



TOWN OF HUDSON

50 South Beech Street, P.O. Box 351, Hudson, CO 80642

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www.hudsoncolorado.org

Police Chief

IMMEDIATE SUPERVISOR: Town Manager

FLSA STATUS: Exempt

CLASSIFICATION: Full-Time

COMPENSATION: Hiring Range \$95,000 – \$110,000

DATE: August 2022

SUMMARY OF POSITION

The Police Chief is responsible for directing the operations and activities of the Police Department, under the direction of the Town Manager. Responsible for providing leadership and oversight to department staff. This is a highly visible position which requires excellent communication skills, both oral and written, with the ability to positively represent the Town of Hudson when interacting with citizens, law enforcement, allied agencies, local businesses, community groups and elected officials.

ESSENTIAL FUNCTIONS

- Directs, oversees, and participates in the development of the department and law enforcement functions within the town; assign work activities, implement policies and procedures, review and evaluate work products, methods, and procedures
- Develops and implements department goals, objectives, policies and procedures.
- Represents the department by establishing and maintaining effective working relationships with other Town officials and employees, county, state and federal authorities, civic leaders and the public
- Fosters a close and cooperative working relationship with partner agencies and entities including the Weld County Sheriff's Department, the Hudson Fire Protection District, the RE3J School District and other governmental agencies
- Coordinates preparation of the annual department budget; monitors annual budget during fiscal year to ensure compliance with Town auditing procedures and compliance with budgetary constraints
- Participates in crime prevention and public education programs and develops and implements programs designed to enhance law enforcement/community relations
- Organizes and directs activities during emergency situations and special activities; coordinates activities with other agencies as required; directs command post on all major responses.
- Participates in mutual aid or other related intergovernmental agreement negotiations

- Directs the maintenance of police records including general correspondence, statistical records, fingerprint records, criminal investigation records, and other miscellaneous types of records
- Participates in law enforcement duties including: patrol, mediation, conducting inspections and investigations, animal control, code enforcement, etc.

MINIMUM QUALIFICATIONS

- Current Colorado Peace Officer (POST) Certification
- Must possess a valid Driver's License
- Minimum 21 years of age
- Must possess High School Diploma or equivalent; degree preferred, but not required
- Minimum 5 years of experience as a Supervisor/Sergeant; former experience as a Chief desired, but not required
- Management experience with a public law enforcement agency performing administrative and supervisory oversight or any experience that would have provided the opportunity to develop the required skills, knowledge, and abilities for the Chief of Police.
- Possession of or ability to obtain current firearms qualification
- Possession of or ability to obtain current CPR and First Aid certifications
- Excellent verbal and written communication skills
- Strong interpersonal skills with the ability to work with a wide variety of people, including other law enforcement entities
- Thorough understanding of police and investigative procedures, processes, and techniques

KNOWLEDGE, SKILLS AND ABILITIES

- Understand and apply the basic municipal ordinance contents and the ability to learn, understand and use the Hudson Municipal Code
- Demonstrated ability to develop and maintain respectful relationships with citizens
- Provide fair and consistent interpretations and enforcement of laws
- Maintain composure while taking command and restoring control in volatile situations
- Foster mutually supportive relationships with all partner entities
- Ability to remain calm and professional in tense situations
- Ability to prepare reports in a clear, concise, and organized manner
- Ability to make reasonable judgments and work under limited supervision
- Ability to adapt to changes in the work environment, manage demand for service, changes approach or method to best fit situation
- Leads by example, is transparent and an engaging team-builder who can lead a professional law enforcement agency engaged in proactive community- policing.

- Excellent communication and interpersonal skills necessary to build positive working relationships and professional partnerships, and be a collaborative, inclusive, and ethical leader
- A steadfast leader who can serve with empathy and compassion.
- A leader who will set the example, has a presence and is visible.
- Understands and be conscientious of community perception and needs. Be an example to others by being accountable, setting a positive example, and setting a high standard of professional and personal integrity.
- The ability to collaborate and build consensus and partnerships internally as well as with outside agencies.
- A law enforcement leader who understands the dynamics and culture of towns like Hudson strives to achieve the town's long-term vision for its Police Department.

SUPERVISORY RESPONSIBILITIES: Directly and indirectly supervises sworn and non-sworn staff. Carries out supervisory responsibilities in accordance with Town policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

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. While performing the duties of this job, the employee is regularly required to see, talk and hear. The employee frequently is required to stand; walk; stoop, kneel, crouch or crawl; use hands to finger, handle or feel; and reach with hands and arms. This position requires the ability to frequently lift and/or move up to 25 lbs. and occasionally lift and/or move up to 100 lbs. Sit and drive a motor vehicle in varying conditions. This position requires to ability to use a computer for moderate periods of time.

MATERIALS & EQUIPMENT USED: Motor vehicle, radar and/or laser electronic speed monitoring, intoxylizer, video equipment, cameras, finger printing materials, lethal and less lethal weapons, police radio equipment. General office equipment including computer, printer, copier, and phones.

WORKING CONDITIONS: This is primarily an in-office position. While performing the duties of this job, the employee will be exposed to outside weather conditions. The employee may also be exposed to moving mechanical parts, fume or airborne particle, toxic or caustic chemicals.

The employee hired in this position will be required to pass an extensive criminal background check, psychological exam, physical exam and drug screen as a condition of employment. As a part of this background check the applicant must not have consumed any illegal substances listed under sections 18-18-203 – 18-18-207 within the last year and must not have consumed any marijuana substances within the last six months.

This job description is intended to describe the general nature, complexity and level of work to be performed by employees assigned to this position and is not to be construed as an exhaustive list of responsibilities, duties and/or skills required. It does not prescribe or restrict the work that may be assigned. Furthermore, this does not establish a contract for employment and is subject to change at the discretion of the organization.