

# Police Chief PCN: 17401

**Date Posted:**

Thursday, March 03, 2022

**Department:**

Police Department

**Compensation:**

\$102,848 - \$130,000

**Hours:**

Overtime Exempt Managerial Position

**Deadline:**

Open until filled

**Position Objectives:**

This is a highly responsible managerial position involving the overall management of the Police Department. Work involves responsibility for the overall operations for the department. Duties include the response to all major incidents on a 24-hours basis. Work is performed under the administrative direction of the City Manager, who reviews work for effectiveness and efficiency in relation to goals and objectives for the department.

**Department:** Police Department

**FLSA Status:** Exempt

**Grade/Level:** Management Range III

**Job Type:** Regular

**Job Status:** Full Time

**Reports To:** City Manager

**Amount of Travel Required:** Little

**Positions Supervised:** 1 Lieutenant, 1 Evidence Custodian, 1 Administrative Assistant, 3 Sergeant(s), 3 Investigators, 10 Patrol Officer(s), 2 Community Service Officer(s), 5 Public Safety Dispatcher(s), 1 Public Safety Dispatch Supervisor, 3 Community Service Patrols employee(s), 1 School Resource Officer

**Work Schedule:** Office hours of Monday-Friday and on call twenty four (24) hours a day seven (7) days a week

**Duties and Responsibilities:**  
**ESSENTIAL FUNCTIONS STATEMENT**

Supervise and coordinate the investigation of criminal cases, offering guidance and expertise to investigators, and ensuring that procedures are conducted in accordance with laws and regulations.

Maintain logs, prepare reports, and direct the preparation, handling, and maintenance of departmental records.

Explain police operations to subordinates to assist them in performing their job duties.

Cooperate with court personnel and officials from other law enforcement agencies and testify in court as necessary.

Review contents of written orders to ensure adherence to legal requirements.

Investigate and resolve personnel problems within organization and charges of misconduct against staff.

Direct collection, preparation, and handling of evidence and personal property of prisoners.

Inform personnel of changes in regulations and policies, implications of new or amended laws, and new techniques of police work.

Train staff in proper police work procedures.

Monitor and review recommendations to personnel actions: hiring, evaluate the job performance of subordinates, and authorize promotions and transfers and disciplinary actions.

Prepare work schedules and assign duties to subordinates.

Conduct raids and order detention of witnesses and suspects for questioning.

Discipline staff for violation of department rules and regulations.

Develop, implement and revise departmental policies and procedures.

Inspect facilities, supplies, vehicles, and equipment to ensure conformance to standards.

Requisition and issue equipment and supplies.

Meet with civic, educational, and community groups to develop community programs and events, and to discuss law enforcement subjects.

Prepare news releases and respond to police correspondence.

Prepare budgets and manage expenditures of department funds.

Direct release or transfer of prisoners.

Serve as Transportation Inspector and perform duties as outlined in the Bethel Municipal Code.

Perform related work as required.

**Minimum Requirements:**  
**SKILLS & ABILITIES**

**Education:**

- High School Graduate or General Education Degree (GED): Required
- Associate's Degree (two year college or technical school): Required. Field of Study: a related field may substitute ten years' experience as a certified police officer as education
- Bachelor's Degree (four year college or technical school): Preferred. Field of Study: political science, criminal justice, management or other related fields.

**Experience:**

A minimum of ten years as a certified police officer and at least seven years of managerial and supervisory experience in police service administration in a rural city

**Computer Skills:**

Demonstrated proficiency using standard office software applications

**Certifications & Licenses**

Advance Alaska Police Standards certificate or equivalent

Possession of a valid Alaska driver's license or equivalent

**Other Requirements:**

Extensive knowledge of public safety administration

Knowledge of state, City laws, regulations and policies regarding law enforcement operations and administration.

Knowledge of planning and police issues.

Ability to direct the operations of a rural Alaskan police department under routine and emergency circumstance.

Ability to make quick, sound judgmental decisions.

Ability to successfully complete a criminal background investigation.

**Benefits:**

City of Bethel employee benefits include:

- Group Health Insurance

- Group Life and Long-Term Disability Insurance
- Voluntary Deferred Compensation
- Utility Benefits (discount water/sewer service)
- Paid Time Off and Holidays

**More Information:**

All applicants, please see below links for the F3 form and City of Bethel Application.

<https://dps.alaska.gov/getmedia/cb881423-1577-46a3-9278-68a460cca123/F-3.pdf;.aspx>

<https://www.cityofbethel.org/index.asp?SEC=E15B2059-E80A-4E44-A53E-613711F0C1D4>

ALL APPLICANTS:

**Submit completed and signed original City application form and F3 to: City of Bethel, Attention Lieutenant Poole, 157 Salmonberry Rd, P.O. Box 809, Bethel, AK 99559. Please have a CV accompany your application.**

Contact info; office (907) 543-3781 cell; (239)-300-3944

Email: [jpoole@cityofbethel.net](mailto:jpoole@cityofbethel.net)

Lieutenant (Acting Chief of Police) Jesse D Poole



**Official Website of Bethel, Alaska**

300 State Highway, P.O. Box 1388, Bethel, AK 99559  
Monday - Friday 8:00 a.m. to 5:00 p.m. (907) 543-2047