.
- Must be willing to respond on an on-call basis as necessary.
- Required to climb, turn, stoop, kneel, run and crouch in the course of duty.
- Must be able to exert up to twenty pounds of force frequently; up to 50 pounds infrequently and unknown higher weight, with assistance, as conditions necessitate.

Working Conditions

- Regularly works in an office environment with controlled temperatures and limited exposure to loud noises or unusual smells.
- Frequently outside and exposed to natural elements including varied temperatures, noises, and smells.

Disclaimer

The above information is intended to describe the general nature and level of work to be performed by employees in this position. It is not intended to be an exhaustive list of all duties, responsibilities, requirements, and working conditions. The City reserves the right to change or assign other duties to this position as needed and as deemed appropriate. Employees holding this position will be required to perform any other job-related duties requested by management. Reasonable accommodations may be made as needed for employees to perform the essential duties and responsibilities and meet the requirements of the position. Except for employees covered by Civil Service agreement, City of Fairfield employees are considered at-will employees. An employee may terminate his/her employment at any time and the City may also terminate the employee's employment at any time. Unless otherwise provided by contract or law, all employment with the City of Fairfield is to be considered "at-will".

Employee Acknowledgement

I have carefully read and understand the contents of this position description. I understand the duties, responsibilities, requirements, and working conditions. I also understand that this is not necessarily an exhaustive list of duties, responsibilities, requirements, and working conditions associated with the position. While this list is



intended to be an accurate reflection of the current position, I understand that the employer reserves the right to revise the duties and responsibilities of the position or to require that additional or different tasks be performed. I understand that I may be required to work overtime, as well as different shifts or hours outside the normally defined workday or workweek.

Employee's Signature: _____

Date: _____

City Administrator: _____

Date: _____